

GOOLE TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

Minutes of meeting held on 21st October, 2021 commencing at 7.00pm.

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

**OFFICERS:** Mr B. Robertson (Town Clerk)  
Mr G. Whitehead (Arts Programme Manager)  
Mr P Batten (Operations Manager Amenities)  
Mrs C. Brophy (Admin Assistant)

**PR2080** APOLOGIES

Apologies were received from Councillors Boatman, Bottomley, Penn, Vause and Whitehead.

**PR2081** TO RECEIVE ANY DECLARATIONS OF INTEREST AND THEIR NATURE

Councillor Turner declared a non-pecuniary interest in Agenda item no.10.

Councillor Moore declared a non-pecuniary interest in Agenda item no. 11 as a Member of the GMB.

**PR2082** MINUTES

It was **RESOLVED** that the minutes of the Policy and Resources Meeting held on 16<sup>th</sup> September, 2021 approved at Council on 7<sup>th</sup> October, 2021 be signed as a true record by the Chair (Councillor Flynn).

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

**PR2083** REPORT OF THE RESPONSIBLE FINANCE OFFICER/DEPUTY TOWN CLERK

Members were in receipt of the following reports.

(a) Monthly Payments – August, 2021

Members were recommended to approve the schedule of payments for August, 2021.

Councillor Moiser **PROPOSED** that Members **APPROVE** the schedule of payments for August, 2021.

This was **SECONDED** by Councillor Bailey.

It was **RESOLVED** to **APPROVE** the schedule of payments for August totaling £153,951.82.

Councillor Raspin questioned the two payments for Christmas trees.

The Town Clerk informed Members that this includes the trees for the clocktower roundabout and Old Goole.

(b) Monthly Bank Reconciliation & Bank Statement – August, 2021

Members were recommended to approve the bank reconciliation for August, 2021.

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

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

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

(c) Monthly Income & Expenditure to 31<sup>st</sup> August, 2021

Members were requested to note the report for 31<sup>st</sup> August, 2021.

Councillor D Jeffreys **PROPOSED** that Members **NOTE** the report for the period ending 31<sup>st</sup> August, 2021.

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

It was **RESOLVED** to **NOTE** the report for the period ending 31<sup>st</sup> August, 2021.

A discussion took place regarding the Market Budget.

The Town Clerk informed Members that any money not spent is moved to general reserves. He said that this can be reallocated when the Budget is being set. He clarified that there is no anticipated expenditure for the Market.

(d) Notice of Audit Conclusion 2020/2021

Members were recommended to note the report.

Councillor Handley **PROPOSED** that Members **NOTE** the Notice of Conclusion of Audit, Annual Return for the year ending 31<sup>st</sup> March, 2021.

This was **SECONDED** by Councillor Harrison.

It was **RESOLVED** to **NOTE** the Notice of Conclusion of Audit, Annual Return for the year ending 31<sup>st</sup> March, 2021.

(e) Updated Press & Media Policy

Members were recommended to approve the report.

Councillor Moore **PROPOSED** that Members **APPROVE** the Updated Press & Media Policy.

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

It was **RESOLVED** to **APPROVE** the Updated Press & Media Policy.

(f) Amenities Repairs List

Members were recommended to note the report.

The Operations Manager Amenities (OMA) informed Members that Councillor B Jeffreys has been successful in her bid to the Goole Windfarms Community Fund. He clarified that his report states 'Friends of South Park applied' this should read 'Friends of Old Goole'. This has now been rectified.

Councillor D Jeffreys queried whether the £10,000 earmarked for the Market could be used to fund some of the repairs.

The Town Clerk informed Members that this would need to be reallocated when setting the Budgets.

The OMA answered questions including clarifying the cost of picnic benches and ongoing maintenance of the MUGA at South Park.

Councillor Raspin asked for clarification that the red columns are high priority and how soon they require repairing/replacing. He asked whether the funds are available for this.

The OMA informed Members that these jobs require completing as soon as possible, with the multi play unit at West Park being the top priority as it was deemed high risk in a recent inspection.

