

**Minutes of the Finance, Personnel & Asset Management Committee Meeting of Hessle Town Council held on Wednesday 11<sup>th</sup> November 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**  
**Finance, Personnel and Asset Management Committee**  
**Wednesday, 11<sup>th</sup> November at 7.30pm**  
**Town Hall, South Lane, Hessle**

**MINUTES**

Members: Councillors Carroll (Chairman), Davison (Vice- Chairman), Fordham, Nolan, Padden, Potter and Sutton

Mr Paul Hogan – Non-Voting Advisor

Clerk: Mrs Kim Cooper

**19172                      DECLARATION OF INTEREST:**

The Chairman now read out the following – Members must declare their pecuniary or non-pecuniary interest in items at this meeting – *rather than personal and prejudicial interests* – and ensure that they act appropriately.

*Cllr Sutton declared a non-pecuniary interest in Minute no. 19176 (b) as she is a Town Council representative on the Community Centre Organisation Committee.*

**19173                      MINUTES OF PREVIOUS MEETING:**

(Fordham/Potter)

**RESOLVED** to confirm as a correct record the minutes of the Finance, Personnel and Asset Management meeting held on 14<sup>th</sup> October 2020 and authorise the Chairman to sign.

**19174                      CHAIRMAN'S COMMUNICATIONS:**

None received.

**19175                      FINANCE MATTERS:**

a) Income/Expenditure Reports to 30<sup>th</sup> September 2020:

To receive the financial reports as given for perusal.

Councillor Carroll also presented 3 new reports that he has produced in addition to the usual monthly ones which show expected Income and Expenditure forecasts to the year end.

(D. Nolan/Davison)

**RESOLVED** to receive the financial reports as given and that the reports currently produced are replaced at future meetings for the new ones produced by Councillor Carroll.

b) Schedule No. 253 (Receipts & Payments)

(Sutton/Davison)

**RESOLVED** to receive schedule 253 to 30<sup>th</sup> September 2020 as given and authorise the Chairman to sign.

c) Bank Transfers since the previous meeting:

None actioned.

d) Income from Town Hall lettings – Comparative figures:

(Sutton/Davison)

**RESOLVED** to note the details as given.

e) Outstanding Invoices – Town Hall Lettings:

The Town Clerk confirmed that there are no further outstanding invoices.

(Sutton/Davison)

**RESOLVED** noted.

f) Community Aid:

Community Aid 2020/2021:

Starter Grant	£250.00
Equipment Grant	£250.00
Maintenance Grant	£200.00
Community Scheme Grant	£400.00 (one-off per annum)

New applications: No new applications had been received.

g) Internal Auditing Control Arrangements (Annual Review): To formally approve the ongoing arrangements to carry out the Town Council's own internal auditing arrangements thus –

- That each invoice received is checked by the Town Clerk then entered onto the computerised accounting system along with the relevant nominal code.
- That named signatories for cheques continue as Cllrs. Davison, Fordham, Potter, Sutton and the Clerk
- That all cheques are duly signed and counterfoils initialled, by the Town Clerk and 2 of the named signatories.
- That all invoices received are duly stamped and issued with the corresponding cheque number or a BACS payment sheet and signed by the Clerk and 2 of the named signatories.
- That all invoices once paid, are kept in a file in cheque number order or date order for BACS payments with the latest being on top.
- That all Direct Debit and Standing Order payments are checked by the Town Clerk on receipt of the weekly bank statement, entered onto the system and filed.
- That all BACS payments are received by the Town Clerk and checked against the weekly bank statement, entered onto the system and details filed.

- That all receipts and payments are detailed monthly, presented to and signed at every Finance & Personnel Committee meeting and filed thereafter, with a copy of same to each of the nearest Full Council meetings.

