

GOOLE TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

Minutes of meeting held on 24th May, 2018 commencing at 7.03 pm.

PRESENT: Councillors Frost (In the Chair), M Boatman, Crawford, Flynn, Head, Holbrough, Huntington, Jeffreys, Marshall, Moore, and O'Neil

OFFICERS: Mr B Robertson (Town Clerk)
Mrs S Howard (Responsible Finance Officer)
Mrs L Cowdery (Marketing Officer)
Mr C Studdy (Arts and Leisure Manager)
Miss N Cotham (Admin Assistant)

PR1723 **APOLOGIES**

Apologies for absence were received from Councillors Blackburn, G Boatman, Green, Harrison, Smith and Walker.

PR1724 **TO RECEIVE ANY DECLARATIONS OF INTEREST AND THEIR NATURE**

Councillors Crawford raised a pecuniary interest in item 7 of the agenda. Councillors Holbrough, Moore, and O'Neil declared a non-pecuniary interest in item 7 of the agenda.

PR1725 **TO SIGN AS A CORRECT RECORD THE MINUTES OF THE POLICY AND RESOURCES COMMITTEE OF 26TH APRIL, 2018 AS APPROVED AT COUNCIL ON 10TH MAY, 2018**

The Arts and Leisure Manager referred to minute PR1720 and informed Members that he needed a formal minute for clarification to resubmit the Wind Farm bid application.

It was **RESOLVED** that the minutes of the Policy and Resources meeting held on 26th April, 2018 approved at Full Council on 10th May, 2018 be signed as a true record by the Chair (Councillor Frost) subject to amendments.

This was **PROPOSED** by Councillor O'Neil and **SECONDED** by Councillor Moore.

PR1726 **REPORT OF THE RESPONSIBLE FINANCE OFFICER**

Members were in receipt of the following reports.

a. Monthly Payments – April, 2018

Councillor Moore **PROPOSED** that Members approve the schedule of payments for April, 2018.

This was **SECONDED** by Councillor O'Neil.

It was **RESOLVED** to **APPROVE** the payment for the month of March, 2018 totaling £123897.89.

- b. 2017/2018 Income and Expenditure to 31st March 2018 & 30th April 2018.

Councillor Crawford commented that there had been a significant saving of £100,000 and gave special thanks to the Members of the Council and the box office staff.

Councillor Moore **PROPOSED** that Members **NOTE** the Officer's recommendation.

This was **SECONDED** by Councillor Huntington.

It was **RESOLVED** to **NOTE** the officer's recommendation to note the report for the period ending 31st March, 2018 and 30th April, 2018.

- c. Monthly Debtors Report

The Responsible Finance Officer requested that this agenda item be moved to be an exempt item at the end of the meeting.

- d. Notice of Audit 2017/2018

Councillor Crawford **PROPOSED** that Members **NOTE** the Officer's recommendation.

This was **SECONDED** by Councillor O'Neil.

It was **RESOLVED** to **NOTE** the officer's recommendation.

- e. Annual Governance Statement For the year ending 31st March, 2018

It was **PROPOSED** by Councillor Moore that Members **APPROVE** the officer's recommendation.

This was **SECONDED** by Councillor Crawford

It was **RESOLVED** to **APPROVE** the Officer's recommendation to consider the Annual Governance Statement (Section 1 of the Annual Return) for the year ending 31st March, 2018, for formal approval at Full Council on 7th June, 2018.

- f. Annual Return for the year ended 31st March, 2018

It was **PROPOSED** by Councillor Crawford that Members **APPROVE** the officer's recommendation

This was **SECONDED** by Councillor Moore.

It was **RESOLVED** to **APPROVE** the Officer's recommendation to approve the Accounting Statements (Section 2 of the Annual Return) for the year ended 31st March, 2018 for formal approval at Full Council on 7th June, 2018.

- g. Asset Valuation Policy

Councillor O'Neil **PROPOSED** that Members **APPROVE** the Officer's recommendation.

This was **SECONDED** by Councillor Moore.

It was **RESOLVED** to **APPROVE** the officer's recommendation to set an asset valuation policy at acquisition cost.

