

Hedon Town Council

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

27 February 2020

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

1. Apologies for Absence

Apologies were received from:

M Bryan (ill), Miss S Rommell (ill) and Miss D Storr (away)

Resolved: that apologies were accepted

2. Confirmation of the Minutes

The Minutes of the meeting of the Finance & General Purposes Committee held on 23 January 2020 were agreed as being a correct record of the proceedings thereat.

3. Update on the Minutes

3.1 To approve amendment to IT Contract to include laptop – Members noted that there was an additional cost of £25 to include the laptop under the IT support contract.

Resolved: that the laptop should be included under the IT Support contract

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 – January

The Schedule tabled will form part of the minutes.

Resolved: that the schedule of payments for February 2020, signed by two Councillors, in the sum of £12,557.11 was approved

6. To receive an update on the financial position of the Council as at 31 Jan 2020

The Chairman referred to the documents attached to these Minutes which had been circulated to all Councillors and the Town Clerk answered queries from Members. The documents indicated the financial position of the Council as at 31 January 2020.

Resolved: that the schedules showing receipts/payments made during the month of January, and the budget monitoring report were approved

7. To approve Risk Assessment Report for 'Allotments' and 'Bus Shelters'

Members reviewed the risks associated with 'Allotments' and Bus Shelters' and agreed that the risk associated with Security of Allotments should be reduced to 1 and 1.

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Resolved: that the Risk Assessment Report for 'Allotments' and 'Bus Shelters' was approved as tabled, subject to the amendment above

8. To consider an EMR (Ear Marked Reserve) for Bus Shelters

Cllr Stockdale outlined his proposal that the Council set up an EMR of £2k per annum for MMR of Bus Shelters (Maintenance Repairs & Renewals) which would act as a saving scheme for when maintenance, repair or renewal was required in the future. It was noted that the cost of refurbishing the bus shelters had been included in the 2020-2021 budget.

Resolved: on a majority decision, that the Council put in place an EMR for Maintenance, Repair and Renewal of bus shelters of £2k per annum commencing in the 2021-2022 budget

9. Report from VE Celebration Group and approve actions taken

The Chairman updated Members on the recent meeting and reported that the organisation was progressing very well; notes had been copied to Cllrs. The next meeting was scheduled for 4 March.

Resolved: that the report by the Chairman of the VE75 Group was noted and the actions taken within the agreed budget were approved

10. Report from Events Working Group and approve actions taken

In Cllr Storr's absence the Chairman reported that the main item to note was that the upcoming 'Scruffs' Dog Show which would take place on 25 April.

Resolved: that the report was noted

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

Cllr Brindley reported on recent meetings which had taken place; notes had been circulated to all Cllrs. The main concern at present was the increase in quotes for stage management due to plans for an outside stage and increased costs associated with the parade; more work was required to finalise the budget. The Chairman noted that that the group were not over budget but there was concern that it was difficult to quantify income from wristband sales which could mean some exposure in the short term. Cllr Brindley noted that it may be necessary to call an Extraordinary meeting of the F&GP Committee if further consideration of the budget was needed.

Resolved: that the report was noted

12. To consider 'Climate Crisis'

The Chairman reported that other councils up and down the country have recognised that there is a climate crisis and are looking at how they can reduce their carbon footprint. After discussion it was agreed that a working group be formed, open to all Councillors, to look into reducing the Council's carbon footprint.

Resolved: that the Town Council recognised that there was a climate emergency and would put a Working Group in place to look into how Hedon Town Council can reduce its carbon footprint

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13. To agree a date for an Emergency Committee meeting and update the Emergency Plan

Members noted that the Emergency Plan needed updating and an Emergency Committee meeting was arranged for 6.45pm on Thursday 12 March 2020.

14. To approve amended cost of providing broadband link to Hedon Police Station for CCTV

The Chairman updated Members on the increased cost of providing broadband to the police station so that the CCTV could be partially monitored. Members were reminded that the system would not be monitored all the time but would be accessible to the police when they were in the building. The police would reimburse the Council for the majority of the monthly cost with an anticipated annual shortfall of approx £60.

Resolved: that the Council cover the cost of the shortfall in the cost of providing broadband to Hedon Police Station for a standalone computer/monitor

15. To consider Councillor 'Street Surgeries'

Cllr Dennis declared a personal interest in this item.

Members discussed the advantages and disadvantages of holding 'street surgeries' to promote better communication between the Council and residents. Concern was raised that residents generally did not understand what the responsibilities of the Town Council were in relation to ERYC. All Council meetings were open to the public and there were Public Participation Sessions which were not well attended.

