

Minutes of the Finance, Personnel & Asset Management Committee Meeting of Hessle Town Council held on Wednesday 14th April 2021 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, 14th April 2021 at 7.30pm
Via Zoom conference

MINUTES

Present: Councillors Carroll (Chairman), Davison (Vice- Chairman), Fordham, Padden and Potter.

Mr Paul Hogan – Non-Voting Advisor

Clerk: Mrs Kim Cooper

Apologies: Cllrs D. Nolan & Sutton

13377 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.

None given.

13378 MINUTES OF PREVIOUS MEETING:

(Padden/Davison)

RESOLVED to confirm as a correct record the minutes of the Finance, Personnel and Asset Management meeting held on 10th March 2021 and authorise the Chairman to sign.

13379 CHAIRMAN’S COMMUNICATIONS:

None received.

13380 FINANCE MATTERS:

a) Income/Expenditure & Forecast Reports to 31st March 2021:

(Padden/Davison)

RESOLVED to receive the Financial Report from the Chairman and the Income/Expenditure and Financial Statement reports as given.

b) Schedule Nos. 258 & 259 (Receipts & Payments)

(Padden/Davison)

RESOLVED to receive schedule 258 to 28th February 2021 and schedule 259 to 31st March 2021 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:
(Chair/Davison)
RESOLVED to note the details as given.
- e) Outstanding Invoices – Town Hall Lettings:
The Clerk confirmed there were no outstanding invoices.
- f) Community Aid:

Community Aid 2020/2021:

<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>

New applications: There were no new Grant Applications.

- g) Hessle Sporting – Clubhouse Defibrillator
As Councillor Walker was unable to attend, the Clerk provided information for Hessle Town Council to consider a request from Hessle Sporting to help fund the defibrillator being re-sited outside the clubhouse by purchasing a heated cabinet at a cost of circa £600.00.
(Chair/Davison)
RESOLVED that this item is deferred to the next meeting and the Clerk will ask Hessle Sporting to complete and submit further information together with our usual Grant Application form for funding local organisations.
- h) Events & Communication Committee – Christmas Lights
Request from the Events & Communications committee for the Finance Committee to consider increasing the 2021/2022 Christmas Lights budget by a further £3,500.00 to cover additional new lighting for the focal tree in The Square.
(Chair/Davison)
RESOLVED that this item is deferred to the next meeting, when the Chairman and the Clerk will have prepared the 2021/2022 budget and forecast reports and a better overall picture of what reserves will be available for any additional items/requests.
- i) Scribe Accounts
To receive a brief report following the Clerks attendance at a recent Parish/Town Council Finance event and to note and consider information received from Scribe Accounts regarding their Town and Parish Council purpose built Accounts Software package.
(Chair/Padden)

RESOLVED that as further information is required, a meeting is arranged with Scribe Accounts, the Chair of Finance and the Clerk in order to discuss the package in more detail and the Clerk will also look at other Accounts Packages as comparisons.

13381 TOWN HALL MATTERS/PROJECTS/FUTURE PROJECTS:

a) A Town Hall for the 21st Century

The Working Party met with the Architect on Thursday 1st April and he confirmed that he will now prepare construction drawings for a Building Regulations application and will go back out to contractors again in order to prepare an updated quote for all costs. He will then bring this back to the Working Party Committee for further discussions before going out to tender.

b) Hessle Community Centre

Councillor Carroll provided a brief update and confirmed that our Solicitor is still awaiting a response from the York Dioceses Solicitors regarding her counter proposal letter. He also confirmed that a meeting has been held with the Community Centre Organisation Committee in order to discuss how the Community Centre can move forward.

c) Tower Hill Memorial Park

The Lease agreement has been signed and returned to our Solicitor. We are now awaiting East Riding Council to seal and lodge the document with the Land Registry.

13382 SKATEPARK/M.U.G.A./YOUTH SHELTER/NOTICE BOARD MATTERS:

a) Skate Park and M.U.G.A.

(Chair/Padden)

RESOLVED to receive the Annual Inspection reports which have been undertaken for our play areas above and that the Clerk has spoken with Mr Chaz Hampson directly and who has now undertaken the moderate and minor recommended repairs for the Skate Park. He has also repainted/treated the ramp surfaces. Our Caretaker (Pete) has undertaken the work/recommendations at the M.U.G.A., and we are awaiting our usual contractor to undertake the minor welding work required on one of the foot rails.

b) Notice Boards:

All in good order and instruction has been given to the contractor to update a further 3 boards, Buttfield Road, First Lane (near the Norland) and Beverley Road (near Darley's).

(Chair/Padden)

RESOLVED noted.

c) Bus Shelters: All in good order.

(Chair/Padden)

RESOLVED noted.

d) Flagstaff in The Square/Flags: The Clerk confirmed that she has arranged for the Flagstaff in the Square to be serviced and repaired following the finial coming loose upon the lowering of the

flag to half mast following the death of HRH Prince Philip. The contractor has confirmed that this will be undertaken in the next couple of weeks, after the flags are raised again following the funeral.

(Chair/Davison)

RESOLVED noted.

13383

CCTV

a) Hessle Rangers

Mr Pete Bilsdon has asked if there would be a possibility that the Town Council would allow Hessle Rangers CCTV to be linked in to our CCTV system.

(Chair/Padden)

RESOLVED that the request is declined. Whilst the Town Council appreciate the problems experienced by the club, the CCTV system is not monitored 24/7 and any other system cannot be linked into ours. The Town Council will also not set precedence to police and/or monitor CCTV systems for private clubs, organisations, businesses or residences.

b) CCTV Code of Practice – Humberside Police

Following ongoing GDPR and ICO problems at Drifffield, Market Weighton and Pocklington Town Councils with onerous CCTV subject access requests from a resident, the Clerk has been working with Humberside Police and the Clerks from the above Councils in order to produce and provide a fit for purpose CCTV Code of Practice for all Town/Parish Councils and Humberside Police with CCTV. This document has now been signed by the Humberside Police Data Protection & Information Compliance Unit Manager and the Town Clerk and has been recorded and stored appropriately by Humberside Police (INS 256).

It is now proposed that the Town Council adopt this document and together with a CCTV Data Subject Access Request form be added to the Website for information.

(Chair/Padden)

RESOLVED that Hessle Town Council adopt the CCTV Code of Practice prepared by the Clerk and signed by Humberside Police.

13384

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.