

To the members of the Committee mentioned below, you are summoned to attend a meeting at the date and time specified.

Mrs K.L.West – Town Clerk

HESSLE TOWN COUNCIL
Finance & Personnel Committee
Wednesday, 8th July 2009 at 7.30pm
Small Front Room
Town Hall, South Lane, Hessle

A G E N D A

Members: Councillors Bratley, Davison (Vice-Chairman), Masson, Morrow, Prattley, Redmore and R.D.Tress (Chairman)

Mrs V.Evers – Financial Consultant

Apologies:

1. DECLARATION OF INTEREST: Members are reminded to declare whether any interests are of a personal or prejudicial nature and give the reason.
2. MINUTES OF PREVIOUS MEETING: To confirm as a correct record the minutes of the meeting held on 10th June 2009 and authorise the Chairman to sign.
3. CHAIRMAN'S COMMUNICATIONS: To receive such communications as the Chairman may wish to lay before the Committee.
4. FINANCE MATTERS ARISING FROM PREVIOUS MEETING 10/6/09:
 - a) Various Lines to amend on Financial Report to 30/4/09: Amendments carried out and a revised report is attached for your perusal.

- b) Schedule 116 – Receipts & Payments to 30/4/09 – A number of items omitted from the receipts page: The revision has been carried out and the relevant page is duly attached for the Chairman to be authorised to sign.

5. FINANCE MATTERS:

- a) Financial Report to 31st May 2009: To receive the Financial Report which is attached for your perusal.

- b) Schedule No.117 – Receipts & Payments to 31/5/09: To received Schedule No.117 and authorise the Chairman to sign.

- c) Additional Signatories for Signing Cheques: Currently, the following members are signatories in addition to the Town Clerk, where 2 signatures are required on the Council's cheques – Cllrs.Davison, Masson and Morrow.

Cllr.Kitchen as Chairman and Town Mayor of the Council, and Cllr.R.D.Tress as Chairman of Finance & Personnel Committee, have both indicated that they are willing to act as additional signatories.

To approve the new signatories to allow the Town Clerk to prepare a new mandate with NatWest Bank.

- d) Hessle Community Organisation – Request for First Tranche of Funding 2009/10: A copy of the request is attached along with supporting documents being the End of Year Balance for 2007/08 and Audited Accounts from 1/11/07 to 31/10/08. The first tranche for 2009/10 amounts to £3000.00 (April to September 2009).

- e) District Audit – Annual Return for the year ending 31st March 2009: Work has now been completed and a copy of the External Auditor's Certificate and Report is attached for your perusal and to consider the recommendation as written therein.

- f) Applications for Community Aid: *It was resolved at the Finance & Personnel meeting of 11/3/09 that the following maximum amounts are to be awarded, at the discretion of the Council for Community Grants from 1/4/09 and are to be reviewed annually.*

<i>Starter Grant</i>	<i>£250.00</i>
<i>Equipment Grant</i>	<i>£250.00</i>
<i>Maintenance Grant</i>	<i>£200.00</i>
<i>Community Scheme Grant</i>	<i>£400.00 (One-off per annum).</i>

To date no new applications have been received.

- g) Wages Noticeboard/Flagpole Expenditure Line: Due to a change in circumstances regarding the position of Notice Board Warden, an amendment will have to be made to this line accordingly.

- h) NatWest Bond: An update will be given on this previously approved matter.

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded and they are instructed to withdraw.

6. PERSONNEL MATTERS:

- a) ERNLLCA RESPONSE RE. COMPLAINTS PROCEDURE: Details are attached for your consideration. This follows a recent matter which was resolved amicably with the complainant, but where enquiries had been made with ERNLLCA.

- b) POLICIES AND PROCEDURES OF THE COUNCIL: It was resolved at the previous meeting that all members will be copied with the current policies and procedures with their next agenda, in readiness for future revision of or addition to same.
These are now attached and those marked with a tick have been revised and approved, those marked with a cross are awaiting revision.
Agenda item 6a may now also be included and considered with agenda item 6b.