

**GOOLE TOWN COUNCIL**

**POLICY AND RESOURCES COMMITTEE**

**Minutes of meeting held on 25th April, 2019 commencing at 7.03pm.**

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

**OFFICERS:** Mr. B Robertson (Town Clerk)  
Mrs Stacey Howard (Responsible Finance Officer)  
Mr Charlie Studdy (Arts & Leisure Manager)  
Mrs C. Brophy (Admin Assistant)

**PR1812** **APOLOGIES**

Apologies for absence were received from Councillors Blackburn, Harrison and Walker.

**PR1813** **TO RECEIVE ANY DECLARATIONS OF INTEREST AND THEIR NATURE**

Councillors Holbrough, Moore and O'Neil declared a non-pecuniary interest in Agenda item 7.

Councillor Crawford declared a pecuniary interest in Agenda item 7.

**PR1814** **MINUTES**

It was **RESOLVED** that the minutes of the Policy and Resources meetings held on 28<sup>th</sup> February and 21<sup>st</sup> March, 2019 approved as amended at Council on 11<sup>th</sup> April, 2019 be signed as a true record by the Chair (Councillor Frost).

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

**PR1815** **REPORT OF THE RESPONSIBLE FINANCE OFFICER**

Members were in receipt of the following reports.

**A. Monthly Payments, March 2019**

Councillor D Jeffreys queried the payment of £2046.00 to Teleshore (UK) Ltd.

The Responsible Finance Officer (RFO) informed Members that this was hydraulic shoring for grave digging.

Councillor D Jeffreys also queried two payments to Fishers for £10,000.00 and £436.92.

The RFO explained that the payment has to be split into two as it exceeds the maximum limit for Direct Debit.

Councillor Marshall queried a payment to Mrs J. Cox for Brassed Off.

The RFO explained that the money for ticket sales is paid into Junction and a percentage is taken for hire, admin and staffing costs before it is paid out.

Councillor G Boatman **PROPOSED** that Members **APPROVE** the schedule of payments for March, 2019.

This was **SECONDED** by Councillor Moore.

It was **RESOLVED** to **APPROVE** the schedule of payments for March, 2019 totalling £149,823.87.

**B. Year End Transfer To/From Reserves**

Members are required to approve the transfers to reserves of £9025.00 and from reserves of £36,825.92 and reallocation of reserves of £1,000.00 as detailed in the report.

Councillor G Boatman **PROPOSED** that Members **APPROVE** the report.

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

It was **RESOLVED** to **APPROVE** the transfers as detailed in the report.

**C. Internal Audit Service**

Members are recommended to re-appoint Alan Johnson of AJACS as the internal auditor for 2018/19 and Richard Dixon for 2019/20.

The RFO explained that an interim audit has been carried out earlier this year.

She explained that this would be the last audit for Alan Johnson as he is retiring. He has recommended Richard Dixon as his replacement.

The RFO asked for a letter of thanks to be sent to Alan Johnson.

Councillor Crawford asked whether Councillors could meet with Richard prior to his commencing service. He also asked for a letter of thanks to be sent to Mr Johnson.

The Town Clerk and the RFO informed Members that they have already met Mr Dixon.

It was agreed that Mr Dixon be invited to address Members at a future Meeting.

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

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

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

PR1816

**REPORTS OF THE ARTS & LEISURE MANAGER**

Members were in receipt of the following reports:-

**1. Annual Submission Narrative and KPIs**

The Arts & Leisure Manager (ALM) informed Members that the annual submission to the Arts Council is almost due. He explained that the form has been changed considerably meaning that there is less room to write about how well Junction is doing. He went on to say that Junction is doing extremely well having met or exceeded all targets for the period.

The ALM informed Members that GDPR has had an affect on our mailing lists which will take time to re-build. He discussed KPI 22 stating that this couldn't be reported on yet as water and sewage figures are not yet available.

Councillor Head praised the ALM for the report stating that it is a good report, which is easy to read. She said that Junction is doing really well.

Councillor Crawford stated that it is good to see how well Junction is doing especially with the issues with GDPR. He said that great work is being done with regards to Equality, Diversity and Ethnicity. He expressed his thanks to the team.

Councillor Crawford asked the ALM about KPI 21, the % of Junction expenditure.

The ALM explained that this represented the proportion of earned income to Junction's expenditure. The target figure was 58% but increased income resulted in 75% of expenditure being earned.

Councillor Smith informed Members that he was pleased to see that the single use plastics issue has been taken on board. He said that Junction could be a Flagship for the New Environmental group. He stated that the new booking system has made things better. He said that the ALM is doing great work and the success of Junction is a credit to him and the team.

Councillor Head **PROPOSED** that Members **APPROVE** the Officer's report.

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

Members **RESOLVED** to **APPROVE** the Officer's report.

## 2. Updated Diversity Action Plan 2019/20

The ALM informed Members that this is a requirement of the Arts Council.

Councillor Moore **PROPOSED** that Members **APPROVE** the report.

This was **SECONDED** by Councillor Crawford.

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

## 3. Request for Variation of Charges – Castaway, Goole

Members were requested to consider a 50% reduction in room hire rates for Castaway's production week in June.

Councillor Crawford informed Members that as Junction is surpassing monetary targets, he respects the view of the ALM on this matter.