PR1727 **REPORTS OF THE MARKETING OFFICER**

Councillor Boatman informed Members that the Marketing Officer has done a tremendous amount of work over the past few months with GDPR, and wanted to give special thanks to the Marketing Officer.

Councillor Crawford **PROPOSED** that Members **NOTE** the Officer's reports.

This was **SECONDED** by Councillor M Boatman.

It was **RESOLVED** to **NOTE** the Officer's reports.

PR1728 **REPORT OF THE ARTS AND LEISURE MANAGER (ALM)**

The Arts and Leisure Manager informed Members than he had received a request from Castaway for an additional 50% discount on theatre hire rates, which would be in line with the reduction recently offered to Engine Room.

Councillor M Boatman **PROPOSED** that Members **APPROVE** the Officer's recommendation.

This was **SECONDED** O' Neil.

It was **RESOLVED** to **APPROVE** the Officer's recommendation.

It was **RESOLVED** that the press and public be excluded for the following item under the public bodies (admission to meetings act) 1960 in that it contains commercial information as defined under the local government act 1972 schedule act 12a the divulgence of which may be detrimental to the council.

PR1729 **REPORT OF THE RESPONSIBLE FINANCE OFFICER**

c. Monthly Debtors Report

The Responsible Finance Officer informed Members that she requested this item to be moved to exempt from public due for the growing concern over the amount of money owed by the Walkway Café Bar. She informed Members that the Walkway Café Bar now owed £3222.34 and the last payment was made on the 4th April, 2018. She informed Members that the Walkway Café Bar is now possibly trading insolvent, and that the Council had reduced her payments to NET profit but is still struggling to pay. She also informed Members that Spot On Catering pay £180 per month for a cabin used for storage.

Councillor Moore asked when the Spot On Catering contract for Walkway Café Bar ends.

The Town Clerk informed Members that the contract has already ended and Spot On Catering have not yet signed a new contract.

The Town Clerk informed Members that Spot On Catering does not pay any rent to the Council.

Councillor Head **PROPOSED** to give Spot On Catering notice to quit the cabin from 1st June, which will save them £180 per month.

This was **SECONDED** by Councillor Jeffreys.

It was **RESOLVED** to **ACCEPT** Councillor Head's proposal.

Councillor Huntington informed Members that Spot On Catering's debt will still increase despite saving £180 a month.

Councillor Moore suggested to Members setting a limit amount for the debt to increase to, and taking action when the debt reaches this amount.

The Town Clerk suggested the correct action would be to terminate Spot On Catering's Licence when the limit is reached. He also suggested an interim stage where the Council pay Spot On Catering's wages, which members disagreed with.

Councillor Head informed Members that she believes this action will give her the nudge she needs to see that it is a serious situation.

Councillor Crawford informed Members that the Council does sympathise and wants to support her, but the situation has got out of hand.

Councillor Head informed Members that Spot On Catering is collating a debt of £460 per month.

Councillor M Boatman informed Members that within 2 months Spot On Catering will have increased to £4000, and believes this should be the limit set for Spot On Catering's debt.

Councillor M Boatman **PROPOSED** setting a limit of £4000 and informing debtors of action required to be taken once this limit is reached.

This was **SECONDED** by Councillor O' Neil.

It was **RESOLVED** to **ACCEPT** Councillor M Boatman's proposal.

Councillor M Boatman asked if the other debtors are still trading as Spot On Trading is the only debt increasing.

The Responsible Finance Officer informed Members that the Council locked the doors to the Mission Hall as Sarah Krawciw had not been making monthly payments. She informed Members that Sarah Krawciw had since paid £979.03 and has £560.44 remaining to pay, and that she is aware her lease will be terminated if she stops making payments again.

Councillor O'Neil informed Members that Slimming World are now looking for a different venue than the Mission Hall, which would mean Sarah Krawciw would lose her

rent hire payments.

The Responsible Finance Officer informed Members that the Green Teams debt will be cleared in full once their funding arrives.

Councillor Jeffreys informed Members that the Green Team had lost a lot of work time due to the weather conditions

Councillor Huntington thanked the Responsible Finance Officer for her debtors reports, and for bringing the situation with Spot On Catering to attention.

