

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
26 September 2024

Present: In the Chair – Cllr S Gallant
Cllrs: C Billany, J Brindley, J Dennis, Mrs B Goldspink, P Hinch, Mrs G Pocklington, Miss S Rommell, D Thompson and Mrs S Wright
Kim Gray (Town Clerk)

1. Apologies for Absence

Cllrs: Mrs S Banks (illness) and Ms Storr (prior commitment).

2. Confirmation of the Minutes

The Minutes of the meeting of the Finance & General Purposes Committee held on 25 July 2024 were agreed as being a correct record of the proceedings thereat.

Resolved: That the minutes were confirmed as a true record

3. Updates on the Minutes

3.1 Update on the bleed kit - the Clerk is proceeding with the Listing Building Consent to allow the bleed kit to be installed on the Town Hall wall

3.2 Update on the Hedon Primary School request re parking on Ivy Lane. A response from ERYC was previously circulated to members. *“As you may know all schools within the East Riding was assessed against a set criteria for Traffic Management’s school parking project. All schools that needed additional parking restrictions have been added to our programme for the year. You will be pleased to know that Hedon Primary School has an excellent safety record, therefore, so we would not recommend making significant changes to the parking arrangements at this time. I would also like to note that Ivy Lane already has double yellow lines and advisory keep clear markings.”*

3.3 Update on the Council training – preferred date. The Clerk will circulate a Doodle poll to all Members to find a suitable date.

4. Declaration of Interests

4.1 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.

4.2 To note dispensations given to any member of the Council in respect of the agenda items listed below.

5. To approve Accounts Payable Schedule – September

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

Resolved: that the schedule of payments for September 2024, signed by one Councillors, in the sum of £35,411.93 was approved.

6. To receive an update on the financial position of the Council as at 31 August 2024

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 31 August 2024. The Chairman and Vice Chairman will review the budget. The Chairman noted that the precept was increase to allow balancing figure to be transferred into reserves at the end of the financial year.

Resolved: that the schedules showing receipts/payments made during July and August and the budget monitoring report were approved.

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7. To note 'Conclusion of Audit' Report from External Auditor
The Chairman referred to the External Auditor's report for 2023/24 which had been previously circulated to all Members. The Chairman explained that the way that a couple of the budget lines had been reported last year differed from previous. These items were netted off but during the last year the income and expenditure were reported separately. The external auditor confirmed the latter to be the preferred reporting method. It was also noted that the internal auditor had picked up a few points, these did not affect the external audit.
Resolved: that the report was noted
8. To approve Risk Reports for 'Data Protection', 'Employment of Staff', and 'Financial Management'
The Chairman referred to the Risk Reports for 'Data Protection', 'Employment of Staff', and 'Financial Management'
Resolved: that the Risk Reports for 'Data Protection', 'Employment of Staff', and 'Financial Management' were approved as tabled.
9. To approve task specific Risk Assessments 'Manual Handling', 'Outdoor Working' and 'Mowing and Strimming'
Cllr Brindley entered the meeting.
The Chairman referred to the risk assessment documents which had been circulated to Members. It was agreed to approve 'Manual Handling' and 'Outdoor Working' risk assessments as tabled. It was agreed that 'Mowing and Strimming' risk assessment would be approved subject to the addition of 'inspection of equipment before use'. Cllr Hinch offered to assist the Clerk with reviewing the risk assessments.
Resolved: that the Council would approve 'Manual Handling' and 'Outdoor Working' risk assessments as table and 'Mowing and Strimming' risk assessment would be approved subject to the addition of 'inspection of equipment before use'.
10. To adopt Equality and Diversity Policy
The Chairman referred to the Equality and Diversity Policy which had been circulated to Members.
Resolved: that the Council would adopt the equality and Diversity Policy as tabled.
11. To adopt Dignity at Work Policy
The Chairman referred to the Dignity at Work Policy which had been circulated to Members.
Resolved: that the Council would adopt the Dignity at Work Policy as tabled.
12. To review Health & Safety at Work Policy
The Chairman referred to the Health & Safety at Work Policy which had been circulated to Members.
Resolved: that the Council reviewed the Health & Safety at Work Policy and agreed it was fit for purpose as tabled.
13. To review Social Media Policy
The Chairman referred to the Social Media Policy which had been circulated to Members.
Resolved: that the Council reviewed the Social Media Policy and agreed it was fit for purpose as tabled.
14. To receive a report from the Hedfest Working Group
Cllr Thompson, as Chair of the Working Group, gave a report of the event in July and debrief meeting held in September. The church could have been better attended; this would be resolved with more advertising. The Jongleurs event went well but could have