The Town Clerk informed Members that money could be reallocated if there is a Health and Safety risk.

A discussion took place regarding seeking external funding.

The OMA informed Members that Sport England turned down the funding bid.

The Town Clerk informed Members that Lottery Funding is being used for post covid recovery. He also said that strategic priorities were needed if applying to the Windfarm Trust.

Councillor Moore asked about the possibility of external funding such as a Public Works Loan.

The Town Clerk stated that this was a possibility.

It was agreed that the Town Clerk obtain a quote for a Public Works Loan.

Councillor Handley informed Members that the OMA has had meetings with Wilmott Dixon who have agreed to fund £20,000.

The OMA stated that this has been specified as £10,000 each for the changing rooms at West Park and South Park. The cost for South Park alone is £30,000.

Councillor B Jeffreys asked about Commuted Sums.

The Town Clerk answered that there is not much money left in Commuted sums.

Councillor D Jeffreys is meeting with Leanne Wright and will discuss commuted sums with her.

Councillor Moore **PROPOSED** that Members **NOTE** the Amenities repairs list report.

This was **SECONDED** by Councillor Handley.

It was **RESOLVED** to **NOTE** the Amenities repairs list report.

#### **PR2084 REPORT OF THE ARTS PROGRAMME MANAGER – JUNCTION BUSINESS PLAN 2022/23**

Members were in receipt of the above report.

Members were requested to approve the outline business plan.

The APM explained that the Arts Council is extending the National Portfolio for one year as part of its response measures to Covid-19. The outline business plan was submitted to Arts Council England (ACE) as an ongoing development of the 2021/22 business plan, which was approved by Councillors several months ago. If approved this will be worked on in more detail, looked at again by Council and then submitted to ACE in February.

Councillor Walker asked about the Advisory Board mentioned in the plan. He said that this states the board will consist of representatives from the Town Council as well as the wider community and industry peers. He asked how many Councillors would be required?

The APM answered that it was not yet decided. He will be taking advice from Arts Council. The board will consist of people working in inclusion and diversity, environmental matters and programmers and arts professionals from similar organisations. The timeline for this is in the 2022/23 financial year and will be set out in detail by February. The APM informed Members that one of our main priorities is in the creative case for diversity. We have only 'met' the Key Performance Indicator (KPI), this needs to be improved with the aim

being 'strong'.

Councillor Flynn thanked the APM for his report. He expressed concern that two key members of the Arts team staff have recently left and asked what provision has been made for carrying out their duties and what impact this will have on Junction. He was surprised that this had not been to the HR Working Party.

The Town Clerk informed Members that the Council is awaiting the restructuring review which is currently taking place before any decisions are made.

The APM told members that the two employees in question were engaged with a four-week notice period. He stated that the venue is still not fully back to normal operating due to covid restrictions. The workload is currently being managed by remaining staff, in addition, we have recently employed two kickstart members of staff and one apprentice who support the Arts Department. Whilst we hope to replace the two staff members who left, essential work is being continued by buying in external resources.

Councillor Flynn also asked about the note in the business plan about a cinema screen.

The APM informed Members that he would relish having another cinema in a separate building. He said that the main space is very limited meaning there is a choice between only cinema or theatre at any time. In addition, there is a strong business case to support the development of this additional facility. There is the perfect opportunity with the Town Deal Board money to create a permanent legacy for Goole.

Councillor Moore stated that covid is currently getting worse and asked whether restrictions were still in place in the theatre and whether advice is being taken from the Health Sector.

The APM informed members that industry guidance is being followed. Refunds are being given to anyone who must cancel due to covid. He explained that there is some concern regarding the pantomime and to get schools to book, we had to agree that schools will pay but will be credited for next year should the event be cancelled. This has been agreed with Talegate Theatre Productions and limits the financial risk.

The APM said that guidance is being taken from Health Professionals. He feels however that the sector is being singled out and research shows that cinemas and theatres are much safer than schools and hospitality. He added that although we could now sell to full capacity, we still have social distancing measures in place to ensure that people feel safe. He assured Members that hand sanitiser stations are still in place and mask wearing is encouraged. Enhanced cleaning takes place during the day and throughout shows – with a revised rota system in place. Fogging is carried out using antiviral solution after each show.

