

HESSLE TOWN COUNCIL
Finance, Personnel and Asset Management Committee
Wednesday, 10th November 2021 at 7.30pm
Small Front Room
Town Hall, South Lane, Hessle

MINUTES

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

Mr Paul Hogan – Non-Voting Advisor

Clerk: Mrs Kim Cooper

Apologies: Cllrs D. Nolan & Potter

133401 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 as she is a Town Council representative and Vice-Chairman of the Community Centre Organisation Committee.

133402 MINUTES OF PREVIOUS MEETING:

(Fordham/Padden)

RESOLVED to confirm as a correct record the minutes of the Finance, Personnel and Asset Management meeting held on 13th October 2021 and authorise the Chairman to sign.

133403 CHAIRMAN'S COMMUNICATIONS:

None received.

133404 FINANCE MATTERS:

a) Income/Expenditure Reports to 31st October 2021:

(Fordham/Davison)

RESOLVED to receive the financial reports as given.

b) Schedule No. 266 (Receipts & Payments)

(Fordham/Davison)

RESOLVED to receive schedule 266 to 31st October 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:

(Fordham/Davison)

RESOLVED to note the details as given for perusal.

e) Outstanding Invoices – Town Hall Lettings:

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

f) Community Aid:

Community Aid 2021/2022:

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

New applications: There were no new applications.

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. Carroll, Davison, Fordham, Potter, Sutton and the Clerk
- That all cheques are duly signed and counterfoils initialled, by the Town Clerk and two 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 two 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.

(Padden/Davison)

RESOLVED that the Town Council's Internal Control arrangements are approved.

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

(Padden/Davison)

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

133405

TOWN HALL MATTERS/PROJECTS/FUTURE PROJECTS:

a) A Town Hall for the 21st Century

The Clerk has received confirmation from the Ministry of Housing, Communities & Local Government that the Borrowing Approval agreed and given in 2020 has been allowed to be extended to 1st November 2022.

(Chair/Padden)

RESOLVED that the extension to the Borrowing Approval is noted.

b) Hessle Community Centre

To receive Councillor Carroll's notes and the final purchase contract and associated documents for the completion of the purchase of the Community Centre and to discuss these before taking to Full Council for approval and signing.

(Fordham/Sutton)

RESOLVED that the purchase contract and associated documents are received and agreed by the Finance Committee and that these are now taken to Full Council for final approval and signature.

c) Tower Hill Memorial Park

Following the recent ERYC Commuted Sums meeting there were no further updates to report.

d) BUDGET ITEMS – TOWN HALL, LAND & PROPERTY – 2022/2023:

Finance committee to consider the Budget Process for 2022/2023. The Clerk will look at the budget figures for the following items in readiness for the January 2022 Budget meeting;

- Caretaker's Gross Wages/Employer's N.I. (Living Wage rates currently at £9.50/hour – 2022/2023 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/Davison)

RESOLVED that the Clerk will prepare a draft budget to be presented for discussion at the next Finance Committee Meeting and before the Budget Committee Meeting in January.

133406

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

a) Skate Park, M.U.G.A. and Youth Shelter

All in good order. Following the recent Commuted Sums meeting with ERYC, the Clerk is currently completing the necessary Grant Application form for ERYC.

b) Notice Boards:

All in good order.

c) Bus Shelters:

One of the Bus Shelter panels was vandalised and smashed in The Square. As this was left in a dangerous state, the Clerk arranged for immediate repairs and also for a spare panel to be made

to be kept at the Town Hall in case of any further vandalism in order that the Caretaker will be able to undertake a replacement if required in the future.

d) Flagstaff in The Square/Flags:

All in good order.

(Chair/Padden)

RESOLVED that items a) – d) are noted.

133407

CCTV

a) New Cameras

All the new cameras have now been installed, however, there is a delay with the original ANPR/PTZ cameras on Cliff Road being reinstalled due to the pole being damaged by the onsite contractors who removed it. They are currently undertaking repairs to the pole and the cameras will be reinstalled upon completion. The Humber Bridge Board now have a live link feed of the Cliff Road cameras into their operations room 24/7 which will help with their regular patrols and monitoring of the area.

(Chair/Fordham)

RESOLVED noted.

b) Prestongate

Mr Robert McMillan, an experienced Police Volunteer who has been known to us for many years, has confirmed that he will be happy to take over and undertake the Prestongate ANPR monitoring from the Clerk (at no cost). He will be available one day a week and following discussions with Visual Security, there is an integrated software package available that helps with the search, management and reporting of both ANPR & all other CCTV cameras, rather than at present, the Clerk & Police doing this manually for each vehicle. The cost for this package is normally £3,156.00 +VAT but it is currently on offer at £2,396.80 +VAT and all CCTV cameras, not just the ANPR cameras, could be transferred over to this system. Therefore, the Clerk would like Hessle Town Council to consider the purchase of the Hik-Central workstation in order to streamline and expedite current methods of recovering data from the current system which will save staff and Police resource.

(Chair/Fordham)

RESOLVED that the Clerk requests if the CCTV company could provide a demonstration to the Council of how the integrated software package would work with and benefit the Hessle CCTV system before any purchase is considered.

133408

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.