

**GOOLE TOWN COUNCIL**

**POLICY AND RESOURCES COMMITTEE**

**Minutes of meeting held on 17<sup>th</sup> September, 2020 commencing at 7.08pm.**

**PRESENT:** Councillors Flynn (In the Chair), Bailey, Boatman, Bottomley, B Jeffreys, D Jeffreys, Moiser, Raspin, Turner, Vause and Walker.

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

**PR1965 APOLOGIES**

Apologies were received from Councillors Harrison, Head, Marshall, Moore, Penn and Whitehead.

**PR1966 TO RECEIVE ANY DECLARATIONS OF INTEREST AND THEIR NATURE**

There were no declarations of interest.

**PR1967 MINUTES**

It was **RESOLVED** that the minutes of the Policy and Resources Meetings held on 23<sup>rd</sup> July, 2020 approved at Council on 3<sup>rd</sup> September, 2020 be signed as a true record by the Chair (Councillor Flynn).

This was **PROPOSED** by Councillor Walker and **SECONDED** by Councillor Bailey.

**PR1968 REPORT OF THE RESPONSIBLE FINANCE OFFICER**

Members were in receipt of the following reports.

(a) Monthly Payments – July & August, 2020

Councillor B Jeffreys **PROPOSED** that Members **APPROVE** the schedule of payments for July & August, 2020.

This was **SECONDED** by Councillor Bottomley.

It was **RESOLVED** to **APPROVE** the schedule of payments for July, 2020 totaling £94,308.67 and August, 2020 totaling £109176.29.

(b) Monthly bank reconciliation & Bank statement – July & August, 2020.

Councillor B Jeffreys **PROPOSED** that Members **APPROVE** the bank reconciliation for July & August, 2020.

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

It was **RESOLVED** to **APPROVE** the bank reconciliation for July & August, 2020.

(c) Monthly Income & Expenditure – August, 2020

Councillor Moiser **PROPOSED** that Members **NOTE** the report for the period ending 31<sup>st</sup> August, 2020.

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



It was **RESOLVED** to **NOTE** the report for the period ending 31<sup>st</sup> August,2020.

(d) NJC Pay Scales

Councillor Walker **PROPOSED** that Members **APPROVE** the NJC pay scales and allowances for 2020/21.

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

It was **RESOLVED** that Members **APPROVE** the NJC pay scales and allowances for 2020/21.

(e) Ellis Whittam

The RFO informed Members that the Council has been with Peninsula for a long time on a 5-year rolling contract.

The RFO explained that Ellis Whittam had carried out a presentation to herself and the Town Clerk. This was very impressive and also saves the Council £5,000 per year.

The Town Clerk informed Members that an added benefit is the use of the same Solicitor each time the Council makes contact.

Councillor D Jeffreys asked whether Training is provided by Ellis Whittam and the types of training.

The RFO informed Members that Health and Safety training is provided including manual handling etc., this will prove invaluable to grounds maintenance staff. ROSPA inspections for play areas is also covered. The RFO told Members that Ellis Whittam will carry out a presentation to the grounds maintenance staff.

The RFO stated that if agreed the new contract could start immediately.

Councillor Walker informed Members that he is happy to accept the recommendation from The Town Clerk and The RFO.

Councillor B Jeffreys **PROPOSED** that Members **NOTE** the report and authorise the RFO to change providers for both HR and Health and Safety support.

This was **SECONDED** by Councillor Walker.

It was **RESOLVED** that Members **NOTE** the report and authorise the RFO to change providers for both HR and Health and Safety support.

(f) Notice of Audit 2019/20

Councillor Walker **PROPOSED** that Members **NOTE** the **REPORT**

This was **SECONDED** by Councillor Boatman.

It was **RESOLVED** that Members **NOTE** the report.

**PR1969** **REPORT OF THE ARTS & LEISURE MANAGER – UPDATE ON JUNCTION EVENTS FOR AUTUMN 2020**

Members were in receipt of the above report

The ALM informed Members that there was not much to add to the report. The 'rule of six' has however been brought in since then. He told Members that this will not affect the Youth Groups but could affect Adult groups such as Ukulele. He is awaiting clarification on the situation.

