

**HESSLE TOWN COUNCIL**  
**Finance, Personnel and Asset Management Committee**  
**Wednesday, 9<sup>th</sup> February 2022 at 7.30pm**  
**Small Front Room**  
**Town Hall, South Lane, Hessle**

**MINUTES**

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

Mr Paul Hogan – Non-Voting Advisor

Clerk: Mrs Kim Cooper

Apologies: Cllrs D. Nolan, Potter and Sutton

**133511                      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.**

**133512                      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 12<sup>th</sup> January 2022 and authorise the Chairman to sign.

**133513                      CHAIRMAN’S COMMUNICATIONS:**

None received.

**133514                      FINANCE MATTERS:**

a) Income/Expenditure Reports to 31<sup>st</sup> January 2022:

(Davison/Padden)

**RESOLVED** to receive the financial reports as given.

b) Schedule No. 269 (Receipts & Payments)

(Davison/Padden)

**RESOLVED** to receive schedule 269 to 31<sup>st</sup> January 2022 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:

(Davison/Padden)

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

e) Outstanding Invoices – Town Hall Lettings:

The Town Clerk confirmed that there are no outstanding invoices.

f) Community Aid:

Community Aid 2021/2022:

<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 applications.

g) Platinum Jubilee Event – Flotilla Finance Review

Councillor Fordham provided an update to the Finance Committee from the Jubilee Event Working Party. A copy of the letter written by Mr Phil Withers was handed out which is to be forwarded to local/national businesses offering the opportunity to partnership with the Town Council and provide sponsorship funding for the event. Also handed out were details of proposed costings following a meeting with Ed Entertainments and Prestige Support and a preliminary Budget plan.

The Committee thanked Councillor Fordham for his update and Cllr Carroll and the Clerk will continue to monitor and adapt the Budget Plan as necessary once costings have been received for necessary requirements such as traffic management, marshalling and first aid and also for any further entertainment proposals.

**133515**

**TOWN HALL MATTERS/PROJECTS/FUTURE PROJECTS:**

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

There were no further updates to report. The Clerk will contact to the Architect for an update before the next meeting.

b) Hessle Community Centre

Councillor Carroll confirmed that he had received news that the purchase of the Community Centre is now complete.

c) Tower Hill Memorial Park

The Clerk confirmed that a meeting has been arranged with Paul Palmer, the East Riding Council Project Manager (Grounds & Forestry) in order to establish a handover period for taking on the Park.

**133516**

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

- a) Skate Park, M.U.G.A. and Youth Shelter  
All in good order.
- b) Notice Boards:  
All in good order.
- c) Bus Shelters:  
All in good order
- d) Flagstaff in The Square/Flags:  
All in good order.

(Padden/Chair)

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

**133517**

**CCTV**

There were no CCTV items to report.

**133518**

**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.*

**SOCIAL MEDIA & ADMIN SUPPORT ROLE:**

To form a Personnel Working Group in order to discuss and produce a job description, the purpose of the role, duties and responsibilities, a person specification, salary scale, the vacancy advertisement, interview and assessment process and timescales to ensure a smooth and lawful process for the employment of a new Social Media & Admin Support person.

(Davison/Padden)

**RESOLVED** that a Working Group is established for recruitment and appointment. Members of the Working Group will comprise of Councillors Bovill, Carroll, Padden and Sutton and following meetings the Finance, Personnel and Asset Management Committee will be provided with updates from the Working Group as to how they are progressing.