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been better attended but the idea of a poetry event can be misunderstood. The Working Group were in favour of holding another Hedfest in 2025. To move forward again in 2025 will depend on the staff being willing to take on the challenge again, whether F&GP would support the event and whether KCOM would sponsor the event again. The staff should be consulted; the Clerk confirmed that a discussion needed to take place with the other Council Officers. Other alternative arrangements for the day were suggested. It was suggested that the initial assumption was that the overtime arrangements would be as 2024. It was suggested that a flat bed trailer is placed in Market Place and used as the stage for live music; Ruben's Voice have used this set up and could be asked for details of the contractor who provide this and the sound system for their event. It was noted that the pubs benefit from such events and could be asked to contribute to the event. Cllr Thompson noted that it would have been good to have seen a better attendance by Councillors at the Working Group meetings. The time of the Working Group meetings was discussed. The next Hedfest Working Group meeting is Friday 11 October 12 noon.

15. To receive a report from the Events Working Group
Cllr Thompson gave a report. The Hedon Calendar is at the printers. A tentative events programme for 2025 had been discussed including afternoon tea with the Mayor, the Dog Show, VE Day, cake and craft show, Hedfest and maybe Jongleurs events, possibly an art exhibition, Heritage Week, treasure hunt and then Christmas event. Social media is being used to ask the community what they want to see and the outcome will be taken to the next Event Working Group meeting. The next Event Working Group meeting will follow the Hedfest meeting on Friday 11 October at approximately 1pm.
16. To receive a report from the ERNLLCA AGM
Cllrs Billany & Hinch were unable to attend the ERNLLCA AGM.
17. To approve the Mayor's Sunday Event Risk Assessment
The Chairman referred to the risk assessment previously circulated to Members.
Resolved: that the Council would approve the Mayor's Sunda Event Risk Assessment a tabled.
18. To consider quotes to replace curtains in the Council Chamber
The Chairman referred to the two quotes previously circulated. Members considered an alternative suggestion, whereby the original curtains are altered to remove the faded sections and window blinds installed to block the sun and maintain heat. Cllr Goldspink would find a suitable professional to make alterations to the curtains and the Clerk would source quotes for the blinds for a decision at the next meeting.
Resolved: that the Council would agree to defer the matter to the next meeting to allow Cllr Goldspink to find a suitable professional to make alterations to the curtains and the Clerk to source new quotes for the installation of window blinds.
19. To consider installing a new solar powered streetlight
The Chairman noted that the Clerk liaised with the Local Development Team Officer about the response previously circulated to Members. The Development Officer is taking back the point that the lights installed in 2022 were installed by the Town Council following discussion with ERYC that the lights would be a trail for the roll out of solar powered lights by ERYC throughout the county.
Resolved: that the Council would defer this item to the next meeting.

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20. To approve cleaning of the Cenotaph in advance of Remembrance Day
The Chairman confirmed the cost of the work to be £540.00
Resolved: that the Council would approve cleaning of the Cenotaph by Everingham and Son at a cost of £540.00
21. To receive an update and agree any actions in regard to the situation with MS3 poles in Hedon
The Chairman noted that MS3 have erected a few poles in a conservation area. Cllr Gallant has spoken to ERYC about this situation, but these will remain. It was noted that Chris Bryant is now the Minister for this matter and has been proactive, encouraging providers to be co-operate or the regulations will be changed. The width of the footpath where poles have been erected in the conservation area is a concern. It was noted that the Council needs to be mindful of the attitude towards the new providers who are providing more competitive access to broadband and that it is the poles that are not wanted.
22. To agree expenditure for a Memorial Rowan Tree for Honorary Freeman Neil Black
The Chairman referred to the cost to purchase a tree in memory of Honorary Freeman Neil Black of £49.99 from Sandhill to be planted in Watson Park. It was agreed that a ceremony to plant the tree would be held at 12:30pm Sunday 6 October before the Mayor's Civic Sunday Service and a stone plaque will be arranged.
Resolved: that the Council would agree to the purchase of tree at a cost of £49.99.
Resolved: that the Council would agree the following wording for the plaque
"Remembering Honorary Freeman of Hedon Neil Black"
23. To consider participation in the national celebrations for VE Day 80 (8 May 2025)
The Chairman referred to VE Day 80 and the national plan circulated by the Pageant Master. Members agreed that a VE Day Event Working Group would be formed and the community groups around the town would be invited to join the Group.
Resolved: that the Council would form a VE Day Event Working Group to organise an event.
24. To consider request for Resident Permit Parking in Souttergate
The Chairman referred to the email previous circulated to Members from a resident to ask for Souttergate to be made a Resident Parking by permit. There will be a cost, and neighbours may not be in favours. It was suggested that a letter is sent to the resident referring them to ERYC. The Council agreed it would not pursue this with ERYC.
Resolved: that the Council would not pursue the matter with ERYC.
25. Correspondence
25.1 An email circulated to Members by Mr Brindley of the ABCC requesting use of the field to the rear of the ABCC. It was noted that the request should have been submitted the Property Committee, but due to the timescale the F&GP Committee would consider the request.
The event and arrangements were discussed, and it was agreed that the ABCC would be granted use of the area subject to submitting proof of PLI, event plan, risk assessment and appropriate licences for activities from both the ABCC and the event company providing the props and entertainment. The event was planned for the whole of October but would be subject to the receipt of paperwork prior to the commencement of the event.

