

Hedon Town Council

Minutes of the Proceedings of a Meeting of Finance & General Purposes Committee

23 January 2020

Present: In the Chair – Cllr S Gallant
Cllrs: N Black, C Billany, J Brindley, J Dennis, Miss S Rommell,
B Stockdale, Miss D Storr, D Thompson and G Thurston
Clerk: J Macklin

1. Apologies for Absence
Apologies were received from:
M Bryan (ill) Mrs B Goldspink (ill)
Resolved: that apologies were accepted
2. Confirmation of the Minutes
The Minutes of the meeting of the Finance & General Purposes Committee held on 12 December 2019 were agreed as being a correct record of the proceedings thereat.
3. Update on the Minutes
An update on the Post Office had been requested – the facility was now open and the opening times had been publicised in the Town Council newsletter in the Holderness Heartbeat.
The Town Clerk was corresponding with the police, VSS and KCom about the installation of a broadband connection in the police station for a stand-alone computer and monitor for the CCTV system.
4. Declaration of Interests
 - 4.1 It was agreed that any declaration of interest be dealt with at the time the relevant item was discussed.
 - 4.2 There were no dispensations to be noted.
5. Accounts Payable Schedules – December
The Schedule tabled will form part of the minutes.
Resolved: that the schedule of payments for January 2020, signed by two Councillors, in the amended sum of £13,140.22 was approved
6. To receive an update on the financial position of the Council as at 31 Dec 2019
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 December 2019.
Resolved: that the schedules showing receipts/payments made during the month of December, and the budget monitoring report were approved
7. To approve Risk Assessment Report for 'War Memorials'
Members reviewed the risks associated with 'War Memorials'.

Hedon Town Council

Resolved: that the Risk Assessment Report for 'War Memorials' was approved as tabled

8. To approve Financial Regulations (revised in December 2019)

The Chairman referred to the document which had been agreed by a working group in December. Members agreed to raise the figure on page 17, paragraph 13.2 for disposal of assets to £500.

Resolved: that the Financial Regulations document, as amended above, was approved and adopted

9. Report from VE Celebration Group and approve actions taken

The Chairman updated Members on the recent meeting and notes would be copied out to Cllrs. Organisation of the different events were moving forward with various entertainment confirmed. It was hoped that deposits, where required to confirm bookings, could be paid out of the current financial year's Events budget and then replaced after the year end. It had also been proposed that bunting should be purchased for the events; this could be reused at other Town Council events. The next meeting had been scheduled for 5 February; discussions would include the provision of refreshments following the Sunday service. Rehearsals for the 'Singing Councillors' would be arranged to start in March. Cllr Thompson was looking into the 'Spoken Word' part of the event and was asked if he could write an original piece; perhaps using the subject of 'the return of light' following years of blackout.

9.1 To approve amended budget – the Chairman noted that a revised budget had been discussed during the budget meeting earlier in the month and a revised sum of £6k had been agreed for the event.

Resolved: that the budget for the VE Celebration Events was increased to £6k

10. Report from Events Working Group and approve actions taken

The Chairman referred to the meeting that had taken place on 16 January, notes of which had been previously circulated to all Members. It was noted that it was planned to include the Scarecrow Walk with the Flower Festival in 2021; to be run alternate years to Hedfest.

Resolved: that the deposits required to confirm entertainment for the VE Celebration Events would be paid out of the current financial year's Events budget if due before the end of the financial year

Resolved: that bunting would be purchased from the current financial year's Events budget as it would be used for other Town Council events

Resolved: that the insurance cost for Scruffs Dog Show was approved at £80.80 with a public liability insurance limit of £5m

Resolved: that purchase of the Scruffs Dog Show rosettes was approved

Resolved: that extra hours for administration of the Scruffs Dog Show at the event were authorised (5.5 hrs overtime)

11. Report from Hedfest 20 Working Group and approve actions taken

Cllr Brindley reported that the organisation of the event was ongoing; however, the meeting due to be held on 16 January had been postponed and will take place on 6 February.

