

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
28 November 2024

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

1. Apologies for Absence

Cllrs: Mrs S Banks (illness), G Pocklington (prior commitment), S Rommell (illness), D Thompson (prior commitment) and Ms Storr (prior commitment).

2. Confirmation of the Minutes

The Minutes of the meeting of the Finance & General Purposes Committee held on 24 October 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 Council Training – Clerk requires clarification on how Cllrs would like to move forward with the training. The Clerk will bring a calendar of dates to the a future meeting to allow Members to indicate their availability.

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 – November

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

Resolved: that the schedule of payments for November 2024, signed by one Councillors, in the sum of £23,889.24 was approved.

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

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

7. To approve Risk Reports for 'Management Systems', 'Markets', and 'Meetings of the Council'

The Chairman referred to the Risk Reports for 'Management Systems', 'Markets', and 'Meetings of the Council'

Resolved: that the Risk Reports for 'Management Systems', 'Markets, and 'Meetings of the Council' were approved as tabled.

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9. To approve task specific Risk Assessments '007 Office', '008 Hanging Baskets' and '009 Display Screen Equipment'
The Chairman referred to the risk assessment documents which had been circulated to Members. It was agreed to approve 'Office' 'Hanging Baskets' and 'Display Screen Equipment' risk assessments as tabled.
Resolved: that the Council would approve 'Office and 'Hanging Baskets' and 'Display Screen Equipment' risk assessments as tabled.
10. To review Information & Data Protection Policy
The Chairman referred to the Information & Data Protection Policy which had been circulated to Members.
Resolved: that the Council would adopt the Information & Data Protection Policy as tabled.
11. To review Email Contact Privacy Policy
The Chairman referred to the Email Contact Privacy Policy which had been circulated to Members.
Resolved: that the Council would adopt the Email Contact Privacy Policy as tabled.
12. To review Disciplinary Policy
The Chairman referred to the Disciplinary Policy which had been circulated to Members.
Resolved: that the Council reviewed the Disciplinary Policy and agreed it was fit for purpose as tabled.
13. To review Grievance Policy
The Chairman referred to the Grievance Policy which had been circulated to Members.
Resolved: that the Council reviewed the Grievance Policy and agreed it was fit for purpose as tabled.
14. To receive a report from the Hedfest Working Group
The Chairman reported that at the last meeting of the Working Group it was proposed that next Hedfest is postponed until 2026.
Resolved: that the Council would postpone Hedfest until 2026.
15. To receive a report from the Events Working Group
The Chairman reported that the Events Working Group did not take place as no members attended the meeting.
16. To receive a report from the VE-Day Working Group
Cllr Billany gave an overview of the event plans thus far and noted that only two other members of the working group attended the meeting.
Resolved: that the Council would not the report of the VE-Day Working Group
17. To consider request from St Augustine's Church
Cllr Brindley declare a personal interest in this item as a member of the PCC
The Chairman referred to the application for grant funding received from St Augustine's Church. The Clerk reminded Members that the allocated budget for the grant fund scheme was at £293. It was agreed that the full amount should be award and overspend on this budget line.
Resolved: that the Council would award St Augustine's Church grant funding to the sum of £717.02
18. To consider quotations to re-paint the exterior of the Town Hall
The Chairman refer to the quotes previously circulated. The cost was larger than anticipated and therefore it was agreed that the work would be deferred for consideration again next financial year.
Resolved: that the Council would defer the work to re-paint the Town Hall until the next financial year.

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19. To consider quotes for Health & Safety Consultancy services
The Chairman to the three quotes. Members agreed to instruct Worknest as the Council's Health & Safety Consultants on a 5-year contract at a cost of £2850 +VAT
Resolved: that the Council would instruct Worknest as the Council's Health & Safety Consultants on a 5-year contract at a cost of £2850 +VAT
20. To review allotment fees for 2025/26
Resolved: that the Council would hold the allotment fees at the same price for the forthcoming year, £60 (full plot) and £30 (half plot).
21. To consider request to supply a skip for the allotments
Resolved: that the Council would supply a small skip for the allotment.
22. Correspondence
 - 22.1 To received letter relating to conifers Beck Garth – it was noted that this was in an issue under investigation with ERYC.
 - 22.2 The Chairman circulated the draft letter of apology from the Council as per the Property Committee meeting on 14 November, which received Members' approval.
23. Members' points of information and items for the agenda
 - 23.1

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Chairman of Finance & General Purposes Committee

