

**Hedon Town Council**  
**Minutes of the Proceedings of a Meeting of**  
**Finance & General Purposes Committee**  
**held at the Town Hall, St Augustine's Gate, Hedon**  
**25 May 2023**

Present: In the Chair – Cllr Ms D Storr/S Gallant  
Cllrs: Mrs S Banks, C Billany, J Brindley, J Dennis, Mrs B Goldspink, P  
Hinch, Miss S Rommell and Ms D Storr  
Kim Gray (Town Clerk)

1. To Elect a Chairman

It was proposed by Cllr Goldspink and seconded by Cllr Dennis that Cllr Brindley be Chairman of the Finance & General Purposes Committee. It was also proposed by Cllr Billany and seconded by Cllr Hinch that Cllr Gallant be Chairman. Following a show of hands vote Cllr Gallant was elected

**Resolved:** that Cllr Gallant was elected as Chairman of the Finance & General Purposes Committee

2. Election of Vice Chairman

It was proposed by Cllr Banks and seconded by Cllr Dennis that Cllr Brindley be Vice Chairman of the Finance & General Purposes Committee.

**Resolved:** that Cllr Brindley was elected as Vice Chairman of the Finance & General Purposes Committee

3. Apologies for Absence

Cllrs: D Thompson (prior commitment).

**Resolved:** that the apologies were accepted

4. Confirmation of the Minutes

The Minutes of the meeting of the Finance & General Purposes Committee held on 27 April 2023 were agreed as being a correct record of the proceedings thereat.

**Resolved:** That the minutes were confirmed as a true record

5. Updates on the Minutes

5.1 As outgoing-Mayor Cllr Thompson presented the Hedon plaques to Katie Smith (Ruben's Voice) and Hedon Rangers on the 11 May

5.2 As outgoing-Mayor Cllr Thompson presented EMMAUS, the Mayor's chosen charity, with a cheque for £781.41 on the 11 May

# Hedon Town Council

## 6. Declaration of Interests

- 6.1 To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.
- 6.2 To note dispensations given to any member of the Council in respect of the agenda items listed below.

## 7. To approve Accounts Payable Schedule – May

The Schedule previously circulated to Members, will form part of the Minutes.

**Resolved:** that the schedule of payments for May 2023, signed by two Councillors, in the sum of £17,648.43 was approved.

## 8. To receive an update on the financial position of the Council as at 30 April 2023

The Chairman referred to the documents attached to these Minutes which had been circulated to all Councillors; the documents indicated the financial position of the Council as at 30 April 2023.

**Resolved:** that the schedules showing receipts/payments made during April and the budget monitoring report were approved

## 9. To receive the Internal Auditor's report for the year ended 31.3.23

The Chairman referred to the report and the Town Clerk's reply which had been previously circulated. It was noted that the Internal Auditor pick up the value of the current account and suggested allocating reserves to another institution to fall within the FSCS compensation limits of £85,000. This is already under review and the CCLA is under consideration.

**Resolved:** that the Internal Auditor's report was noted; it was noted that there were only minor items raised which had been satisfactorily dealt with

## 10. To appoint Internal Auditor for 2023/'24

After discussion Members were happy to reappoint Public Sector Audit to the position of Internal Audit.

**Resolved:** that Public Sector Audit were appointed as Internal Auditors for the Town Council and the Town Clerk was asked to thank the Auditor for his services last year

## 11. To approve Risk Reports for 'Allotments', 'Bus Shelters', and 'Car parks'

The Chairman referred to the Risk Reports for 'Allotments', 'Bus Shelters' and 'Car Parks'.

**Resolved:** that the Risk Assessment Reports 'Allotments', 'Bus Shelters' and 'Car Parks' were approved as tabled.

## 12. To review List of Charges and Payments documents

Members agreed that all charges would remain the same.

# Hedon Town Council

**Resolved:** that, except for Allotment rents, the charges and payments contained in the documents would remain the same; allotment rents would be discussed at a separate Property Committee meeting in time for the rent invoices to be sent out in December

13. To note report from Hedfest Working Group and approve actions taken  
Cllr Brindley reported only 2 people came to the last meeting. The next meeting is tomorrow at 11am.

14. To receive a report from the Events Working Group and to approve actions taken  
Cllr Banks reported only 2 people came to the last meeting. The next meeting is tomorrow at 10am. Cllr Banks reported that Scruffs was a huge success.

