

**HESSLE TOWN COUNCIL**  
**Finance, Personnel and Asset Management Committee**  
**Wednesday, 8<sup>th</sup> November 2023 at 7.30pm**  
**Small Front Room**  
**Town Hall, South Lane, Hessle**

**MINUTES**

Present: Councillors Davison (Chairman), I. Hardy and Sutton

Mr Paul Hogan & Mr Bob Carroll – (Non-Voting Advisory members)

Clerk: Mrs Kim Cooper

Apologies: Cllrs Nolan, Padden & Toogood

**134349** **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.

*Councillor Sutton declared a non-pecuniary interest in Minute No. 134353 (b) as she is the Town Council representative for the Community Centre Organisation and a Trustee for The Hourne Community Centre Development Trust.*

*Mr Bob Carroll declared a non-pecuniary interest in Minute No. 134353 (b) as he is a Trustee for The Hourne Community Centre Development Trust.*

**134350** **MINUTES OF PREVIOUS MEETING:**

(Chair/Sutton)

**RESOLVED** to confirm as a correct record the minutes of the Finance, Personnel and Asset Management meeting held on 11<sup>th</sup> October 2023 and authorise the Chairman to sign.

**134351** **CHAIRMAN'S COMMUNICATIONS:**

None received.

**134352** **FINANCE MATTERS:**

- a) Income/Expenditure Reports to 31<sup>st</sup> October 2023:  
(Sutton/Chair)

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

- b) Schedule No. 290 (Receipts & Payments)  
(Sutton/Chair)

**RESOLVED** to receive schedule 290 to 31<sup>st</sup> October 2023 as given and authorise the Chairman to sign.

- c) Bank Transfers since the previous meeting:  
(Sutton/Chair)

**RESOLVED** to receive details of Bank Transfers as given and authorise the Chairman to sign.

- d) Income from Town Hall lettings – Comparative figures:  
(Sutton/Chair)

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

- e) Outstanding Invoices – Town Hall Lettings:

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

- f) Community Aid:

<i>Community Aid 2023/2024:</i>	
<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) 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. Adams, Davison, P. Hardy, Sutton, the Clerk and Assistant Town Clerk
- That all cheques are duly signed and counterfoils initialled, by the Town Clerk or Assistant Town Clerk and two of the named Councillor 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 then filed thereafter with a copy of same to each of the nearest Full Council meetings.

(Sutton/I. Hardy)

**RESOLVED** that Hessle Town Council's internal auditing arrangements are in accordance with the Joint Panel on Accountability and Governance proper practices and 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
- Website
- Bus Service
- Bus Shelters
- Play Areas (M.U.G.A , Skate Park & Tower Hill Memorial Park)

(Sutton/I. Hardy)

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

**134353**

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

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

The Town Clerk provided an update on the current works and confirmed that the building works are currently on schedule with the program of works drawn up and that she is currently managing the costs with the Architect in line with the budget provided in April 2023 by him and the quotes each of the contractors provided.

(Sutton/Chair)

**RESOLVED** that the update is noted.

b) Hessle Community Centre

Mr Bob Carroll provided an update for the Committee and confirmed that one more signature is required for the Bank Account to be opened for the Community Centre Development Trust. He also confirmed that the Trust members have now been in contact with their Solicitor, Andrew M Jackson and the Town Council Working Group members have spoken with the Council's Solicitors, Hamers in order to put together Heads of Terms for the Lease to be drawn up and are currently working through any potential legal complications.

(Sutton/I. Hardy)

**RESOLVED** that the update is noted.

c) Tower Hill Memorial Park

The Clerk confirmed that the Memorial Obelisk will not now be fitted in November due to the installer having to have surgery and a lengthy recovery time. They have therefore rescheduled and confirmed that the Memorial Obelisk will now be fitted week commencing 8<sup>th</sup> January 2024. There were no further matters to report.

(Chair/Sutton)

**RESOLVED** that the update is noted.

d) BUDGET ITEMS – TOWN HALL, LAND & PROPERTY – 2024/2025:

Finance Committee to begin considerations for any additional Budgets that may be required for 2024/2025.

The Clerk will look at the budget figures for the following items in readiness for the January 2024 Budget meeting;

- Caretaker's/Other Staff Gross Wages/Employer's N.I. (Living Wage rates currently at £10.50/hour – 2024/2025 rates have already been released – see item 8)
- 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/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 2024/2025 and let the Clerk know of any additional requirements.

Mr Bob Carroll confirmed that he will inform the Clerk of any Budget requirements needed for the Community Centre before the meeting in January.

134354

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

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

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.

(Chair/Sutton)

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

**134355**

#### **CCTV**

The Clerk provided an update for the Committee following Councillor Nolan's visit to the ERYC Bridlington CCTV Suite, together with an email received from the ERYC Service Manager with a further proposed quote for 'Black Wall' monitoring of the Town Council's cameras.

(Chair/I. Hardy)

**RESOLVED** that the Clerk will put this item on the next Full Council Agenda for further discussion and will ask the Police to provide a report or any key performance indicators on how beneficial the ERYC Bridlington CCTV suite is to them in other areas already using the monitoring service and if it would make a difference to Policing in Hessle.

**134356**

#### **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.*

- a) Living Wage Foundation – Annual Rates increase announced

The new real Living Wage rates were announced on the 24<sup>th</sup> October 2023 and are now **£12.00 an hour in the UK and £13.15 in London, previously £10.90p/h and £11.95p/h**. Employers have until 1<sup>st</sup> May 2024 to implement the new rates and Hessle Town Council historically increase the salary rates at the beginning of each tax year on 1<sup>st</sup> April. This is a significant increase reflecting the times we live in and the Living Wage Organisation are encouraging employers to pay the real Living Wage as soon as possible. Hessle Town Council to consider implementing the increase for all non-office staff on Living Wage Rates as soon as possible.

(Chair/Sutton)

**RESOLVED** that Hessle Town Council continues to implement the new Living Wage Foundation rates as usual in April and the Budgets increased accordingly for the new tax year.

- b) Staff Development Working Party

To arrange a date to hold the first Working Party meeting in order to develop, administer and implement policies, appraisals and a strategic action plan for the Town Council staff.

(Sutton/Chair)

**RESOLVED** that Councillors Sutton and Davison will liaise and contact the Clerk with available dates in the next few weeks.

c) Recruitment for Hessle Town Centre and Events Officer

Following agreement for the Clerk to apply for some grant funding towards a Town Centre and Events Officer in June 2023, confirmation has now been received from the ERYC Local Growth Team that the grant application has been successful and the UKSPF fund will contribute half of the salary costs for 18 months up to March 2025. Committee to confirm that a job advertisement can now be posted as soon as possible and also to agree suitable application closure and interview dates.

(Sutton/I. Hardy)

**RESOLVED** that the job advertisement for a Hessle Town Centre and Events Officer should now be advertised for the usual 4 weeks initially and that subject to applications received, an interview date will be arranged in early December.