PR1730

REVIEW OF LICENCE AGREEMENT – WEST PARK CAFÉ

Councillor Marshall referred to pages 3-4, section 4.2, of the licence agreement. She informed Members that she agrees that 10% of the profit given to the Council will be used for the whole of West Park and not just West Park café.

Councillor Head asked Members whether the remaining 90% of profits will be used to upgrade the equipment. She also asked how the Council would be able to afford maintenance even with the 10%. She also informed Members she agrees with what The Town Clerk has put in the report.

The Town Clerk informed Members that some equipment is owned by West Park Café and that he assumes the 90% will be used to supplement the equipment.

Councillor O'Neil confirmed that West Park Café have bought some of their own equipment.

Councillor Marshall informed Members that the licence states that the West Park Café accounts should be presented as soon as possible after the end of the year, she asked if the accounts were ready to be presented as the last set were not given until October.

Councillor Frost asked if the account had yet been seen by an auditor.

Councillor O'Neil informed Members that the accounts are currently with the accountant. She also informed Members that all audited accounts are presented to the Council.

Councillor Huntington referred to page 4, section 4.4, of the licence agreement and asked whether there are any other appliances using electricity which is not associated with the café.

The Responsible Finance Officer informed Members that West Park Café has a separate meter to other appliances, so that the Council only charge the café for the electricity they use.

Councillor Huntington asked why staff members are now asked to sign in and out for work.

Councillor Huntington expressed concerns and informed Members that if the café is needed to be evacuated, signing in and out means they have a record of numbers, and visitors should have to report to the manager. He informed Members it is a strict policy at

his place of work.

Councillor O'Neil informed Members that it is not a real issue, but it was raised as there was a visitor who came into the café with no staff or prior notice.

Councillor Head informed Members that she does not agree with the statement on page 5, section 7.12, as she agreed it should be a matter for the insurers. Councillor Head also referred to page 8, section 14.3, and informed Members that the Council had previously agreed to pay £100 towards the cleaning of the toilets.

Councillor Huntington referred to page 9, section 17.1, and suggested that the café but something on the Council website advertising the café, or offering promotions.

Councillor O'Neil informed Members that West Park Café does have their own up to date website, but it is an idea to be thought about.

Councillor Head referred to page 9, section 17.2, and informed Members that a caterer has freedom for their own marketing, but believes officers should be notified on any marketing.

The Town Clerk informed Members that he will redraft the licence with the amendments which have been discussed.

PR1731

GOOLE MARKET

Councillor Frost informed Members that the East Riding of Yorkshire Council are asking The Council to find other uses for the Market Hall, but the Council is not in the position to do so.

The Town Clerk informed Members that the East Riding of Yorkshire Council are claiming that there is an alleged valid lease until 2020, however the Council did not sign this lease. He also informed Members that because the Council has adhered to the terms and conditions of the lease it has made it valid, even though no lease had been signed. He asked Members whether he should tell the East Riding of Yorkshire Council that the Council will be pulling out, and whether the Council should go forward with court proceedings.

The Responsible Finance Officer informed Members that the Council last year lost over £48,000 on the Market Hall.

Councillor Head informed Members that she believes it is immoral to hand back the Market Hall in 2019 instead of 2020, even though there is no signed lease.

Councillor O'Neil believes that despite members of public want the Market Hall to remain, they should be appalled with the amount of public money the Council is losing.

Councillor Crawford informed Members that it was previously discussed and agreed to terminate the lease if the debt continued to rise.

The Town Clerk informed Members that the stall holders have not yet been informed of the termination of the lease, and can't be informed until the Council has clarity from the East Riding of Yorkshire Council.

Councillor Marshall informed Members that she agrees with terminating the lease in 2019, but would not agree with adhering to the lease until 2020.

Councillor Head informed Members that she does not agree with terminating the lease in 2019, and asked for this to be noted.

Councillor Frost **PROPOSED** to write to the East Riding of Yorkshire Council regarding the termination of the lease and will wait for their response within 21 days.

This was **SECONDED** by Councillor Boatman.

It was **RESOLVED** to **ACCEPT** Councillor Frost's proposal.

For: Councillors M Boatman, Crawford, Flynn, Frost, Head, Holbrough, Huntington, Jeffreys, Marshall, Moore, and O'Neil

Against: Councillor Head

Meeting concluded 8:15pm

*******END*******