Resolved: that Councillors were free to hold surgeries in the Town Hall if they wished but should make it known that they would not be speaking on behalf of the Town Council but giving their own personal opinions. It was also agreed that an article would be put in the next Town Council newsletter explaining the responsibilities of the Town Council

16. To consider hire of Speed Indicator Signs

Members considered the opportunity to hire the SIDs for a reduced rate of £300 for a 4 week period. It was agreed that the Council should take advantage of the offer and arrange for the devices to be sited on New Road; if another opportunity arose then Thorn Road would be the location.

Resolved: that the SID devices would be hired for a 4 week period and placed on New Road

17. To reply to the ERYC survey re the draft 'Town and Parish Council Charter'

Cllr Dennis declared a personal interest in this item.

Members noted the document which had been previously circulated. Members agreed with the sentiment of the document but the Chairman expressed disappointment that the Charter was not more comprehensive.

Resolved: that the survey was completed using examples where the lack of communication from ERYC has been an issue eg licensing of stalls at Xmas Light Switch on event

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18. To consider maintenance of pavements generally

18.1 specific areas of concern include the north side of Fletchergate between Baxtergate and the post box; Blue Ball Entry and chewing gum problem:

Cllr Thompson raised concerns at the narrowness of the pavement on the north side of Fletchergate and tabled supporting photographs. It was a route used by many schoolchildren, on a busy corner. The increasing number of electric vehicles meant that vehicles, including buses, are not always heard approaching. The siting of a lamppost on the pavement added to the hazard. Concern was also raised at the narrowness of the pavement at the junction of Baxtergate and Fletchergate where vehicles regularly mount the pavement when turning left. Members noted that the problem with Blueball Entry was that it was not owned by anyone and had not been adopted by ERYC. The Town Clerk was asked to write to ERYC Street Scenes to see what could be done about the general problem of chewing gum on pavements.

Resolved: that a letter should be sent to ERYC Highways flagging up the hazard of the narrow pavement on this section of Fletchergate and ask that consideration be given to re-siting the lamppost; the letter should also raise the issue of vehicles mounting the kerb at the corner of Baxtergate and Fletchergate

18.2 wheelchair/pram access on Baxtergate alongside Shakespeare Inn:

Again, the narrowness of the pavement was of concern on a route regularly used by schoolchildren, prams and wheelchairs users. The problem was made worse by cars parked on the other side of the road.

Resolved: that the concern raised about this section of Baxtergate was included in the letter to ERYC Highways

19. To consider support for the proposal to investigate re-opening Withernsea to Hull railway line

Cllr Thurston declared a personal interest in this item.

Cllr Dennis outlined the recent granting of funds by government to investigate the reinstatement of railway lines cut by Beeching in the 60s. The Chairman noted that the Town Clerk had registered the Town Council's support for an investigation into reopening the Hull to Withernsea line with Graham Stuart MP and with Withernsea Town Council.

Resolved: that the Council ask the local MP to support the investigation into the reinstatement of the Withernsea to Hull railway line

20. Search for a Market Manager – update and to agree way forward

The Chairman noted that although the reply deadline had been extended no further applications had been received. In total, two expressions of interest had been received.

Resolved: that Cllrs Billany, Black, Brindley, Gallant and Thompson form a panel to review the two applications received

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21. Merging of GP Practices - update

The Chairman noted that no reply had yet been received to the Town Council's last letter asking to be included in any consultation meetings. The Chairman allowed ERYC Cllr Steel to update Members on her meeting notes, which had been circulated. She assured Members that she was monitoring the situation and was somewhat reassured with the actions taken to improve practices. She was concerned that reported complaints were extremely low and urged Members and residents to make complaints if there were issues.

Resolved: that the Council press Holderness Health for a reply to its request to be included in consultation meetings and continue to monitor the situation

22. To review Hedon Town Council's Health and Safety Policy

The Chairman noted that the policy had been approved by Council in 2011 but had not been reviewed for some time. It was agreed that the best way forward was for a working party to be set up to look in detail at the document. The Town Clerk was asked to contact other like-sized councils to obtain copies of their policies which might be more appropriate.

Resolved: that a working party was set up to review the current Health and Safety Policy and look at other like-sized council's policies which may be more appropriate; Cllrs Brindley, Gallant, Thompson and Thurston would form the working group

23. Correspondence

23.1 E-mail re Burstwick Drain/EA – Members noted the information which has been passed on to the EA for comment.

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

24.1 Cllr Thompson requested an item on the next agenda 'to promote the use of station car park for long term parking'.

24.2 Cllr Gallant informed Cllrs of the Inman's Industry Day which would be held at Inmans Primary School on 19 June 2020. Cllrs had been asked if they wanted to be involved on the day; if so, they should contact the Head Teacher.