Councillor Moore **PROPOSED** that Members **APPROVE** the outline business plan.

This was **SECONDED** by Councillor Handley.

It was **RESOLVED** that the outline business plan be **APPROVED**.

The APM informed Members that the second part of the report is the half-way point of our 2021/22 Business Plan cycle. This shows an update on how we are performing against KPIs set out in the Business Plan. He explained that the ongoing covid pandemic is having a significant impact on our performance against KPIs. The Arts Council is aware of the pressure we face.

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

This was **SECONDED** by Councillor Handley.

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

## **PR2085 REPORT OF COUNCILLOR B JEFFREYS – IMPROVEMENT TO AMENITY SITES**

Members were in receipt of the above report

Councillor B Jeffreys informed Members that she is looking for endorsement for the proposed purchases for South Park and Percy Street. Funding for these has been granted by the Wind Farms Community Trust.

The OMA informed Members that the items are being installed by the Council as match funding.

Councillor Jeffreys had also applied to the Wind Farm for picnic tables for Fountayne Street and Riverside Gardens. This was turned down as it was applied for by Friends of Old Goole.

Councillor Raspin has kindly agreed to use the money from the car boot sale to purchase two wooden benches for Riverside Gardens at a cost of £499. Councillor B Jeffreys stated that steel benches would be applied for eventually.

A discussion took place regarding the upkeep and vandalism involved with wooden benches. This resulted in the conclusion that steel tables would be more effective. It was therefore decided that Councillor B Jeffreys would reapply to the Windfarm Trust in the name of Goole Town Council. The benches will be installed by the Council.

Councillor Bailey **PROPOSED** that the Council formally **AGREE** to the bid to the Windfarm Trust by Councillor B Jeffreys in the name of Goole Town Council.

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

It was **RESOLVED** that the Council formally **AGREE** to the bid to the Windfarm Trust by Councillor B Jeffreys in the name of Goole Town Council.

At this point it was **RESOLVED** that Agenda item no 7a be moved to an exempt item.

#### **PR2086 REPORT OF COUNCILLOR TURNER –**

##### **(A) OFFICER UPDATE REPORTS**

Members were in receipt of the above report

The Town Clerk informed Members that this was previously a Standing item on the Agenda. Members are kept aware of what stage various projects are at. Councillor Turner has requested that this be reinstated and the Town Clerk is happy with this.

Members **APPROVED** a standing item of 'Officer updates' at each Policy and Resources Committee 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.

#### **PR2087 REPORT OF COUNCILLOR TURNER**

##### **EXTERNAL FUNDING – SPLASH PADS AT WEST PARK**

Members were in receipt of the above report

Councillor Turner informed Members that this proposal was brought to the Council following his study. It was then presented to The Town Deal Board. He has recently been told that due to the proposed location of West Park it does not fall under the Town Deal Board remit. He is seeking approval to investigate external funding. He informed Members that the RFO/Deputy Town Clerk had applied for funding which had been rejected.

A discussion took place regarding where the funding would be obtained. Money set aside for the Bonfire Night Event was discussed. The Town Clerk informed Members that this is a self-funding event with a zero budget. The Town Clerk said that Councillor Moore has asked him to investigate Public Works Loans which is an option.

Councillor Moiser **PROPOSED** that Members **APPROVE** the submission of funding bids.

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

It was **RESOLVED** that Members **APPROVE** the submission of funding bids.

**PR2088** **MONTHLY DEBTORS – AUGUST, 2021**

Members were in receipt of the above report.

Councillors noted that Debtor A's debt has risen.

Debtor C has been badly hit by the covid pandemic only re-opening recently.

Members agreed to **NOTE** the report.

**PR2089** **REPORT OF THE TOWN CLERK – RECOMMENDATION OF AMENITIES WORKING PARTY**

Members were in receipt of the above report.

