

GOOLE TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

Minutes of meeting held on 21st March, 2019 commencing at 7.06pm.

PRESENT: Councillors Frost (In the Chair), G. Boatman, M Boatman, Flynn, Harrison, Head, Holbrough, B Jeffreys, D Jeffreys, Marshall, Moore, O'Neil and Walker.

OFFICERS: Mr. B Robertson (Town Clerk)
Ms. A. Bentley (Finance and Admin Assistant)
Mrs C. Brophy (Admin Assistant)

PR1803 **APOLOGIES**

Apologies for absence were received from Councillors Blackburn, Crawford, Huntington and Smith.

PR1804 **TO RECEIVE ANY DECLARATIONS OF INTEREST AND THEIR NATURE**

No declarations of interest were received.

PR1805 **MINUTES**

It was **RESOLVED** that the minutes of the Policy and Resources meeting held on 21st February, 2019 approved at Council on 7th March, 2019 be signed as a true record by the Chair (Councillor Frost).

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

PR1806 **REPORT OF THE RESPONSIBLE FINANCE OFFICER**

Members were in receipt of the following reports.

a. Monthly Payments – February, 2019.

Councillor Head queried the amounts of £10,000.00 and £436.92 paid to Fisher Security Ltd on the 14th February, 2019

The Finance Assistant informed Members that these Direct Debit amounts covered running costs. They are split into two payments as £10,000.00 is the maximum payment allowed on Direct Debit.

Councillor D Jeffreys queried two other payments to Fishers.

The Town Clerk explained what they were for.

Councillor D Jeffreys asked what the payment of £3199.56 for various works covered.

The Finance Assistant informed Members that there had been a review of the Council's contract for call out cover and this had resulted in reduced overall charges.

The Town Clerk stated that some sites had been reduced from silver cover to bronze cover, this has led to a reduction in overall costs.

Councillor Head asked what the difference in cover meant?

The Town Clerk replied that it was to do with callout response times.

Councillor O'Neil **PROPOSED** that Members **APPROVE** the schedule of payments for February, 2019.

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

It was **RESOLVED** to **APPROVE** the schedule of payments for February, 2019 totalling £112,419.44.



b. 2019/20 Income and Expenditure to 28th February, 2019.

Councillor Head queried the amount of £70,371.00 – provision for long term creditor.

The Town Clerk informed Members that this was in relation to the contractual payment of historical arrears to Fisher Security.

Councillor Holbrough **PROPOSED** that Members approve the Officer's recommendation.

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

It was **RESOLVED** to **NOTE** the Officer's report for the period ending 28th February, 2019.

PR1807

REPORT OF THE OPERATIONS MANAGER (AMENITIES) – TREE PLANTING SCHEME

Members were in receipt of the above report.

Councillor M Boatman gave some background information on the scheme. He explained that the grant had originally been approved for tree planting at the Parish Church, however Parochial Faculty permission had not been forthcoming as changes are being made to the Church grounds.

The Operations Manager (Amenities) has already identified areas for tree planting at Riverside Gardens.

Councillor M Boatman explained the diagram which accompanied the report. He informed Members that old rosebushes need replacing. There are also plans to create a Silver Birch display and to plant Cherry trees. He said that many trees had already been removed due to disease. The aim is to create colour in the park. Councillor M Boatman informed Members that the trees had been provisionally ordered. He explained that the only cost to Goole Town Council is for ongoing maintenance.

Councillor Moore **PROPOSED** to accept the Officer's recommendation.

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

It was **RESOLVED** to accept the Officers recommendation.

PR1808

REPORT OF THE TOWN CLERK – CHANGE TO DATE OF AGM

Councillors were in receipt of the above report.

The Town Clerk discussed the above report with Members informing them that the AGM would need rescheduling to comply with legislation, the suggested date being Thursday 16th May 2019.

Councillor M Boatman **PROPOSED** to accept the Officer's recommendation.

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

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

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

PR1809

MONTHLY DEBTORS REPORT

Members were in receipt of a report of the Responsible Finance Officer detailing monthly debtors as of 28th February, 2019.

The Finance Assistant informed Members that Debtor A had four more payments to make.



Debtor B has not made a payment for at least two months.

Debtor C is an ongoing issue. There are questions regarding utility charges. The debtor is putting a report together for the next Policy & Resources meeting.

Debtor D has not yet made payment. They are wanting to use the venue again and payment in full will be made prior to another booking being accepted.

Debtor E is making payments although now owes more due to incurring a VAT charge.

Councillor Head queried the profit made by Debtor E.

Councillor Moore informed Members that he had heard complaints regarding the state of the pitch at Goole AFC.

A discussion took place regarding the state of the pitch and the Athletics track.

The Town Clerk explained that he is calling a meeting in April for all stakeholders. The pitch is going to be inspected by the VPG working party prior to this.

It was **PROPOSED** by Councillor O'Neil and **SECONDED** by Councillor Moore that the report be noted.

It was **RESOLVED** to **NOTE** the report.

PR1810

FISHERS REPORT

Members were in receipt of the above report.

The Finance assistant informed Members that due to the amount and the period covered, the Responsible Finance Officer (RFO) had requested a breakdown of every invoice and work docket.

The Town Clerk stated that debts can be legally claimed for up to six years. He said that there were no purchase orders against the invoices. Going forwards any invoice without a purchase order will not be paid.

Councillor Moore said that in March 2013 the Town Clerk gave details of a new contract. He asked how this had happened?

The Town Clerk replied that the contract covered monitoring and not repairs and maintenance. He explained that a maintenance contract had not been signed as the cost would have been 12.5% of capital costs, which is not good value.

Councillors Moore, D Jeffreys and Head requested to see a copy of the contract.

Councillor Moore asked whether we know that the work is being carried out.

The Town Clerk replied that most of the original cctv cameras, which date back to 1999 have been replaced.

Councillor Moore suggested all invoices could be date stamped. He was concerned that the invoices had not previously been seen and suddenly £19,000.00 needed paying.

Councillor Head said that it was due to poor accounting on Fisher's part. She asked how we know when there is a problem and something need fixing.

The Town Clerk informed Members that notification is given by e-mail.

Councillor D Jeffreys asked when the contract is due to expire..

The Finance Assistant informed Members that a payment plan is going to be set up, the RFO would like the payment to be made in this financial year. She said that there are 5 years left on the contract.

Councillor Marshall queried three amounts of £2371.67.

The Town Clerk said that this was for 3 new cameras.

Councillor Flynn asked whether some of the invoices could be duplications as they date back to 2015.

The Town Clerk assured Members that there are no duplications.

Councillor Moore **PROPOSED** that the process of reviewing the contract should start a year before the end of the contract

This was **SECONDED** by Councillor Head.

Councillor Head **PROPOSED** not paying the invoice this financial year.

This was **SECONDED** by Councillor D Jeffreys.

The Town Clerk informed Members that this would be going against the advice of the RFO.

On being put to the vote the result was:- For – 5
Against - 8

It was therefore **RESOLVED** that payment in full be made in the current financial year.

The Finance Assistant left the room at this point.

PR1811 REPORT OF THE TOWN CLERK – RECOMMENDATION FOR HONORARIUM

Members were in receipt of the above report.

The Town Clerk explained the reasons for the recommendation and the costings involved.

Councillor O’Neil **PROPOSED** approving the recommendation for the payment of an honorarium as detailed in the report.

This was **SECONDED** by Councillor Head.

It was **RESOLVED** to approve the Honorarium payment.

Meeting concluded 7.52 pm

