

**Minutes of the Events & Communications Committee Meeting of Hessle Town Council held on Wednesday 3<sup>rd</sup> June 2020 at 7.30pm via ZOOM conference call in line with the temporary powers enabled by Section 78 of the Coronavirus 2020 Act.**

**HESSLE TOWN COUNCIL**  
**EVENTS & COMMUNICATIONS COMMITTEE**

**Wednesday 3<sup>rd</sup> June 2020, 7.30pm**

**Minutes**

Members present: Councillors N Adams, P Davison, G Fordham, L Howe, V Padden (Chair), C Walker & J Wilding

Advisory Members present (non-voting): K Weaver (Hessle First) & K Jenkins

Clerk: Joanna Render

Apologies received from: Kathie Jenkins & Michelle Edwards

**18961 DECLARATION OF INTEREST:** The Chairman will now read out the following  
*Members must declare their pecuniary or non-pecuniary interests in items at this meeting – other than personal and prejudicial interests – and ensure that they act appropriately.*

*None received*

**18962 MINUTES OF PREVIOUS MEETING:** To confirm as a correct record the minutes of the meeting held on the 4<sup>th</sup> March 2020 and authorise the Chairman to sign.  
(Padden/Howe)

**Resolved** – The minutes of the meeting held on the 4<sup>th</sup> March 2020 were confirmed as a correct record and the Chairman was authorised to sign them

**18963 CHAIRMAN'S COMMUNICATIONS:** To receive such communications as the Chairman may wish to put before the Committee.

None received

**18964 INCOME & EXPENDITURE:** To note the income and expenditure as at 31<sup>st</sup> March 2020 –  
(Padden/Walker)

**Resolved** – the Income and Expenditure reports as at the 31<sup>st</sup> March 2020 were noted.

**18965 UP TO DATE LIST OF EVENTS AT THE TOWN HALL:** Due to the Covid- 19 pandemic this list has been suspended.

The Clerk advised that Blood Donation sessions are still being held at the Town Hall – and have increased during the pandemic.

(Padden/Fordham)

**Resolved** – update noted.

**18966 EVENTS**

**a) Humber Bridge Soapbox Derby – Saturday 4<sup>th</sup> July 2020**

To note that this event has been cancelled due to the Covid-19 pandemic. Committee to note that next year's event is to take place on 3<sup>rd</sup> July 2021.

(Padden/Fordham)

**Resolved** – update noted.

a) **Hessle Sporting Football Tournament-4<sup>th</sup> & 5<sup>th</sup> July 2020**-Cllr Walker to provide any update.

Cllr Walker advised that this has been cancelled, the event was going to be re-arranged for later in the year but the decision has been made to cancel it for 2020. Over 200 teams were going to attend.

(Padden/Howe)

Resolved – update noted.

**c) Christmas Lights – 27<sup>th</sup> November 2020, 6.30pm**

i) Committee to note that Lighting and Signs have replaced the commando boxes.

(Padden/ Wilding)

**Resolved** – update regarding the replacement of the Commando boxes was noted.

ii) Committee to consider the quote from Lighting & Signs for the checking, erection and dismantling for this year's Christmas lights. Committee to note that the quote is the same as 2019.

All members agreed that the lights should be put up even if we are unable to hold a switch on event.

(Padden/Wilding)

**Resolved** – That the Christmas Lights be put up and that the quote from Lighting and Signs for the checking, erection and dismantling of the lights be accepted.

iii) Committee to consider and make a decision on how they wish to proceed with the arrangements for this year's switch on event, given the COVID-19 situation.

A discussion took place and it was agreed that the Clerk should plan as if the event is going ahead and obtain quotes from the relevant providers in readiness for the September meeting, when a decision will be made as to whether the switch-on event will go ahead.

(Padden/Davison)

**Resolved** – Clerk to obtain quotes for the event and bring to the September meeting, when a decision will be made as to whether the event for the Lights switch-on will go ahead.

**18967 REMEMBRANCE DAY PARADE – 2020** – Committee to consider and make a decision on the request from the Hessle branch of the Royal British Legion (RBL) to finance this year's parade. Council to note the reply sent by the clerk, and that no response has yet been received from the RBL.

Cllr Padden reminded the committee that it had been agreed in a meeting last year that the RBL would fund the parades going forward. The clerk advised that event last year cost the Council nearly £2000.00, and there is no budget set for this year.

The Clerk advised that the RBL refer to it as a Civic event which should be organised and run by the unitary authority, this is East Riding of Yorkshire Council, and they hold the parade and service in Beverley, other, local parades and services fall to the Parish and Town Councils. She has asked a number of Clerks how they deal with this, involvement ranges from funding the entire event to having no involvement other than Councillor attendance. The Clerk advised that she had received that evening a further update from the Hessle Branch of the RBL, which she had emailed to the members. This basically reiterated what was in the letter sent from the local branch, and advised that if no financial support was received from the Town and Parish Councils then no parades would be allowed. A discussion took place and all members agreed that the RBL should take some of the financial responsibility for the parade. The event creates an awareness of the RBL and increases its profile.

