

GOOLE TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

Minutes of meeting held on 20th May, 2021 commencing at 7.16pm.

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

OFFICERS: Ms. S. Norfolk (Responsible Finance Officer/Deputy Town Clerk)
Mr G. Whitehead (Arts Programme Manager)
Mrs C. Brophy (Admin Assistant)

PR2036 **APOLOGIES**

Apologies were received from Councillor Moore, Penn, Whitehead and The Town Clerk.

PR2037 **TO RECEIVE ANY DECLARATIONS OF INTEREST AND THEIR NATURE**

No declarations of interest were received

PR2038 **MINUTES**

It was **RESOLVED** that the minutes of the Policy and Resources Meeting held on 22nd April, 2021 approved at Council on 6th May, 2021 be signed as a true record by the Chair (Councillor Flynn).

This was **PROPOSED** by Councillor B Jeffreys and **SECONDED** by Councillor Moiser.

PR2039 **REPORT OF THE RESPONSIBLE FINANCE OFFICER/DEPUTY TOWN CLERK**

Members were in receipt of the following reports.

(a) Monthly Payments – April, 2021

Members are recommended to approve the schedule of payments for April, 2021.

Councillor Turner asked whether the LOLER Certificate is an annual charge.

The RFO/DTC answered that the LOLER Certificate is an annual charge.

Councillor Handley asked the RFO for clarification on the monthly payment of £12,389.91 to Fishers.

The RFO/DTC explained that part of this is for arrears for which there is a ten-year agreement, along with the monthly fee.

Councillor Handley also asked about the payment to Bradford Council for Christmas lights.

The RFO/DTC explained that this is the payment for last year's Christmas lights. The bill has only recently been received.

Councillor B Jeffreys asked about the payment to Joanne Dendle.

The RFO/DTC explained that this is the lady who runs the Walkway café/bar. The Junction received a Business Restart grant and gave 10% to Joanne as a gesture.

Councillor Flynn questioned the payment of £2755.82 to DN Electrical.

The RFO/DTC explained that this is for Compulsory Electrical Testing at Junction.

Councillor Raspin asked about the two payments to Sammy Rowan Fabrications.



The RFO/DTC informed Members that these are payments for the height barriers in the parks.

Councillor Harrison asked about the two payments to Sew Impressive.

The RFO/DTC answered that this is because two separate bills were received.

Councillor B Jeffreys **PROPOSED** that Members **APPROVE** the schedule of payments for April, 2021.

This was **SECONDED** by Councillor Turner.

It was **RESOLVED** to **APPROVE** the schedule of payments for April, 2021 totaling £146,906.84.

(b) Monthly bank reconciliation & Bank statement – April, 2021.

Members are recommended to approve the bank reconciliation for 30th April, 2021.

Councillor D Jeffreys **PROPOSED** that Members **APPROVE** the bank reconciliation & bank statement for April, 2021.

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

It was **RESOLVED** to **APPROVE** the bank reconciliation & bank statement for April, 2021.

(c) Monthly Income & Expenditure – March, 2021 & April, 2021

Members are requested to note the reports for 31st March, 2021 and 30th, April, 2021.

Councillor Turner stated that it is good to see that the General Fund has increased in line with the Auditor's recommendations. He asked whether any money is available for projects such as the cycle track.

The RFO/DTC informed Members that there is the potential that the balance from the Heritage Fund in capital reserves could be used.

Councillor B Jeffreys stated that Accounting Staff should be congratulated on increasing the General Fund during such difficult times.

Councillor D Jeffreys **PROPOSED** that Members **NOTE** the report for the period ending 31st March, 2021 and 30th April, 2021.

This was **SECONDED** by Councillor Bailey.

It was **RESOLVED** to **NOTE** the report for the period ending 31st March, 2021 and 30th April, 2021.

(d) Appointment of Internal Auditor for 2021/22

Members are recommended to re-appoint Richard Dixon as the Internal Auditor for 2021/22.

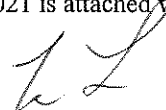
Councillor D Jeffreys **PROPOSED** that Members re-appoint Richard Dixon as the Internal Auditor for 2021/22.

This was **SECONDED** by Councillor Turner.

It was **RESOLVED** that Members re-appoint Richard Dixon as the Internal Auditor for 2020/21.

(e) Internal Audit Report for the year ended 31st March, 2021.

1.2 The Internal Audit Report for the year ended 31st March, 2021 is attached which was prepared by



our internal auditor Mr Richard Dixon.

The report is based on the red/amber/green system of risk and of the findings highlighted in amber, the following are a list of recommendations for approval. Of the recommendations there are 9 amber and one green.