**Resolved:** that the report was noted, and the actions taken were approved.

15. To appoint Members as representatives on outside bodies  
The Chairman referred to the document circulated with the agenda papers which set out which Members had previously been appointed to outside working groups/bodies. The amended list would be attached to the Minutes.

**Resolved:** that the list as amended at the meeting was approved and would be attached to the Minutes

16. To appoint the Hedon Town Council Parish Transport Champion  
The Chairman proposed this be deferred to next meeting as DT had been the representative and may wish to continue.

**Resolved:** that the matter would be deferred to the next meeting.

17. To approve remedial electrical work to Town Hall to meet amendments to electrical regulation  
The Chairman referred to Clerk's note explaining the Amendment 2:2022 to BS 7671:2018 18th Edition IET Wiring Regulations. The amendments will mean that at the Town Hall's annual electrical inspection in June work will be required to install Arc Fault Detection Devices and Surge Protection Device. The electricians provided a quote for the work, without which the electrical safety certificate would not be issued or be issued with a non-compliance. The work would be combined with the annual inspection visit.

**Resolved:** that the Council would approved the remedial works to be completed in line with Amendment 2:2022 to BS 7671:2018 18th Edition IET Wiring Regulations.

18. To discuss a way forward with '20 is plenty'  
The Chairman suggested a forming a working group. PCSO Dunning-Davies spoke about this at the Parish Meeting. To liaise with the police and ERYC. Cllrs: Gallant, Hinch, Brindley, Billany and Rommell would form the Working Group. The Clerk would circulate the report from PCSO Dunning-Davis to Working Group members.

**Resolved:** that the Council would form a Working Group to move forward with this project and the Clerk would circulate the report that PCSO Dunning-Davis provided.

# Hedon Town Council

19. To agree to right-off invoice Nos. 030 Kolize (£25) & 031 Il Padrino (£25) for sponsorship of the Hedon Calendar

Members discussed why the money was not received given the minimal amount. One more letter would be sent to the businesses in an attempt to recoup the payment.

**Resolved:** that the Clerk would write to the businesses one last time to attempt to recoup the money.

20. To consider ERNLLCA training:

20.1 'Being a Good Councillor' training (3 parts)

20.2 'Chairmanship' (one day event)

The Chairman referred Members to the file note from the Clerk, alerting them to the opportunity of training and to contact the Clerk if they would like to book any of the training sessions.

21. Correspondence

EV Charging email – ERYC EV Charging Project proposed to install two points at Market Hill. The Council discussed this at an earlier meeting and it was suggested that other locations would be preferable as it would tie up 2 parking spaces in a busy car park. The Clerk will respond again to re-iterate the Council's view on the Market Hill location and suggest that ERYC consider the Station car park in the first instance, or alternatively Johnson's car park.

22. Members' points of information and items for the agenda

Cllr Goldspink – Disabled parking bay would be of benefit to the Church congregation and people visiting the doctor's surgery, ideally located by the north transept of the church. The matter will be added to the next agenda.

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Chairman of Finance & General Purposes Committee