Hedon Town Council

12. To adopt ERYC model Code of Conduct with amendments following reply from ERYC

Members had been previously circulated with the reply from ERYC which contained advice on the changes made by the Council to the model document but which confirmed that it was a matter for the Town Council as to the version of the Code adopted.

Resolved: that the model document, as amended, was approved and adopted

13. Update on search for a Market Manager

The Chairman reported that information requesting quotes had been sent out via the NABMA (National Association of British Markets Authorities) and to a local retailer. There had been a couple of telephone enquiries and one reply had been received so far. The deadline for replies was Friday 24 January. After a lengthy discussion it was agreed to extend the deadline to 29 February to see if there was any further confirmed interest. It was agreed that further extensions could be made if required.

Resolved: that the deadline for expressions of interest was extended to 29 February 2020

14. To approve Business IT Support contract for Town Hall IT

The Chairman referred to the quote received from the contractor that had installed the Town Hall computers. It was agreed to stay with the contractor that had done the installation and that no further quotes should be sought.

Resolved: that the quote for an annual Business Support Contract, as tabled, was approved in the sum of £250

15. Hedon Multi Service Centre – update

Councillors noted the reply from ERYC and would monitor the trial of suggestions made.

Resolved: that a reply was sent noting the information; Council would continue to monitor the situation

16. To consider further action re Merging of GP Practices following reply to Town Council letter

Members had been previously circulated with the reply received from Holderness Health (Hedon GP Practices); no reply had yet been received from Healthwatch East Riding of Yorkshire). The Chairman allowed Cllr Steel (Ward Councillor) to update Members on a meeting she and a fellow Ward Councillor had had with the CCG and the Chief Executive of Holderness Health. She would produce a summary of the main points discussed for Cllrs information. It had been mentioned that parish and town councils were involved in ongoing consultations with attendance at meetings but Cllrs were not aware of any invitations.

Members felt that the written response received was poor and agreed that the service provided at present was not adequate and had not improved as stated in the letter. It was agreed to keep this item on the agenda for further discussion.

Hedon Town Council

Resolved: that a reply was sent stating that the Council had carefully considered the response and were not happy with the remarks; the Council would like to be included in any consultation process or future meetings that took place

17. Speed Watch Co-ordinator project – update following site visit in Dec 2019
Members noted that Cllrs Brindley, Rommell and Storr had met with Wayne Goodwin and visited the sites put forward by the Council. The sites were being assessed to see which were suitable.

18. To approve opening of Town Hall for Heritage Open Days on Sat/Sun 19/20 September 2020

The Chairman referred to an e-mail from Mr Porter requesting that the Town Hall was open during the Heritage Weekend. Members agreed to take part in the Heritage Open Days with a rota to be arranged nearer the time.

Resolved: that the Town Hall would be open during Heritage Week on Sat/Sun 19/20 September 2020

19. To discuss parking enforcement in Hedon (following Cllr Storr's meeting with Mr Hepworth, ERYC)

Cllr Storr reported on her meeting with Mr Hepworth, which had taken place in Hedon, to discuss parking enforcement. He had explained that it was due to government legislation that the Council was unable to employ its own enforcement officer. However, he had agreed that if he was given times and locations where there were particularly serious concern he would include those areas and times for enforcement action. Members were asked to let Cllr Storr have any locations/times of concern.

The Town Clerk reported that an e-mail had been received stating that the consultation with regard to altering the time restriction on parking in Iveson Car Park had concluded with one of the consultees objecting to the change which would therefore not be going ahead. This item would be on the Property Committee agenda for February..

20. Correspondence

20.1 E-mail from ERYC re Electric Vehicle Recharger sockets in Church Lane car park – Members noted that ERYC had been successful in obtaining funding for the recharge points in the car park; qualification for funding included being near to residential properties that don't have their own driveways to run cables across. The information was noted.