(Davison/Sutton)

**RESOLVED** that the Internal Audit Controls are approved and that as Councillor Carroll is now the Chairman of this Committee, he is added to the Bank Mandate as a Signatory.

h) Risk Assessment Management (Annual Review): To formally approve the ongoing arrangements for the Town Clerk & Assistant Town Clerk to carry out and update the Town Council's Risk Assessments for the following –

- Soap Box Derby event
- Christmas Lights Switch-on event
- Fire Risk Assessment of the Town Hall
- Provision of office accommodation
- Council property and documents
- Public buildings/Town Hall
- Allotments
- Crime Prevention - CCTV
- Computer Equipment
- Computing
- Provision of Website/Internet Access
- Council Meetings
- GDPR & Data Protection
- Employment of Staff
- Financial Management
- Gifts
- Meetings of the Council
- Newsletters
- Bus Services
- Bus Shelters
- Play Areas (M.U.G.A & Youth Shelter)
- Skate Park

(Sutton/Davison)

**RESOLVED** to approve the ongoing arrangements for the Town Clerk and Assistant Town Clerk to carry out and update the Town Council's Risk Assessments as listed.

19176

#### TOWN HALL MATTERS/PROJECTS/FUTURE PROJECTS:

a) A Town Hall for the 21<sup>st</sup> Century

To note the report following the Working Party meeting held on 26<sup>th</sup> October and to receive and discuss the initial sketch from P&N Designs for the addition of a lift to the plans.

(D. Nolan/Fordham)

**RESOLVED** that the sketch provided by the Architect, ref:2700/6, is approved and that the lift is included within the planning application.

b) Hessle Community Centre

Councillors Carroll and D. Nolan provided a further update on the zoom meeting they had with the York Diocese and their Estate Agents.

(D. Nolan/Potter)

**RESOLVED** that purchase negotiations begin at the figure discussed and following the recent discussions with the Diocese, the final offer figure be increased slightly as agreed if required. The figure agreed is not disclosed as it is in the public interest to keep it confidential during negotiations.

Vote: 4 in favour, 1 against, 1 abstention.

c) Tower Hill Memorial Park

To note the email received from East Riding Council regarding the Lease.

(D. Nolan/Potter)

**RESOLVED** noted and that the Environment & Open Spaces Committee look at the Budget for the future maintenance of the Park and also discuss the potential of taking over the First Lane Playing Field.

d) BUDGET ITEMS – TOWN HALL, LAND & PROPERTY – 2021/2022:

Finance committee to discuss the Budget Process for 2021/2022 and to start considering the budget figures for the following items in readiness for the January 2021 Budget meeting;

- Caretaker's Gross Wages/Employer's N.I. (Living Wage rates currently at £9.30/hour – 2021/2022 rates have not yet been released)
- Electricity & Gas
- Water Rates
- NNDR
- Town Hall/CCTV Insurance
- Annual Checks/Maintenance
- Refuse Charges
- Fire Alarm
- Repairs & Minor Items
- Shield Security
- Cleaning Materials
- Skate Park
- M.U.G.A.
- Youth Shelter
- Notice Boards
- Bus Shelters
- Flagstaff/Flags
- CCTV
- Community Centre
- Tower Hill Memorial Park

(Chair/Fordham)

**RESOLVED** that Councillor Carroll and the Clerk will put together a draft budget to be presented at the next Finance Meeting.

**19177**

**SKATEPARK/M.U.G.A./YOUTH SHELTER/NOTICE BOARD MATTERS:**

- a) Skate Park, M.U.G.A. and Youth Shelter  
All in good order. The Clerk is still awaiting the quotes from Councillor Walker regarding repairs required to the electric cabling at the M.U.G.A. for the lighting and CCTV camera.
  
- b) Notice Boards:  
All in good order.
  
- c) Bus Shelters:  
Two panels have been vandalised and smashed in the Bus Shelters in The Square. The Clerk is currently in the process of obtaining replacements.
  
- d) Flagstaff in The Square/Flags:  
All in good order.

(Chair/Davison)

**RESOLVED** that items a) to d) are noted.

*8.30pm Cllr Padden joined the meeting following his attendance at a prior arranged Royal British Legion meeting.*

**19178**

**CCTV**

There were no updates to report.

**19179**

**PERSONNEL MATTERS:**

*In view of the possible special or confidential 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 Personnel matters to discuss.