

13646 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 given for perusal.

(Prattley/Morrow)

RESOLVED to accept the amended report as given.

- 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 given for the Chairman to be authorised to sign.

(Prattley/Bratley)

RESOLVED that in order to set the record straight, the revision is duly accepted and approved and the Chairman be authorised to sign.

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FINANCE MATTERS:

- a) Financial Report to 31st May 2009: To receive the Financial

Report which is attached for your perusal.

(Prattley/Morrow)

RESOLVED to receive the Financial Report to 31/5/09 and to welcome the new format making it much easier to read for everyone.

- b) Schedule No.117 - Receipts & Payments to 31/5/09:

(Prattley/Morrow)

RESOLVED to receive 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.

(Prattley/Bratley)

RESOLVED to approve the new signatories thus allowing the Town Clerk to prepare a new mandate with NatWest Bank accordingly.

Cllrs. Masson, Morrow and Prattley all declared a personal interest in the following item as members of the Hessle Community Organisation Committee. They remained in the room but took no part in the discussion or voting thereon other than to give information.

d) Hessle Community Organisation – Request for First

Tranche of Funding 2009/10: A copy of the request is given along with supporting documents, being the End of Year Balance for 2007/08 and Audited Accounts from 1/11/07 to 31/10/08.

(Chair/Redmore)

RESOLVED that we pay the first tranche for 2009/10 to Hessle Community Organisation amounting 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 given to consider the recommendation as written therein.

(Chair/Prattley)

RESOLVED to note the Auditor's certificate and annual report is noted and that the actions on page 4 will be dealt with by (a) a signed monthly confirmation by the Town Clerk of any transfers between the bank current and savings accounts and (b) the Financial Consultant will bring the relevant information to be dealt with at the next meeting.

The Chairman also thanked the Town Clerk and Financial Consultant for their work in preparing the Annual Return.

f) Applications for Community Aid:

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.

The Town Clerk explained the situation and how it arose after the budget had been set for this line.

(Chair/Prattley)

RECOMMEND to Full Council that the sum of £610.00 be vired from the Main Contingency Fund to the Wages Noticeboard/Flagpole Expenditure line.

- h) NatWest Bond: An update was given by the Cllr.R.D.Tress on this previously approved matter. Two of the original bond allocations had closed due to high demand. However, another allocation has been made with a slightly higher rate of interest but for a lesser term.

(Chair/Prattley)

RESOLVED to approve the action of the Town Clerk after consultation with the Chairman and Vice-Chairman of Finance & Personnel, and that we go ahead with a 6-month term NatWest Bond for £100,000 (with 30 days early closure notice if necessary). That the signing of the bond application form by Cllrs.Masson and Morrow and the Town Clerk be duly approved. That in 4 months time, we review the situation with a view to obtaining future bonds.

(R.D.Tress/Prattley)

RESOLVED to implement Standing Order 30.1 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.

There were no members of the press or public present.

The Chairman took agenda item 6b first which was not deemed confidential.

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PERSONNEL MATTERS:

- a. **ERNLLCA RESPONSE RE. COMPLAINTS PROCEDURE:**

Details are given for consideration. This follows a recent

matter which was resolved amicably with the complainant, but where enquiries had been made with ERNLLCA.

Cllr.Prattley spoke to the procedure carried out at the time of the initial complaint. ERNLLCA's procedure is a good grounding whilst we are updating ours.

(Chair/Prattley)

RESOLVED to note the correspondence with ERNLLCA and to analyse further whilst updating our own policies and procedures.

- 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.

(Chair/Prattley)

RESOLVED that we deal with one policy/procedure at a time and each one be brought to every Finance & Personnel meeting until completed. That 2 members will, with the Town Clerk, review a particular policy/procedure and bring back to the next available meeting for consideration of any amendments/alterations/additions they may wish to make to the existing document. That volunteers will be asked for to carry out the above, other than those stated below. That the policies will be reviewed in strict order as follows –

1. Equalities Policy (Cllrs.B.E.Tress and Morrow)
2. Safety & Welfare at Work (Cllrs.Masson and Redmore)
3. Personal Harassment (Cllrs.Prattley and R.D.Tress)
4. Security Policy (Cllrs....and...)
5. Complaints (incl.ERNLLCA's procedure) (Cllrs.Prattley and ...)
6. Disciplinary (Cllrs.Redmore and ...)
7. Conflict (Cllrs....and...)

8. Grievance (Cllrs...and...)

(The Town Clerk will also seek further information from ERYC, NALC and ERNLLCA websites. A letter will be prepared from Cllr.R.D.Tress asking for volunteers)