

HESSLE TOWN COUNCIL

Finance & Personnel Committee

Wednesday, 10th March 2010 at 7.30pm

Small Front Room, Town Hall, South Lane, Hessle

MINUTES

Present: Councillors Bratley, Masson,*Morrow, Prattley and R.D.Tress
(Chairman).

** Cllr.Morrow arrived at 7.40pm*

Mrs V.Evers – Financial Consultant.

Apologies: Cllrs.Davison and Redmore.

13801 DECLARATION OF INTEREST:

None were given.

13802 MINUTES OF PREVIOUS MEETING:

(Prattley/Bratley)

RESOLVED to confirm as a correct record the minutes of the meeting held on 10th February 2010 and authorise the Chairman to sign.

13803 CHAIRMAN'S COMMUNICATIONS:

a) Urgent Items under Standing Order 7.3:

Two items considered to be urgent, but not on the summons, were raised by the Chairman. The items concerned Community Aid and Personnel Issues, and members agreed that they would be

considered under agenda item 4h and a new agenda item 5c respectively.

13804

FINANCE MATTERS:

a) Financial Reports:

(Prattley/Bratley)

RESOLVED to receive the Financial Reports to 31st January 2010 as given.

b) Schedule No. 125 (Receipts & Payments):

(Prattley/Bratley)

RESOLVED to receive Schedule 125 to 31st January 2010 and authorise the Chairman to sign.

c) Bank Transfers since the previous meeting: To receive detailed confirmation of transfers between the bank current and savings accounts and authorise the Chairman to sign.

(Chair/Prattley)

RESOLVED noted that to date no transfers have been carried out.

d) NatWest Bond: The Town Clerk updated members on the latest investment for 2010 with details of the fixed interest rate. This bond starts 19/3/10 and matures 19/10/10.

(Chair/Prattley)

RESOLVED noted and that a further review with regard to investments will take place in the new financial year.

e) Audit Commission Recommendation: The Financial Consultant will report on the obtaining of a refund of overpaid tax going back 6 years, and of future arrangements with our bank once the information is available.

(Chair/Morrow)

RESOLVED to note the report from the Financial Consultant that we are still awaiting further information from NatWest Bank.

- f) Capping Local Council Precepts: An article from the latest newsletter of the Society of Local Council Clerks is given for information.

(Prattley/Morrow)

RESOLVED noted and that we have kept within the recognised guidelines.

- g) ERYC – Council Summons 24th February 2010: Details are given for perusal.

(Chair/Morrow)

RESOLVED noted.

- h) Community Aid – Applications for Grants:

Hessle Library Garden Renewal Group:

The Town Clerk distributed the application form and supporting documents and subsequent letters from this group for consideration. Cllr.R.D.Tress brought members up to date with actions to be carried out by ERYC on land adjacent to the Library in Southgate.

(Prattley/Morrow)

RESOLVED that this application be refused on the grounds that it refers to land under the ownership of East Riding of Yorkshire Council.

The Town Clerk will contact Dave Walton, ERYC re. his intentions over the 2 Town Council's notice boards that are currently situated on the land in question.

- (i) Financial Regulations: The Town Clerk gave an update on the progress of the Financial Regulation and Standing Order revisions. These are currently being reset by Redcliff Print & Design.

(Chair/Prattley)

RESOLVED to note the report and to ask Redcliff for an electronic version in time for the next meeting.

13805

PERSONNEL MATTERS:

(Chair/Prattley)

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

Mrs Evers duly left the meeting at 8.15pm. There were no other members of the press or public present.

- a) European Directive on Working Hours: The Town Clerk distributed information as requested from the previous meeting, and spoke to report further.

(Prattley/Chair)

RESOLVED that the report be noted subject to a 3-monthly review and that the Committee are happy to leave it to the Town Clerk as line manager for the position in question. That a quarterly report on additional charges for caretaking duties over and above the normal room hire charges, are brought back to this Committee, as

well as ensuring we are in line with the European Directive report as given.

- b) Employment Training Session: *To consider a training session by ERNLLCA re. employment at a special meeting for all members and staff. Costs to be obtained if approved.*

It was resolved at the previous meeting to enquire of ERNLLCA whether we can 'piggy back' onto an arranged meeting or could they run a session for us and obtain the relevant costs.

ERNLLCA's response is given for consideration.

(Prattley/Chair)

RESOLVED that the Town Clerk obtains an indicative cost from ERNLLCA for either a full day or full evening session on the following employment items – Handling discipline and grievance, Appraisals and Recruitment.