Members are required to approve/action plan the recommendations as contained in the Audit report.

2. Latest Financial Standing orders will be presented to Council once complete, in line with latest NALC Model Financial Regulations.

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

It was **RESOLVED** to **AGREE** to the Auditor's recommendations as contained in the Audit report.

3. Monthly summary of payments to be authorised by the appropriate Council Members authorised to sign on the account.

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

It was **RESOLVED** to **AGREE** to the Auditor's recommendations as contained in the Audit report.

4. Members should consider the separation of funds held between different institutions.

It was decided that the Council would remain with its current banker otherwise it would mean opening 14 more bank accounts.

This was **PROPOSED** by Councillor D Jeffreys and **SECONDED** by Councillor Turner.

It was **RESOLVED** that the Council would remain with its current banker and not separate funds between different institutions.

Council should consider whether it wishes to place reserves and other funds into an interest bearing account.

It was decided that the Council would remain with its current banker and not split funds into separate accounts.

This was **PROPOSED** by Councillor D Jeffreys and **SECONDED** by Councillor Turner.

It was **RESOLVED** that the Council would remain with its current banker and not split funds into separate accounts.

Council should consider the services of ERNLLCA (East Riding and Northern Lincolnshire Local Councils Association) for legislative and procedural requirements of a large Town Council (approx. £1700 per annum)

This was **PROPOSED** by Councillor B Jeffreys and **SECONDED** by Councillor Turner.

It was **RESOLVED** that the Council become Members of ERNLLCA as per the Auditor's recommendations as contained in the Audit report.

6. More care will be taken when charging for council services in accordance with improved facilities charges.

This was **PROPOSED** by Councillor B Jeffreys and **SECONDED** by Councillor Moiser.

It was **RESOLVED** to **AGREE** to the Auditor's recommendations as contained in the Audit report.

Charges for plaques on benches and the securing of benches be placed on the facilities charges for as the next financial year for approval at Council.

This was **PROPOSED** by Councillor D Jeffreys and **SECONDED** by Councillor Harrison.

It was **RESOLVED** to **AGREE** to the Auditor's recommendations as contained in the Audit report.

8. Revised contracts be sent out to 2 members of staff due to change in terms and conditions.

This was **PROPOSED** by Councillor Bailey and **SECONDED** by Councillor D Jeffreys.

It was **RESOLVED** to **AGREE** to the Auditor's recommendations as contained in the Audit report.

Payroll checking by RFO/Deputy Town Clerk will recommence once COVID restrictions lifted.

This was **PROPOSED** by Councillor Moiser and **SECONDED** by Councillor D Jeffreys.

It was **RESOLVED** to **AGREE** to the Auditor's recommendations as contained in the Audit report.

11. The P&R Committee needs to review the internal and external audit reports and prepare an action plan and record decisions on the above recommendations to provide a positive response to box 7 of the AGAR. *'Took appropriate action on all matters raised in the reports from internal and external audit'*.

This was **PROPOSED** by Councillor Bailey and **SECONDED** by Councillor D Jeffreys.

It was **RESOLVED** to **AGREE** to the Auditor's recommendations as contained in the Audit report.

PR2040 (f) Annual Governance Statement for 31st March, 2021

Members are required to consider the Annual Governance Statement (Section 1 of the AGAR) for the year ending 31st March, 2021, for formal approval at Full Council on 3rd June, 2021.

Councillor D Jeffreys **PROPOSED** that Members **NOTE** the report.

This was **SECONDED** by Councillor Turner.

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

PR2041 (g) Annual Governance and Accountability Return (AGAR) for the year ended 31st March, 2021.

Members are recommended to approve the Accounting Statements (Section 2 of the AGAR) for the year ended 31st March, 2021 for formal approval at Full Council on 3rd June, 2021.

Councillor B Jeffreys **PROPOSED** that Members **APPROVE** the Accounting Statements (Section 2 of the AGAR) for the year ended 31st March, 2021.

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

It was **RESOLVED** that Members **APPROVE** the Accounting Statements (Section 2 of the AGAR) for the year ended 31st March, 2021 for formal approval at Full Council on 3rd June, 2021.

PR2042 (h) Asset Valuation Policy 2021/22

Members are recommended to set an asset valuation policy at acquisition cost.

Councillor B Jeffreys **PROPOSED** to approve.

This was **SECONDED** by Councillor Boatman.

It was **RESOLVED** to approve.

PR2043 (i) Notice of Audit – Public Rights for year-end 31st March, 2021

Members are recommended to note the report

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

This was **SECONDED** by Councillor Moiser.