It was **RESOLVED** to **NOTE** the ALM's report.

**PR1970**     **REPORT OF COUNCILLOR B. JEFFREYS – PROPOSED REMOVAL OF PUBLIC PAYPHONES – CONSULTATION PROCESS**

Members were in receipt of the above report

Councillor B Jeffreys informed Members that although this had been done previously it has been requested again. Last time three phone boxes were in jeopardy, this time there is only one box. The box is situated at the junction of Manor Road and Dempster Avenue in Old Goole. In the last twelve months only eight calls were made from the box.

The results of a survey by Councillor B Jeffreys concurred that Option 1 – the complete removal of the payphone and box be carried out.

Councillor Boatman asked why the public payphone in North Street was taken out. She said that it was removed last year.

Councillor Flynn stated that he recalled that the Council were in favour of keeping the payphone in North Street.

Councillor B Jeffreys told Members that the decision for North Street was made at a previous consultation. She will write to ERYC with the results of the survey.

The Town Clerk informed Members that he would check prior consultations regarding the removal of the North Street payphone.

**PR1971**     **REQUEST OF COUNCILLOR RASPIN – STREET SWEEPERS**

Councillor Turner entered the Meeting at this point.

Councillor Flynn mentioned the Minutes from a P&R Meeting in 1998 regarding street sweepers.

The Town Clerk informed Members that extensive work was carried out on information regarding zoning for street sweeping at that time. Unfortunately, the report accompanying the Minutes has not been found and is not available on the ERYC website. The report looked at every street in Goole, which zone they were in under the Environmental Protection Act and the response time to any notices of littering.

Councillor Raspin asked about the financial implications of employing street sweepers. He also asked whether we currently have street sweepers.

The Town Clerk explained that this would mean dual taxation as people are already paying for street sweepers. ERYC employ a street sweeper, there is also a mechanical cleaner.

Councillor Raspin informed Members that it is getting quite personal now. He is getting reports of all littering. When littering is reported to him he goes to look at it, Councillors B and D Jeffreys are also involved.

The Town Clerk informed Members that the real issue is to stop people littering. He suggested getting someone from ERYC to inform us what action is being taken and whether more needs to be done. He told Members that in the past people have been identified through CCTV and successful prosecutions have been made.

Councillor Bailey agreed stating that people should be stopped from littering in the first instance rather than Cleaning up being the issue. He believes that prosecution is the way forward.

Councillor D Jeffreys informed Members that he has spoken to Paul Tripp from ERYC regarding issuing fixed penalty notices. Unfortunately, due to the COVID situation people have been seconded onto other duties and could not cover all areas.

The Town Clerk told Members that an email had been sent to Mr Tripp inviting him to attend the Meeting but he had a prior engagement. He said that Matt Gent visits Goole most weeks and can hand out fixed penalty notices. Five have recently been handed out in Goole and prosecutions are being made.

Councillor Walker informed Members that he has seen several emails and complaints on Facebook, some saying other Towns are better than Goole. He suggests inviting Paul Tripp to the next Meeting on behalf of GTC.

Councillor Walker **PROPOSED** that the Council agrees to invite the ERYC officer responsible for street cleaning to attend a Meeting of GTC as soon as possible, in order to discuss the provision of street cleaning in Goole and ways in which this might be improved.

This was **SECONDED** by Councillor Boatman.

It was **RESOLVED** that the Council agrees to invite the ERYC officer responsible for street cleaning to attend a Meeting of GTC as soon as possible, in order to discuss the provision of street cleaning in Goole and ways in which this might be improved.

**PR1972 TO CONSIDER CANCELLING THIS YEAR'S CHRISTMAS LIGHTS SWITCH ON EVENT**

The Town Clerk informed Members that the recent announcement of the rule of six probably confirms that the event can't go ahead but a formal decision needs to be made. He reassured Members that the lights will still go ahead. This year there will be no 'switch on' event.

Councillors agreed that cancelling the event is the safest option in the current climate stating that the Council cannot go against Government advice.

Members discussed the possibility of asking Schools to nominate a child to switch on the lights. Further thought will be given to this.

