

GOOLE TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

Minutes of meeting held on 26th November, 2020 commencing at 7.10pm.

PRESENT: Councillors Flynn (In the Chair), Bailey, Boatman, Bottomley, Head, Moiser, Rospin, Turner, Walker and Whitehead.

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

PR1984 **APOLOGIES**

Apologies were received from Councillors Harrison, B Jeffreys, D Jeffreys, Marshall, Moore, Penn and Vause.

PR1985 **TO RECEIVE ANY DECLARATIONS OF INTEREST AND THEIR NATURE**

No declarations of interest were received.

PR1986 **MINUTES**

It was **RESOLVED** that the minutes of the Policy and Resources Meeting held on 26th October, 2020 approved at Council on 12th November, 2020 be signed as a true record by the Chair (Councillor Flynn).

This was **PROPOSED** by Councillor Turner and **SECONDED** by Councillor Bottomley.

PR1987 **REPORT OF THE RESPONSIBLE FINANCE OFFICER**

Members were in receipt of the following reports.

(a) Monthly Payments – October, 2020

Councillor Moiser **PROPOSED** that Members **APPROVE** the schedule of payments for October, 2020.

This was **SECONDED** by Councillor Walker.

It was **RESOLVED** to **APPROVE** the schedule of payments for October, 2020 totaling £99,383.74.

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

Councillor Bottomley **PROPOSED** that Members **APPROVE** the bank reconciliation & bank statement for October, 2020.

This was **SECONDED** by Councillor Walker.

It was **RESOLVED** to **APPROVE** the bank reconciliation & bank statement for October, 2020.

(c) Monthly Income & Expenditure – October, 2020

Councillor Bottomley **PROPOSED** that Members **NOTE** the report for the period ending 31st October, 2020.

This was **SECONDED** by Councillor Walker.

It was **RESOLVED** to **NOTE** the report for the period ending 31st October, 2020.

(d) Interim Internal Audit Report

Councillor Head Informed Members that Staff Contracts of Employment have now been prepared/adjusted for all Staff and need to be handed out.

Councillor Head questioned the recommendation that the Council should include the West Park Green Team training facility fees on the schedule of facility charges and consider whether a percentage increase should be applied to the annual fee. Councillor Head asked what this entailed.

The Town Clerk explained that the training room and polytunnels at West Park Café are not included in the scale of charges as the Green Team obtained external funding from the National Lottery for 3 years of £5,000 per year, this has never increased. This £5,000 is paid to the Council each year.

Councillor Head also asked about time sheets being authorised by line managers.

The RFO informed Members that this refers to Grounds Maintenance staff who are line managed by the Operations Manager amenities (OMA) and Junction's casual staff who are line managed by the Senior Admin Assistant.

When asked about the hours worked by office staff, the RFO informed Members that office staff are on contracted hours which are input onto Bright HR.

Councillor Head concluded that the report is very good, very thorough and very complimentary regarding record keeping at the Council, however there are some small anomalies which need to be ironed out.

Councillor Head **PROPOSED** that Members **NOTE** the Interim Internal Audit Report.

This was **SECONDED** by Councillor Walker.

It was **RESOLVED** to **NOTE** the Interim Internal Audit Report.

(e) Notice of Conclusion of Audit

Councillor Head **PROPOSED** that Members **NOTE** the Report.

This was **SECONDED** by Councillor Moiser.

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

(f) Seasonal Grounds Maintenance Report

The RFO informed Members that a seasonal operative is being offered a permanent contract from 1st November. This will be offered at SCP 5 in line with all other grounds maintenance staff.

Councillor Head **PROPOSED** that Members **NOTE** the Report and **APPROVE** the SCP increase.

This was **SECONDED** by Councillor Walker.

It was **RESOLVED** to **NOTE** the Report and **APPROVE** the SCP increase.

(g) Revision of Standing Orders

Councillor Head advised all Councillors to read and attempt to digest the Standing Orders and to seek advice on anything they don't understand.



A discussion took place regarding the Code of Conduct training taking place on the 7th December.

Councillor Head informed members that GTC tends to adopt the same Code of Conduct as ERYC. She said that it is very important for Councillors to know the Code of Conduct.

Councillor Turner **PROPOSED** that Members **APPROVE** and **ADOPT** the latest Standing Orders.

This was **SECONDED** by Councillor Moiser.

It was **RESOLVED** to **APPROVE** and **ADOPT** the latest Standing Orders.

PR1988

UPDATES OF THE ARTS & LEISURE MANAGER

(1) Creative Case for Diversity Assessment 2019/20

The ALM informed Members that the Creative Case for Diversity Assessment for last year is back. Junction has achieved a great deal of 'met', he said however that this could be improved upon.

The ALM stated that earlier in the year, prior to the first lockdown, it was decided at Council that a working party be established to move forwards the Creative Case. He asked whether a group could be nominated as this would provide evidence to The Arts Council that discussion regarding Creative Case is taking place.

It was agreed that the ALM emails Members giving them time to think about joining the group. He told Members that this would not be a big commitment, it would probably just mean attending quarterly meetings.

Councillor Moiser **PROPOSED** that Members **NOTE** the report.

This was **SECONDED** by Councillor Head.

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

(2) ALM Succession Planning

The ALM informed Members that his successor Graham Whitehead has been appointed and has accepted the position. He said that it had been an incredibly strong field and Mr Whitehead was a clear choice.

Mr Whitehead will start part time in January, increasing his hours monthly until 1st April when he starts fulltime. He will start working on the business plan which is required for the end of March. It was agreed to invite Mr Whitehead to the Meeting in January.

Councillor Head thanked all involved with the interviews for their hard work.

Councillor Walker asked for a formal vote of thanks to be given to the ALM and the interview panel for all their hard work with the interview process.

Councillor Moiser **PROPOSED** that Members **NOTE** the report.

This was **SECONDED** by Councillor Head.

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

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.

PR1989

MONTHLY DEBTORS – OCTOBER, 2020

Members were in receipt of the above report



The RFO informed Members that since the report was created on the 31st October, many payments have been made.

Debtor A/K now only owes £900 altogether.

Debtor B – The RFO has made a judgement to the Courts for them to collect the balance owing.

Debtor C has paid the outstanding amount today.

Debtor G now only owes £140 and will come off the list completely.

Debtor H paid in full on the 9th November.

Debtor I – the £8078.40 is a rechargeable invoice which has been sent and is awaiting payment.

Debtor J – is the grant for the Kent Road ply area.

Debtor L paid in full on the 13th November.

Councillor Whitehead thanked the Town Clerk for his help with the CIC earlier in the year. She told Members that the outstanding amount had been paid that day.

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

Meeting concluded at 7:35pm