21. Members' Points of information and items for the next agenda

21.1 The Chairman requested an item for the next agenda regarding climate change and what the Council could do to reduce its carbon footprint.
21.2 Cllr Stockdale requested an item for the next agenda 'Bus Shelters EMR'
21.3 Cllr Storr informed Members that she had been invited to visit the Environment Agency offices in Beverley at the end of February; if Members had issues to raise please e-mail the details to her.

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Chairman of Finance & General Purposes Committee

FINANCE SCHEDULE - JANUARY 2020

Date	Name	Description	Net Amount	VAT	Total Amount	Ref No	Already Pd	Cheques Pd	Salaries	Invoices to be pd	Signed off by Cllr Brindley	Signed off by Cllr Goldspink
01.12.19	Kcom	Phone bill - Nov	35.31	7.06	42.37	DD236	42.37					
26.12.19	O2	Mobile Phone	19.47	3.89	23.36	DD238	23.36					
31.12.19	All Clear	Window Cleaning	64.00		64.00	BACS239				64.00		
20.12.19	L & K Warcup	Repair to manhole cover	125.00	25.00	150.00	BACS240				150.00		
06.12.19	Total Gas & Power	Electricity Market Place	19.81	0.99	20.80	DD241	20.80					
06.12.19	Total Gas & Power	Elec Town Hall (Meter 1)	95.92	4.80	100.72	DD242	100.72					
15.12.19	Shaw & Sons Ltd	Burial Book	298.00	59.60	357.60	BACS243				357.60		
10.12.19	Contract Natural Gas	Gas - Town Hall	133.68	6.68	140.36	DD244	140.36					
8.12.19	Info Commissioner	CCTV - Data Protection Fee	35.00		35.00	DD245	35.00					
28.12.19	HSBC	Bank Charges	26.10		26.10	DD246	26.10					
15.12.19	Johnsons of Hedon	Various items	58.30	11.66	69.96	BACS247				69.96		
13.12.19	ERNLLCA	Good Emp Training Day x 5	450.00	90.00	540.00	BACS248				540.00		
15.12.19	KCom	Phone bill - Dec	34.65	6.93	41.58	DD249	41.58					
12.12.19	P Strawson Ltd	2 x Xmas trees	470.80	94.16	564.96	BACS250				564.96		
12.12.19	Woodcraft UK	Plaque - cemetery	148.00	29.60	177.60	BACS251				177.60		
16.12.19	Caspian Group Ltd	Xmas Lights barrier hire	80.00	16.00	96.00	BACS252				96.00		
19.01.20	P Hopper	Marshall - xmas lights	69.78		69.78				69.78			
21.09.19	Complete Access	Replace motor on Stores dr	540.00	108.00	648.00	BACS253				648.00		
07.01.19	Andersons IT Services	Replacement computers	1380.00	240.00	1620.00	BACS254	1620.00					
10.01.20	Macebearer's Guild	Annual Membership	35.00		35.00	BACS255				35.00		
10.01.20	ERYC	Xmas lights - pub toilets	30.00	6.00	36.00	BACS256				36.00		
24.01.20	Salaries	January	5311.41		5311.41				5311.41			
24.01.20	HMRG	Jan PAYE & NI	1161.13		1161.13				1161.13			
24.01.20	ERPC	Jan Pension payment	940.92		940.92				940.92			
08.01.20	SLCC	Membership - Town Clerk	202.00		202.00	BACS257	202.00					
18.12.19	Community Heartbeat	Pads for defib	87.00	17.40	104.40	BACS258				104.40		
23.12.19	N Everingham	Cemetery Supervisor	451.50		451.50	BACS259				451.50		
01.12.19	ACS Bus Supplies	Chalk Markers	28.95	5.79	34.74	BACS260				34.74		
17.12.19	Holderness Tyre Ser	Repairs	38.50	7.70	46.20	BACS261				46.20		
15.01.20	HSBC	Bank charges - Dec	28.73		28.73	DD262	28.73					
			12398.96	741.26	13140.22		2281.02	0.00	7483.24	3375.96		

* Note VAT Query on Auditor Computers