The Clerk advised that it is the traffic management which costs the majority of the money, and this is mainly due to the number of diversions which have to be put in place to safeguard the public during the wreath laying around the memorial.

Cllr Davison, acknowledged that it is a Community event and more groups are involved in the parade than just the RBL – he suggested that as an alternative, and if the Church is open, then

the memorial part of the service is conducted inside the church instead of outside, which would alleviate the need for the part of the road around the memorial to be closed, which should reduce the cost of the traffic management.

(Fordham/Walker)

**Resolved** –The Clerk will write to the Hessle branch of the RBL with the proposal that the Town Council will only support the event if the RBL are willing to share the costs equally. Alternatively, there is a compromise of the Memorial part of the service being held inside the church. This should reduce the costs of the Traffic Management and the requirement of the extended road closure and diversion.

Kay Weaver left the meeting.

**The Communication meeting will now commence. Advisory members are welcome stay if they wish.**

**18968 NEWSLETTER/WEBSITE/NOTICEBOARDS – INCOME & EXPENDITURE** - To note the Income & Expenditure as at 31<sup>st</sup> March 2020

(Padden/Wilding)

**Resolved** - Income and Expenditure as at 31<sup>st</sup> March 2020 was agreed.

#### **18969 NOTICEBOARDS-**

**i&ii)** Committee to discuss the report prepared by Cllr Fordham & Cllr Padden regarding the noticeboards, and to decide how they would like to proceed. Clerk to provide feedback received from other Councillors.

Cllr Fordham went through his report and comments received from Councillors, he suggested – 10 of the simple noticeboards and 3 of the more decorative ones for the Square and Town Hall. He has prepared a working drawing which he can take to businesses for quotes.

The Clerk advised that Lighting & Signs are able to design to our specification and install, they also carry out work for ERYC.

Cllr Howe advised that he has details of a business which has carried out wrought iron work for him, which he will pass on.

(Padden/Fordham)

**Resolved** - Cllrs Fordham and Padden to contact Lighting and Signs and Cllr Howe's contact for a quote for the manufacture and installation of the noticeboards.

iii) Committee to consider information regarding Town Map design and decide if they would like to pursue. Committee to note that the costings are from 2018.

iv) Committee to consider a request from a resident to install a noticeboard on First Lane, near to Mollison Road, near to the shops / Post Office. Committee to note that new sites for noticeboards may require planning permission from ERYC.

A discussion took place and it was agreed that some new, additional noticeboards will be required. Areas for consideration are Jenny Brough Lane, First Lane and the Foreshore.

Cllr Fordham and Padden will also look at the visitor information maps, identify key points of interest and perhaps ask Hessle History Society to provide a write up on the History of Hessle to be incorporated with the map. It was suggested that a map outside the station would be a good idea.

(Padden/Fordham)

**Resolved** – As part of the review additional noticeboards will be considered for the following areas; Jenny Brough Lane and First Lane.

Cllrs Fordham and Padden will also look into putting a tourist information map on the foreshore and the Station as part of this project.

**18970 HESSLE TOWN – ISSUE 105– April 2020 – Cancelled due to Covid- 19.** Committee to consider cancelling the August 2020 issue of the newsletter.

(Padden/Davison)

**Resolved**-Noted the cancellation of the April and August 2020 newsletter

**18971 ADVERTISERS –‘HESSLE TOWN’ – Issue 105 – no issue produced**

**18972 HESSLE TOWN COUNCIL WEBSITE MATTERS:** Committee to note that the website must be compliant with Website Content Accessibility Guidelines – WCAG 2.1 to at least AA standard by September 2020.

The Clerk advised that the SLCC have partnered with website development company ‘Aubergine’ and have negotiated a price for a website package and support for £1995 + VAT for the first year, Year 2 £1020 +VAT. All the supporting information had been forwarded to the committee prior to the meeting. The Clerk advised on the requirement of the AA website by September 2020, an example of a AAA website is the Gov.uk one. Council websites must now allow access for all, whatever the disability.

A discussion took place, and it was agreed to look into this further and obtain additional quotes. Cllrs Padden and Howe will look into this and bring to the July meeting.

(Padden/ Adams)

**Resolved** - Cllr Howe will liaise with Cllr Padden and work together to obtain quotes for a WCAG 2.1 AA website and bring to the July meeting of the Events & Communications Committee.

**18973 TIMETABLE – ‘HESSLE TOWN’ – None in production at this time.**

The clerk advised that we will struggle to fill a newsletter in this current climate, and it may not be cost effective to issue a full newsletter. Cllr Nolan has already sent a number of leaflets out communicating the work of the Council during this time.

Cllr Howe stated that the Council should look at putting something out to residents in the next few months – to keep them in touch with what the Council has been doing.

(Padden/Howe)

**Resolved** - To discuss content and size of communication to be issued at the next meeting, with a view to sending something out in August.

Meeting closed at 8.15pm