

HESSLE TOWN COUNCIL
Finance, Personnel and Asset Management Committee
Wednesday, 13th November 2024 at 6.30pm
Small Front Room
Town Hall, South Lane, Hessle

MINUTES

Members: Councillors Davison (Chairman), Harrison, Sutton and Toogood

Mr Paul Hogan (Non-Voting Advisory member)

Clerk: Mrs Kim Cooper

Apologies: Cllrs Craggs, Hardy, Pickering and Mr Bob Carroll (Non-Voting Advisory member)

134879 **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.134883 (b) as she is the Town Council representative for the Community Centre Organisation and a Trustee for The Hourne Community Centre Development Trust.

Councillor Paul Toogood declared a non-pecuniary interest in Minute no.134883 (b) as he is Trustee for The Hourne Community Centre Development Trust.

134880 **MINUTES OF PREVIOUS MEETING:**

(Sutton/Harrison)

RESOLVED to confirm as a correct record the minutes of the Finance, Personnel and Asset Management meeting held on 9th October 2024 and authorise the Chairman to sign.

134881 **CHAIRMAN’S COMMUNICATIONS:**

None received.

134882 **FINANCE MATTERS:**

a) Income/Expenditure Reports to 31st October 2024:

(Toogood/Sutton)

RESOLVED to receive the financial reports as given.

b) Schedule No. 302 (Receipts & Payments)

(Toogood/Sutton)

RESOLVED to receive schedule 302 to 31st October 2024 as given and authorise the Chairman to sign.

- c) Bank Transfers since the previous meeting:
(Harrison/Sutton)
RESOLVED to receive details of Bank Transfers as given and authorise the Chairman to sign.
- d) Income from Town Hall lettings – Comparative figures:
(Harrison/Sutton)
RESOLVED to note the details as given.
- e) Outstanding Invoices – Town Hall Lettings:
The Town Clerk confirmed that there were no outstanding invoices.
- f) By-Election charges
At the request of the Chairman, Committee to discuss the recent ERYC charges for the Westfield Ward By-election held in March 2024. A copy of the invoice and breakdown is enclosed for perusal.
(Chair/Harrison)
RESOLVED that as Hessele Town Councillors were surprised at the large increase in the March 2024 Westfield By-election costs/invoice, the Clerk writes to the East Riding Council electoral services to ask why the charges have increased so much from previous By-elections.
- g) Speed Indicator Devices
Finance Committee to discuss and ratify the Recommendation received from the Planning & Traffic Committee to purchase 2 x Speed Indicator Devices and for the Clerk to apply to the Humberside PCC Grant Fund for 50% towards the total cost. A report from the Clerk and further information is enclosed about Speed Indicator Devices.
(Chair/Harrison)
RESOLVED that this Recommendation is taken to Full Council for further discussion and final decision on whether to purchase 1 or 2 Speed Indicator Devices.
- h) Community Aid:

<u>Community Aid 2024/2025:</u>	
<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.**

- 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. Adams, Davison, Sutton, the Clerk and Assistant Town Clerk
 - That all BACS payments and/or 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 Town Clerk or Assistant Town Clerk and two of the named signatories.
- That all invoices once paid, are kept in a file in date order and/or cheque number order 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/Harrison)

RESOLVED that Hesse 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
- Website
- Bus Service
- Bus Shelters
- Play Areas (M.U.G.A , Skate Park & Tower Hill Memorial Park)

(Sutton/Harrison)

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.

134883

TOWN HALL MATTERS/PROJECTS/FUTURE PROJECTS:

a) A Town Hall for the 21st Century

The Clerk provided a brief update to confirm that the roof is now finished and the builders, plasterers and painters are back in. Following the removal of the scaffolding we are now awaiting the new main hall and North side windows to arrive from the window company together with the rest of the external doors and also waiting for dates for the floorers, electricians and plumbers to come back in to start on the main hall.

b) Hessle Community Centre

Members of the Trust and/or Working Group to provide any further updates on the Community Centre.

Councillor Toogood provided a brief update to confirm that following a visit to the Community Centre from a retired police officer, it was recommended that the renovated oil store which is to be used for food storage needs more security and this is now being looked into by the Trustees.

c) Tower Hill Memorial Park

There were no updates or issues to report regarding Tower Hill Park. Councillor Sutton confirmed that at the recent Environment & Open Spaces Committee meeting, Councillor Nolan the Chair of the Tower Hill Park Working Party, stated that he wanted to begin Working Party meetings again in order to look into how works can be progressed in the park from the work done to deliver the masterplan following the town consultation.

d) BUDGET ITEMS – TOWN HALL, LAND & PROPERTY – 2025/2026:

Finance Committee to begin considerations for any additional Budgets that may be required for 2025/2026.

The Clerk will look at the budget figures for the following items in readiness for the January 2025 Budget meeting;

- Caretaker's/Other Staff Gross Wages/Employer's N.I. (Living Wage rates currently at £12.00/hour – 2025/2026 figure has now been released)
- Electricity & Gas
- Water Rates
- NNDR
- Town Hall/CCTV Insurance
- Town Hall Licenses (PRS and Premises)
- 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

(Sutton/Chair)

RESOLVED noted.

134884 **SKATEPARK/M.U.G.A./YOUTH SHELTER/NOTICE BOARD MATTERS:**

- Skate Park and M.U.G.A.
All in good order.
- Notice Boards:
All in good order.
- Bus Shelters:
All in good order following a further panel having to be replaced following further vandalism on Monday 28th October.
- Flagstaff in The Square/Flags:
All in good order.

(Sutton/Chair)

RESOLVED that items a) – d) are noted.

134885 **CCTV**

There were no CCTV updates to discuss.

134886 **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.

- Living Wage Foundation – Annual Rates increase announced
The new real Living Wage rates were announced on the 23rd October 2024 and are now **£12.60 an hour in the UK and £13.85 in London, previously £12.00p/h and £13.15p/h**. Employers have until 1st May 2025 to implement the new rates and Hessle Town Council historically increase the salary rates at the beginning of each tax year on 1st April. Hessle Town Council therefore to ratify the implementation of the new Living Wage rates for all non-office staff with effect from 1st April 2025.

(Sutton/Toogood)

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) 2023-24 National Salary Award

Committee to note and ratify that The Local Government Association, NALC and ERNLLCA have confirmed that an agreement on the 2024/25 pay offer has now been agreed with the unions and employers with staff on NJC/SLCC contracts (green book) and that this is implemented as swiftly as possible.

The terms of the agreement are:

- With effect from 1st April 2024, an increase of £1,290.00 on all NJC pay points 2 to 43. For scale points above the award is an increase of 2.5%.

The Clerk will arrange implementation of the increase and arrears to be paid with the November salaries.

(Sutton/Harrison)

RESOLVED that the pay award is noted, approved and implemented.

c) Staff Incident (Private & Confidential)

Following the Council's decision to contact the Solicitor, Committee to receive the advice note together with his conclusions and recommendations.

(Sutton/Chair)

RESOLVED that the Solicitors advice note is received and Hessle Town Council concurs with the recommendations and conclusions and approves the Solicitor writing to dismiss the civil damages claim and to assert the Town Councils own claim.