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

PR2044 **REPORT OF THE ARTS PROGRAMME MANAGER (APM) – BONFIRE NIGHT EVENT, 2021**

Members were in receipt of the above report

The APM informed Members that due to the ongoing situation with COVID there is lots of uncertainty on event planning for 2021 which includes Bonfire Night. He is asking Members to advise which of his proposed options they wish to adopt.

Councillor Turner **PROPOSED** that option no. 1 – not organising an event this year, would be the best option. He stated that it would be fantastic to go ahead with Bonfire Night but the Council can't take the financial risk.

Councillor Raspin asked what was the latest date that the decision could be made.

The APM informed Members that the Government's roadmap of 21st June is probably too late. The decision needs to be made now in order to arrange the necessary road closures etc. Councillor Turner informed Members that some sort of community event should be held once the Pandemic is over.

The APM informed Members that there is a budget for the Bonfire Night event and this can be utilised for a Community event once Government restrictions are removed.

Councillor Bailey stated that the decision not to go ahead with the event last year proved to be the right choice

It was agreed to go ahead with Councillor Turner's **PROPOSAL** not to organise a Bonfire Night event in 2021.

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

It was **RESOLVED** that no Bonfire Night event be organised for 2021.

PR2045 **REPORT OF THE TOWN CLERK – CONSULTATION ON PROPOSED CYCLE TRACK – WEST PARK**

Members were in receipt of the above report

Following the consultation exercise where the overwhelming majority were in favour of proceeding with the Proposal, Members are requested to approve the submission of bids to any appropriate external funders.

Councillor Raspin stated that this is great news and will be a major asset for Goole. He said that the contract should be put out to tender locally.

When asked why a very small percentage of the public were opposed to the proposal, Councillor Turner informed Members that out of the six who were opposed on Social Media, four gave no reason and two didn't want to be in the vicinity of bikes.



Councillor Turner informed Members that local businesses would like to be informed when the project goes out to tender.

The RFO/DTC informed Members that due to the size of the project which is a sizeable amount, the tender will be advertised on the East Riding portal. Businesses from all over the Country are eligible to tender.

Councillor Handley asked whether the Council had to provide the money for the project.

The RFO/DTC informed Members that the Council does have to provide the money. Officers are investigating funding and will apply where possible. She added that you are in a much better position when match funding.

The RFO/DTC informed Members that after sourcing funding, three quotes will be obtained.

Councillor Turner asked whether a charity event run by Councillors, could be held for this project.

The RFO/DTC informed Members that she would have to seek advice on this issue.

Councillor Walker informed Members that match funding does not have to be an equal amount, just a contribution.

Councillor Marshall asked about the possibility of applying for commuted sums funding.

Councillor Raspin informed Members that it would be much better if the tender went to a local trader.

The RFO/DTC explained that under Standing Orders the tender has to be place on the East Riding Portal. Due diligence which includes cash flow, insurances etc need checking. It is not judged solely on price. She stated that Members could inform local businesses that the tender is on the portal and give them some guidance.

Councillor Handley informed Members that she has discussed this issue with Alan Menzies who agrees that it is difficult for local businesses to access to portal. She agrees that the work should go to local people.

Councillor Turner **PROPOSED** that Members **APPROVE** the submission of bids to any appropriate external funders.

This was **SECONDED** by Councillor Boatman.

It was **RESOLVED** that Members **APPROVE** the submission of bids to any appropriate external funders.

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.

PR2046 REPORT OF THE ARTS PROGRAMME MANAGER (APM) – RATES OF PAY – RESTRICTED REOPENING

Members were in receipt of the above report

The APM explained the background to the proposal stating that it covers the uncertainties around the reopening of the cinema on the 1st June. He informed Members that there will be no live shows and the maximum capacity of the auditorium is reduced to 60 seats.

Usually there would have been two staff members, a Building Supervisor and Venue Manager. This is being revised as 'Duty Manager' until we are able to resume our usual programme and capacity. He informed Members that an application has been made to the Government's Kickstart Fund to enable us to employ two young people as Front of House Assistants. If approved, these young people will be paid according to the APM report, with minimum wage and on cost training allowances reclaimed via Government funding.

Councillor D Jeffreys informed Members that this is a great scheme and congratulated the APM on its use.

Councillor B Jeffreys **PROPOSED** that Members **APPROVE** the APM's recommendations.
This was **SECONDED** by Councillor Walker.

It was **RESOLVED** to **APPROVE** the APM's recommendations.

PR2047 **MONTHLY DEBTORS – APRIL, 2021**

Members were in receipt of the above report

The RFO/DTC informed Members that Debtor C has paid £600 since the report was issued.

Debtor C has now paid in full.

The RFO informed Members that potentially there will be no Debtors list next month.

Meeting concluded at 8.03pm

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