

HESSLE TOWN COUNCIL
Finance, Personnel and Asset Management Committee
Wednesday, 9th November 2022 at 7.30pm
Small Front Room
Town Hall, South Lane, Hessle

MINUTES

Present: Councillors Davison (Vice- Chairman), Fordham, D. Nolan, Padden, Potter and Sutton

Mr Paul Hogan – Non-Voting Advisor

Clerk: Mrs Kim Cooper

Apologies: Cllr Carroll (Chairman)

133890 **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. 133894 (b) as she is the Town Council representative and Vice-Chairman of the Hessle Community Centre Organisation.

133891 **MINUTES OF PREVIOUS MEETING:**

(Potter/Sutton)

RESOLVED to confirm as a correct record the minutes of the Finance, Personnel and Asset Management meeting held on 12th October 2022 and authorise the Chairman to sign.

133892 **CHAIRMAN'S COMMUNICATIONS:**

None received.

133893 **FINANCE MATTERS:**

a) Income/Expenditure Reports to 31st October 2022:

(Fordham/Sutton)

RESOLVED to receive the financial reports as given.

b) Schedule No. 278 (Receipts & Payments)

(Sutton/Fordham)

RESOLVED to receive schedule 278 to 31st October 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:

(Sutton/Potter)

RESOLVED to note the details as given.

e) Outstanding Invoices – Town Hall Lettings:

The Town Clerk confirmed that there were no outstanding invoices.

f) Community Aid:

Community Aid 2022/2023:

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 were received.**

g) Baskets/Tubs/Planters – 2022/23 Budget

Finance Committee to consider the Recommendation received from the Environment & Open Spaces Committee to increase the 22/23 Budget by £1000.00 in order to refill the new planters and existing tubs for the winter season and to cover additional hours for our warden to undertake watering as required.

(Fordham/Sutton)

RESOLVED that Hessle Town Council incurs the additional expenditure on the 22/23 Budget in order to refill the new and existing planters and tubs for the winter season and to cover additional watering requirements.

h) Hessle Town Council Food Bank Account

As the Hessle & Anlaby Food Bank has set up as its own independent charity with a related charity bank account, Finance Committee to agree for the Clerk to now close the Town Council Food Bank Account that was initially set up to receive donations and is now unnecessary and not used.

(Padden/Fordham)

RESOLVED that as the old Hessle Town Council Food Bank Account is no longer necessary, this can now be closed.

i) 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.

(Fordham/Padden)

RESOLVED that Hessele Town Council's internal auditing arrangements are in accordance with the Joint Panel on Accountability and Governance proper practices and are approved.

j) 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 , Skate Park & Tower Hill Memorial Park)

(Sutton/Padden)

RESOLVED to approve the ongoing arrangements for the Town Clerk and Assistant Town Clerk to carry out annually and to update if and where necessary and as and when required, the Town Council's Risk Assessments.

a) A Town Hall for the 21st Century

As per agreement at the last meeting, the Clerk has completed and sent the PWLB application form for the drawdown of the loan. A copy of the confirmation letter, rate applied and repayments is attached for perusal.

(Sutton/D. Nolan)

RESOLVED noted.

b) Hessle Community Centre

Various leaks were reported by staff at the Community Centre following heavy rainfall. The Clerk requested quotes from three local businesses for repairs and only one has responded. The quote is attached for consideration.

(Potter/Sutton)

RESOLVED to accept the quotation received and for the Clerk to instruct the contractor to undertake the repairs.

c) Tower Hill Memorial Park

Councillor Padden provided an update on the proposed Memorial for Tower Hill Park and confirmed that he and Councillor Nolan had sent letters to various stonemasons. Councillor Padden is in discussions with a quarry owner regarding the type of stone available and who also knows a stonemason that could potentially undertake the work required. He is currently awaiting pricing.

d) BUDGET ITEMS – TOWN HALL, LAND & PROPERTY – 2023/2024:

Finance Committee to begin consideration of the Budget Process for 2023/2024.

The Clerk will look at the budget figures for the following items in readiness for the January 2023 Budget meeting;

- Caretaker's Gross Wages/Employer's N.I. (Living Wage rates currently at £10.50/hour – 2022/2023 rates have already been released in September)
- 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 Provision
- Notice Boards

- Bus Shelters
- Flagstaff/Flags
- CCTV
- Community Centre
- Tower Hill Memorial Park

(Chair/Sutton)

RESOLVED that the Clerk will prepare the draft budget for the above items to present to the Budget Committee at the January meeting, but each Committee should now look at their Budget requirements for 2023/2024 and let the Clerk know of any additional requirements. At the request of Councillor Fordham, a staff performance review recognition amount should also be included within the budget.

133895 SKATEPARK/M.U.G.A./NOTICE BOARDS/BUS SHELTERS/FLAGSTAFF MATTERS:

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

All in good order.

b) Notice Boards:

All in good order apart from the newly installed Cambridge Road board which was destroyed by East Riding Council whilst cutting the hedge along the path within two days of installation. The Clerk is currently awaiting insurance information from East Riding Council in order to make a claim for a replacement.

c) Bus Shelters:

All in good order.

d) Flagstaff in The Square/Flags:

All in good order.

(Padden/Chair)

RESOLVED that items a) to d) are noted.

133896 CCTV

The Clerk confirmed that she has been in discussions with one of the East Riding Council Bridlington CCTV Group Managers regarding the Hessle cameras feeding into their CCTV suite. At the moment they might be able to do this if our cameras were not monitored, however, as they are currently in the process of finding new premises in order to expand the operation which is due to be completed around September 2023, it would probably be better to wait until there will be enough space for more cameras to be added to the system. Following the issues at the foreshore with the glass panels being thoughtlessly broken by vandals, the Clerk attended a meeting with the ERYC Manager of the Flood Wall scheme, the Humber Bridge Board, our CCTV contractor, the Police and one of the East Riding Council CCTV Managers. The Humber Bridge Board have full access to our cameras along the foreshore but said they were unable to control and move them. Our CCTV contractor confirmed that this was just a software problem and has now sorted this issue out. Further monitoring of the

area is being looked into and the ERYC CCTV Manager confirmed that presently they could only accommodate one or maybe two additional cameras into the suite for monitoring but that this would be at a cost of around £200 per camera per month. Discussions are ongoing and the Clerk will provide further updates in due course. As the Police Volunteer who has been undertaking the Prestongate ANPR cameras has been unwell for some months, Councillor Nolan suggested that we look to find additional volunteers to undertake this work. The Clerk confirmed that the Police Volunteer has kept in touch and is much improved and will be returning in due course.

133897

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.

2022-23 National Salary Award

Committee to note that The Local Government Association, NALC and ERNLLCA have confirmed that an agreement on the 2022/23 pay offer has now been agreed with the unions and employers with staff on NJC SLCC contracts (green book) are encouraged to implement this pay award as swiftly as possible.

The terms of the agreement are:

- With effect from 1st April 2022, an increase of £1,925 on all NJC pay points 1 and above.
- With effect from 1st April 2023, an increase of one day to all employees' annual leave entitlement.

The Clerk will therefore arrange implementation and arrears to be paid from the November pay date and amend the additional holiday entitlements with effect from April 2023.

(Fordham/Sutton)

RESOLVED that the information is received, noted and the increase applied and back dated to 1st April 2022 as per the LGA instructions to both the Clerk's and Assistant Town Clerk's salaries accordingly, together with the additional one day annual leave from April 2023. Additionally, that as these have not been carried out, annual performance reviews need to be undertaken for all Town Council employees.