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

- 26.1 To approve an extended leave of absence for Cllr Banks.
- 26.2 The exterior of the newly opened shop in St Augustine's Gate would be added to the Planning agenda if Cllr Brindley could provide a list of the issues that are considered contravening the Conservation area.
- 26.3 ERYC 20 mph zone would include the entire town including part of South Preston. A public consultation was launched last week and a "20 is Plenty" Working Group meeting was held before the F&GP meeting. It was agreed that the Council would respond to the consultation.

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Chairman of Finance & General Purposes Committee

FINANCE SCHEDULE - September 2024

Date	Name	Description	Net Amount	VAT	Total Amount	Ref No	Already Pd	Cheques Pd	Salaries	Invoices to be pd	Signed off by Cllr Billany	Signed off by Cllr Gallant
29.09.24	Vision ICT	Hotsted email 2025	40.00	8.00	48.00	Bacs				48.00		
29.09.24	PKF	Annual Govenance AGAR return	630.00	126.00	756.00	Bacs				756.00		
29.09.24	Play inspection	Annual Inspection	180.50	36.10	216.60	Bacs				216.60		
14.09.24	Kcom	Voice Services	32.97	6.59	39.56	DD	36.56					
29.09.24	ICCM	Training Course K Gray	145.00	29.00	174.00	Bacs168				174.00		
29.09.24	KRL	Photocopier useage June inv	29.24	5.85	35.09	Bacs169	35.09					
29.09.24	Advanced Alarms	Annual Fire Service Maintenace	510.00	102.00	612.00	Bacs170				612.00		
29.09.24	ERNLLCA	B/through commun course Jane Joh	30.00	6.00	36.00	Bacs171				36.00		
29.09.24	O2	Mobie Bill	34.42	6.88	41.30	DD172				41.30		
29.09.24	SLCC	Membership K Gray	238.00	0.00	238.00	Bacs173				238.00		
29.09.24	MJ Productions	Hedfest Characters	350.00	0.00	350.00	Bacs174	350.00					
29.09.24	Johnsons of Hedon	Various Items	47.60	9.52	57.12	Bacs175				57.12		
29.09.24	BNP	Rental of Photocopier	245.96	49.19	295.15	Bacs176				295.15		
29.09.24	KRL	July Copying	77.25	15.45	92.70	Bacs177				92.70		
29.09.24	HMRC	Underpayment	1800.16	0.00	1800.16	Bacs176			1800.16			
29.09.24	Critchlow & Kukkonen	Conservation of W Pultney	11600.00	2320.00	13920.00	Bacs177				13920.00		
29.09.24	ERNLLCA	Emergency First Aid training	140.00	28.00	168.00	Bacs178				168.00		
29.09.24	Amazon	Xmas Stickers	8.97	0.00	8.97	Bacs179	8.97					
19.09.24	The Works	Xmas books	500.00	0.00	500.00	Bacs180	500.00					
23.09.24	Everflow	Water	55.21	0.00	55.21	DD181	55.21					
29.09.24	K Sanderson	Mileage training	25.10	0.00	25.10	Bacs182				25.10		
13.09.24	ERYC	Premise Licence	100.00	0.00	100.00	Bacs183	100.00					
29.09.24	D & S Fuels	Gas oil barrels	403.40	20.17	423.57	Bacs184				423.57		
29.09.24	Ernllca	Confernce Training	240.00	48.00	288.00	Bacs185				288.00		
29.09.24	Tony Cook Group	Posts and Concrete	123.40	24.68	148.08	Bacs186				148.08		
29.09.24	Woodmarket	Hanging Baskets	110.00	0.00	110.00	Bacs187				110.00		
29.09.24	SLCC	LLCA for J Johnson	120.00	24.00	144.00	Bacs188				144.00		
	Salaries	Wages	10499.23	0.00	10499.23				10499.23			
	HMRC	PAYE & NI		0.00	2949.53				2949.53			
	ERPF	Pensions	1280.56	0.00	1280.56				1280.56			
			29596.97	2865.43	32462.40		1085.83	0.00	16529.48	17793.62		
			32462.40					35408.93				