FINANCE SCHEDULE - November 2024

Date	Name	Description	Net Amount	VAT	Total Amount	Ref No	Already Pd	Cheques Pd	Salaries	Invoices to be pd	signed off by cllr	Signed off by Cllr Brindley
01.11.24	KRL	Photocopier charges	30.39	6.08	36.47	Bacs219				36.47		
29.11.24	Kcom	Voice Services	3.00	0.60	3.60	Bacs220	3.60					
29.11.24	VSS	Annual Maintenance CCTV	1700.00	340.00	2040.00	Bacs221				2040.00		
29.11.24	Hedon Green Print	250 Calendars 2025	687.50	0.00	687.50	Bacs222				687.50		
30.10.24	C Addy	Burial Course and mileage	75.80	0.00	75.80	Bacs223	75.80					
30.10.24	K Gray	Hedon to Kirton Lindsey & Return	48.50	0.00	48.50	Bacs224	48.50					
29.11.24	Emilca	Training with worknest	140.00	28.00	168.00	Bacs225	168.00					
25.11.24	O2	Mobile phone bill	34.42	6.88	41.30	DD226	41.30					
29.11.24	Machine Mart	Wheels and SackBarrow	86.30	17.27	103.57	Bacs227				103.57		
21.11.24	Pitney Bowes	Franking Machine	72.90	0.00	72.90	DD228	72.90					
14.11.24	Kcom	Voice Services	32.97	6.59	39.56	DD229	39.56					
18.10.24	ERYC	Traders Licence	215.00	0.00	215.00	Bacs230	215.00					
29.11.24	Holderness Tyres	Repair and tyres	128.00	25.60	153.60	Bacs231	153.60					
01.10.24	Kcom	Bundle Services	49.99	9.99	59.98	Bacs232	59.98					
01.11.24	Kcom	Bundle Services HTC	54.99	10.99	65.98	DD233	65.98					
21.11.24	Total Energies	Electricity Town Hall	52.74	2.63	55.37	DD234	55.37					
21.11.24	Total Energies	Market Place electric	11.94	0.59	12.53	DD235	12.53					
21.11.24	Shein	Xmas items	18.25	0.00	18.25	Bacs236	18.25					
29.11.24	Holderness Heartbeat	Newsletter	480.00	0.00	480.00	Bacs237				480.00		
29.11.24	Upstream	Franking Ink/Stationery	287.91	57.58	345.49	Bacs238				345.49		
29.11.24	W P Everingham	Cleaning of War Memorial	450.00	90.00	540.00	Bacs239				540.00		
29.11.24	Crewes	Grave buy back	1474.20	0.00	1474.20	Bacs240				1474.20		
16.10.24	British Gas	Electricity Depot	40.89	2.04	42.93	DD241	42.93					
16.10.24	British Gas	Electricity T.Hall	29.73	1.48	31.21	DD242	31.21					
16.10.24	British Gas	Gas Bill	176.81	8.84	185.65	DD243	185.65					
30.11.24	Kcom	Bundle services	115.99	23.19	139.18	DD244	139.18					
30.11.24	KRL	Photocopier charges	53.63	10.72	64.35	Bacs245				64.35		
30.11.24	Public Sector Audit	Provision of interim audit	759.40	0.00	759.40	Bacs 246				759.40		
25.11.24	Everflow	Water Invoice	57.19	0.00	57.19	DD247	57.19					
29.11.24	Sandhill Garden Centre	Bedding plants	116.60	23.32	139.92	Bacs248				139.92		
29.11.24	Sandhill Garden Centre	guard and Tree for N.Black	47.59	9.52	57.11	Bacs249				57.11		
29.11.24	ERVS	First Aid Xmas Lights	175.00	0.00	175.00	Bacs250				175.00		
16.11.24	P F Cusack	Road Signs	84.00	16.80	100.80	Bacs251	100.80					
29.11.24	Larks	Performance for Xmas	150.00	0.00	150.00	Bacs252				150.00		
19.11.24	Marshalls	remembrance Day	400.40	0.00	400.40	Bacs253	400.40					
15.11.24	British gas	Electric	35.98	1.79	37.77	DD254	37.77					
31.10.24	Kcom	Rental Bundle	49.99	9.99	59.98	Bacs256	59.98					
31.11.24	HSBC	Bank Charges	37.02	0.00	37.02	Bacs257	37.02					
	Salaries	Wages	10211.10	0.00	10211.10							
	HMRC	PAYE & NI	3205.53	0.00	3205.53					10211.10		
	ERPF	Pensions	1296.63	0.00	1296.63					3205.53		
			23178.28	710.49	23888.77		2122.50	0.00	14713.26	7053.01		