**FINANCE SCHEDULE - May 2023**

Date	Name	Description	Net Amount	VAT	Total Amount	Ref No	Already Pd	Cheques Pd	Salaries	Invoices to be pd	Signed off by Cllr Gallant	Signed off by Cllr Brindley
05.05.23	Public Sector Audit	Internal Audit	733.40	0.00	733.40	Bacs041	733.40				<i>[Signature]</i>	<i>[Signature]</i>
05.05.23	K.Gray	Petty Cash	150.00	0.00	150.00	Bacs042	150.00				<i>[Signature]</i>	<i>[Signature]</i>
01.05.23	Africa Studio	Cancellation Fee Hedfest	1048.00	209.60	1257.60	Bacs043	1257.60				<i>[Signature]</i>	<i>[Signature]</i>
01.05.23	Africa Studio	Stage and Sound with light hire	2150.00	430.00	2580.00	Bacs044	2580.00				<i>[Signature]</i>	<i>[Signature]</i>
01.05.23	Kmsandy	Graffiti Wipes	20.25	0.00	20.25	Bacs045	20.25				<i>[Signature]</i>	<i>[Signature]</i>
23.05.23	Holderness Trye Service	Puncture Repair	60.00	12.00	72.00	Bacs046				72.00	<i>[Signature]</i>	<i>[Signature]</i>
26.05.23	Itstheicar.com	Macebearer DutiesNov22/Mar 23	350.00	0.00	350.00	Bacs047				350.00	<i>[Signature]</i>	<i>[Signature]</i>
31.05.23	Kcom	Bundle Services	39.49	7.89	47.38	DD048	47.38				<i>[Signature]</i>	<i>[Signature]</i>
26.05.23	Johnsons of Hedon	Various items string,wipes	18.74	3.75	22.49	Bacs049				22.49	<i>[Signature]</i>	<i>[Signature]</i>
01.05.23	Kcom	Rentals of phones April	54.99	10.99	65.98	DD050	65.98				<i>[Signature]</i>	<i>[Signature]</i>
31.05.23	Kcom	Rentals of phones May	54.99	10.99	65.98	DD051	65.98				<i>[Signature]</i>	<i>[Signature]</i>
24.05.23	Total Energies	Electric Invoice - Town Hall	57.02	2.85	59.87	Bacs052	59.87				<i>[Signature]</i>	<i>[Signature]</i>
24.05.23	Total Energies	Electric Invoice - Market Place	34.11	1.71	35.82	Bacs053	35.82				<i>[Signature]</i>	<i>[Signature]</i>
26.05.23	ERYC	Pest Contract	291.28	58.26	349.54	Bacs054				349.54	<i>[Signature]</i>	<i>[Signature]</i>
26.05.23	Sandhill Garden Cent	Prunus avi tree	37.49	7.50	44.99	Bacs055				44.99	<i>[Signature]</i>	<i>[Signature]</i>
30.05.23	Lowfuelcard	Fuel	50.00	10.00	60.00	Bacs056	60.00				<i>[Signature]</i>	<i>[Signature]</i>
26.05.23	Holderness Trye Service	Puncture Repair	68.50	13.70	82.20	Bacs057				82.20	<i>[Signature]</i>	<i>[Signature]</i>
03.05.23	Marthas Mum	Cakes for King coronation	195.00	0.00	195.00	Bacs058				195.00	<i>[Signature]</i>	<i>[Signature]</i>
03.05.23	SLCC	Building Management Event	60.00	12.00	72.00	Bacs059				72.00	<i>[Signature]</i>	<i>[Signature]</i>
01.05.23	Kcom	Rentals April	49.99	9.99	59.98	DD060	59.98				<i>[Signature]</i>	<i>[Signature]</i>
01.05.23	caroline	Flowers for Scruffs	40.00	0.00	40.00	Bacs061	40.00				<i>[Signature]</i>	<i>[Signature]</i>
15.05.23	Kcom	Voice Services	32.97	6.59	39.56	DD062	39.56				<i>[Signature]</i>	<i>[Signature]</i>
31.05.23	Kcom	Bundle Services	39.49	7.89	47.38	DD063	47.38				<i>[Signature]</i>	<i>[Signature]</i>
07.05.23	Marshalls	Kings coronation	218.82	0.00	218.82	Bacs064	218.82				<i>[Signature]</i>	<i>[Signature]</i>
26.05.23	Tony Cook	Cable Ties	12.40	2.48	14.88	Bacs065				14.88	<i>[Signature]</i>	<i>[Signature]</i>
19.05.23	British Gas	Electric Bill	48.94	2.44	51.38	DD066	51.38				<i>[Signature]</i>	<i>[Signature]</i>
28.05.23	HSBC	Bank Charges	29.09	0.00	29.09	DD067	29.09				<i>[Signature]</i>	<i>[Signature]</i>
28.04.23											<i>[Signature]</i>	<i>[Signature]</i>
	Salaries	Wages	8851.58	0.00	8851.58				8851.58		<i>[Signature]</i>	<i>[Signature]</i>
	HMRC	PAYE & NI	1640.73	0.00	1640.73				1640.73		<i>[Signature]</i>	<i>[Signature]</i>
	ERPF	Pensions	1211.16	0.00	1211.16				1211.16		<i>[Signature]</i>	<i>[Signature]</i>
			17648.43	820.63	18469.06		5562.49	0.00	11703.47	1203.10	<i>[Signature]</i>	<i>[Signature]</i>
			18469.06					18469.06				

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