Councillor D Jeffreys **PROPOSED** that this year's Christmas lights switch on event should be cancelled.

This was **SECONDED** by Councillor Raspin.

It was **RESOLVED** that this year's Christmas lights switch on event should be cancelled.

**PR1973 TO CONSIDER APPOINTING A DEPUTY MAYOR**

The Town Clerk informed Members that there is no legal requirement to appoint a Deputy Mayor however we must have a Mayor. Due to Councillor Head's ill health it may be wise to appoint a Deputy Mayor. The Mayor or Deputy is required to Chair the Full Council Meeting although someone can be appointed on the night.

Councillor Moiser suggested Councillor Bottomley for Deputy Mayor.

Councillor Bottomley thanked Councillor Moiser but feels that things should continue as they are.

Councillor D Jeffreys **PROPOSED** Councillor Bailey for Deputy Mayor.

This was **SECONDED** by Councillor Bottomley.

Councillor Bailey informed Members that he would be happy with that as he understands that the Mayor is seriously ill. There are however currently no events to attend.

Councillor Walker stated that under the present circumstances a Deputy Mayor should be appointed and he is happy to support Councillor Bailey in that role.

The Town Clerk informed Members that the matter will have to be confirmed at the next Full Council Meeting.

It was agreed that this would be on the Agenda for the next Full Council Meeting.

**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**



**PR1974**      **MONTHLY DEBTORS – JULY & AUGUST, 2020**

Members were in receipt of the above report

Councillor Turner said that it is good to see Debtor A's debt reducing.

The RFO told Members that they had received a small business loan which has helped them.

Councillor Turner asked the RFO for an update on Debtor B.

The RFO explained that she is still awaiting the Courts.

Councillor Turner told Members that Debtor F is doing a great job for the Town.

The RFO informed Members that since the report was written Debtor F's debts have been cleared.

The RFO also explained that the report is dated 31<sup>st</sup> August and any payments made after that date will show next month.

Members **RESOLVED** to **NOTE** the report.

**PR1975**      **APPOINTMENT OF SUCCESSOR TO THE ARTS & LEISURE MANAGER**

Members were in receipt of the above report

A discussion took place regarding the Pay Scale for the post.

The Town Clerk informed Members that the 38-page guidance notes accompanying the Single Status Job Evaluation Scheme had been followed and the job evaluation actually came out one point higher than the current Scale.

The ALM added that a single status evaluation of the post was carried out over fifteen years ago. The job has changed completely since then.

Councillor Turner informed members that following discussions with other Members of staff he would like to defer the decision to appoint a Successor to the ALM and for a study on levels of pay to be carried out. He asked for the issue to be put to the Personnel Sub-Committee.

The Town Clerk informed him that there is a process to be followed with regard to staff appealing against their grade and that applications are referred to the HR Sub-Committee which considers the appeal and makes recommendations to the Policy and Resources Committee.

The Chair, Councillor Flynn reminded Members that tonight's decision is to approve the recommendations of the Personnel Sub-Committee to enable the process to begin in order to appoint the ALM's successor.

Councillor Turner informed Members that he would like his objections to go on record.

The ALM told Members that if the issue did not get resolved that night it would delay the process by one month. He said that Junction cannot function without an ALM and there will be no-one to hand over to unless this gets sorted.

Councillor D Jeffreys referred to the continued absence of Councillor Head and **PROPOSED** Councillor B Jeffreys as a substitute for the HR Sub-Committee should Councillor Head be unavailable.

This was **SECONDED** by Councillor Bailey.

It was **RESOLVED** to appoint Councillor B Jeffreys as a substitute for Councillor Head on the HR Sub-Committee in the absence of Councillor Head.

Councillor Moiser **PROPOSED** that Members approve the recommendations of the Personnel Sub-Committee.



This was **SECONDED** by Councillor Boatman.

Members **RESOLVED** to approve the recommendations of the Personnel Sub-Committee.

The ALM informed Members that the post could now be advertised from the 28<sup>th</sup> September.

**Meeting concluded at 8:20pm**

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A handwritten signature in black ink, appearing to be 'L. R.', located in the lower right quadrant of the page.