24.3 The Chairman asked for Members' views on whether charity collection boxes could be put in the Town Hall; Members felt that the layout of the Town Hall entrance meant a box could easily be stolen and agreeing to one would set a precedent.

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Chairman of Finance & General Purposes Committee

FINANCE SCHEDULE - February 2020

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 Dennis
01.02.20	Tony Cook	Boots and screws	102.70	5.04	107.74	Bacs263				107.74	Cllr	
01.02.20	Tony Styche Ltd	Repair to flail mower	108.44	21.69	130.13	Bacs264				130.13	Cllr	
01.02.20	F G Adamson	Call out/repair to tractor	445.92	89.18	535.10	Bacs265				535.10	Cllr	
25.02.20	O2	Mobile phone	19.47	3.89	23.36	DD266	23.36				Cllr	
01.02.20	D & S L Fuels	Gas Oil Barrels	285.98	14.30	300.28	Bacs267				300.28	Cllr	
01.02.20	Larks	Deposit for VE Celebrations	20.00	0.00	20.00	Bacs268	20.00				Cllr	
04.02.20	VisionICT	Website accessibility report	85.00	17.00	102.00	Bacs269				102.00	Cllr	
05.02.20	Johnsons of Hedon	various items	18.34	3.66	22.00	Bacs270				22.00	Cllr	
14.02.20	Kcom	phone bill	28.29	5.65	33.94	DD271	33.94				Cllr	
01.02.20	Sandhill Garden Centre	Flower bulbs	91.66	18.33	109.99	Bacs272				109.99	Cllr	
01.02.20	Sandhill Garden Centre	Flower bulbs plus feed	21.60	4.32	25.92	Bacs273				25.92	Cllr	
01.20.20	ACS	Stationery	213.95	42.79	256.74	Bacs274				256.74	Cllr	
20.02.20	CNG	Gas Supply (Jan)	146.58	7.33	153.91	DD275	153.91				Cllr	
01.20.20	purchase power	Franking Machine	270.76	2.55	273.31	DD276	273.31				Cllr	
01.02.20	Hedon Publications	Feb newsletter	440.00	88.00	528.00	Bacs277				528.00	Cllr	
01.02.20	Hep to the jive	Deposit for VE Celebrations	100.00	0.00	100.00	Bacs278	100.00				Cllr	
01.02.20	ACS	Shredder and lubricant sheets	395.35	79.07	474.42	Bacs279	474.42				Cllr	
01.02.20	ACS	Stationery	288.90	49.33	338.23	Bacs280				338.23	Cllr	
07.02.20	S Dale	Mayoral calendar	7.95	0.00	7.95	Bacs281	7.95				Cllr	
20.02.20	CNG	Gas Supply (Feb)	149.12	7.46	156.58	DD282	156.58				Cllr	
06.02.20	Total Gas & Power	Market Place electricity	23.98	1.20	25.18	DD283	25.18				Cllr	
6.02.20	Total Gas & Power	Town Hall - Electricity	107.58	5.38	112.96	DD284	112.96				Cllr	
01.02.20	ACS	Stationery	72.18	14.44	86.62	Bacs285				86.62	Cllr	
13.02.20	Rollits Solicitors	Elsiegate fees to date	500.00	100.00	600.00	Bacs286				600.00	Cllr	
09.02.20	Sandhills Garden Centre	Feed supplies	7.49	1.50	8.99	Bacs287				8.99	Cllr	
19.02.20	L & K Warcup	Installation of bench	195.00	39.00	234.00	Bacs288				234.00	Cllr	
19.02.20	F G Adamson	Filters/blades etc	103.25	20.65	123.90	Bacs289				123.90	Cllr	
19.02.20	Everflow	Water - Town Hall	7.24	0.00	7.24	DD290	7.24				Cllr	
20.02.20	Business Stream	Cemetery Water	12.29	0.00	12.29	DD291	12.29				Cllr	
20.02.20	Business Stream	Stores office	85.71	0.00	85.71	DD292	85.71				Cllr	
21.02.20	Salaries	February	5429.41	0.00	5429.41				5429.41		Cllr	
21.02.20	HMRC	PAYE & NI	1115.16	0.00	1115.16				1115.16		Cllr	
21.02.20	ERPF	Pension Payment	940.92	0.00	940.92				940.92		Cllr	
28.02.20	HSBC	Bank Charges	30.13	0.00	30.13	DD294 S	30.13				Cllr	
21.02.20	Poppy Appeal 2019	Wreaths x 2	45.00	0.00	45.00	106713		45.00			Cllr	
			11915.35	641.76	12557.11		1516.98	45.00	7485.49	3509.64		