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

This was **SECONDED** by Councillor Head.

Members **RESOLVED** to **APPROVE** the Officer's recommendation.

PR1817

### **REQUEST TO INSTALL TWO PICNIC BENCHES IN THE GARDEN OF REFLECTION (CENTENARY ROAD)**

Members were in receipt of the above report.

Councillor O'Neil informed Members that the picnic benches should be installed in the garden as it is very popular and well used. She expressed her thanks to the person who set up the garden.

Councillor D Jeffreys said that it is a credit to Nicola (Vause) that it is so well used.

Councillor Crawford stated that he can see the garden from his house and that it is being used by lots of people. He said that it is being well maintained and respected.

Councillor Head informed Members that she has spoken on the matter to Humber Health and Wellbeing who aim to contact Nicola in order to work with her.

Councillor Smith **PROPOSED** that the request be **APPROVED**.

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

It was **RESOLVED** to **APPROVE** the request.

PR1818

### **REPORT OF THE TOWN CLERK AND RESPONSIBLE FINANCE OFFICER – WEST PARK CAFÉ – INVENTORY OF EQUIPMENT**

The Town Clerk informed Members that due to some adverse publicity on Social Media he would like to point out that there is no major equipment missing as a full inventory was done. There are however many

smaller items unaccounted for.

Councillor Head stated that she became involved after The Green Team was subject to criticism after winning the tender for the café. She informed Members that she has a list of missing items from the café totalling £5,683.00. She said that we have been told that items are damaged and questioned how 40 stainless steel teapots, jugs and cutlery could have been damaged or broken.

The Town Clerk stated that the last inventory had been carried out on the 18<sup>th</sup> January.

Councillor Head informed Members that Food 4 U had vacated the premises on the 21<sup>st</sup> December. She informed Members that some of the Independent Councillors visited the West Park Café on the 19<sup>th</sup> January, and by then all moveable items had been removed. She asked whether the removal of items had been sanctioned as they are the property of Goole Town Council and if not what action is being taken to recover them.

The Town Clerk informed Members that the removal had not been sanctioned.

The RFO informed Members that we are currently in dialogue with the Chair of Trustees of the Moorlands. Once the outcome of the dialogue is determined a report will be written.

The Town Clerk stated that we anticipate the responses to the report to be available for the meeting on the 23<sup>rd</sup> May.

Councillor G Boatman **PROPOSED** that the matter is discussed once the report is available.

This was **SECONDED** by Councillor J Holbrough.

Councillors voted; 6 - For

5 - Against

2 - Abstentions

It was **RESOLVED** that a further report on the matter be produced once discussions with the Moorlands have concluded.

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 or personal information as defined under the local government act 1972 schedule act 12a the divulgence of which may be detrimental to the council.

PR1819

#### **MONTHLY DEBTORS REPORT**

Members were in receipt of the above report.

The RFO informed Members that Debtor A is paying £400.00 per month, Debtor B's debt has risen as no payment has been made, Debtor C's debt remains the same as previously, Debtor D has paid for a previous hire the outstanding amount is for a further hire. Debtor E's debt is due to a timing issue with the invoice.

The RFO explained that a letter regarding a payment plan for Debtor C is attached with the Monthly Debtors Report.

A discussion took place regarding Debtor B. Councillors asked why no payment has been made.

The Town Clerk informed Members that this was primarily due to a query with the business rates.

Councillor D Jeffreys stated that he had spoken to a representative of Debtor B, who informed him that an email re the business rate reduction was due that day.

Councillor Head informed Members that serious consideration should be given to Debtor A's debt. She explained that the debt has been outstanding a long time and she feels that as a Registered Charity the debt should not be being pursued. She said that Goole Town Council has previously wiped a small debt

away and asked that the same is done with Debtor A.

A discussion took place regarding this setting a precedent. Councillor Head said that a precedent is already set.

Councillor Head **PROPOSED** that Debtor A's debt be wiped.

This was **SECONDED** by Councillor Marshall.

Councillor Crawford stated that he would like to amend the proposal. He asked that the RFO compose a report containing some background information on the case and also the implications to the budget in order that Councillors are able to make an informed decision.

The Town Clerk informed Members that Debtor A is consistently paying the debt.

The RFO said that another £400.00 has recently been paid.

Councillor Marshall asked whether the £1000.00 could be written off.

Councillor Moore asked for clarification on whether the building is being sublet.

The Town Clerk said that this was a separate agreement to that entered into by Debtor A.

Councillor Holbrough said that as Debtor C is a Charity could that also be written Off?

Councillor Smith said that he agreed with Councillor Crawford's amendment as more information is needed to be able to make an informed decision.

Councillor Crawford **PROPOSED** that Councillors await the report from the RFO prior to any decision being made.

This was **SECONDED** by Councillor Smith.

Councillors voted; 8 – For  
5 – Against

Members **RESOLVED** to await the RFO's report.

The Town Clerk suggested granting the 10% discount reduction in Debtor C's outstanding amount as requested in order to move forward.

Councillor Huntington **PROPOSED** to approve the Recommendation.

This was **SECONDED** by Councillor Smith.

Members **RESOLVED** to agree the recommendation.

**Meeting concluded 8.00 pm**

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