Item 1. Bowling Green – West Park

Councillor Moore informed Members that the Secretary of the Bowling Club would like to make a presentation to the Policy and Resources Committee. He said that in his view, out of courtesy the Secretary should have been invited to the Working Party meeting to discuss the matter.

The OMA explained that maintenance of the green is an estimated £8,000 to £9,000. Only six teams involving twelve players are users of the facility. Members of the Working Party feel that this is unsustainable.

Following lengthy discussions Councillor Moore **PROPOSED** that the bowling green remain open.

This was **SECONDED** by Councillor Moiser.

An **AMENDMENT** was **PROPOSED** by Councillor Turner that the Secretary of the Bowling Club be invited to Give a presentation at the next P&R meeting.

This was **SECONDED** by Councillor Handley.

Members voted all in favour.

Councillor Moore withdrew his original **PROPOSAL** therefore the **AMENDMENT** was **APPROVED** and it was **RESOLVED** that the Secretary of the Goole and District Bowling league be invited to address the next Policy and Resources meeting.

Item 2. Increase of allotment bond for new tenants

Councillor Handley **PROPOSED** that the increase of bond recommended by the Amenities Working Party be **AGREED**.

This was **SECONDED** by Councillor Walker.

It was **RESOLVED** that the increase in the allotment bond for new tenants as recommended by the Amenities Working Party be **APPROVED**.

Item 3. Complaints over positioning of circus

Councillor Turner **PROPOSED** that the recommendation of the Working Party be **APPROVED**.

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

It was **RESOLVED** that the recommendations of the Amenities Working Party with regard to the siting of the circus and noise mitigation measures be **APPROVED**

Item 4. Water supply to pumping station allotments

Councillor Harrison **PROPOSED** that the Working Party recommendation be **APPROVED**.

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

It was **RESOLVED** that the request for a water supply to the site be refused and that tenants be encouraged to harvest rain water.

Item 5. Car Park barrier at West Park.

Councillor B Jeffreys **PROPOSED** that the recommendations of the Working party be **APPROVED**.

This was **SECONDED** by Councillor Bailey.

It was **RESOLVED** that the above recommendations of the Working Party be **APPROVED** and the request for a barrier key be refused but consideration would be given for additional on-site storage..

Councillor Marshall left the meeting at this point.

**PR2090** **REPORT OF THE TOWN CLERK – FEES & CHARGES FOR VICTORIA PLEASURE GROUNDS**

Members were in receipt of the above report.

Members were recommended to adopt the charges and consider whether to offer discounts for juniors and Charity matches.

A discussion took place regarding the Council taking over responsibility for the management of VPG with effect from 1<sup>st</sup> October, 2021. The fees and charges on the report are those charged by the former VPG CIC.

Councillor Raspin **PROPOSED** that Members adopt the charges and offer 50% discount for juniors and Charity matches.

This was **SECONDED** by Councillor Bailey.

It was **RESOLVED** that Members adopt the charges and offer 50% discount for juniors and charity matches.

**PR2090** **REPORT OF THE TOWN CLERK – HOMEWORKING POLICY**

Members were in receipt of the above report.

The Town Clerk informed Members that this item is back on the Agenda following the last P&R meeting. He said that home working is only one element of flexible working. This has worked successfully for 18 months and if denied could be taken to a tribunal.

The Town Clerk stated that Line Managers know and trust their staff. He informed Members that the year end accounts were completed quicker than usual and that the report of the Internal Auditor did not highlight any issues.

Councillor Bailey informed members that during the covid pandemic Junction shut down therefore not all staff needed to be in. He said that when Councillors visit the office, office staff need to be able to provide information. He believes that Officers need to be in the office. He also asked about locking and closing the building.

The APM informed Members that any Staff member should be able to lock and unlock the building.

The Town Clerk informed Members that where possible there will always be a Senior Officer in the office. He added that he also answers phone calls texts and emails when out of the office.

Councillor Bailey stated that all people have the right to work from home.

The Town Clerk answered that some staff would not be able to work from home due to the nature of their work

Councillor Turner asked whether staff would be managed effectively with managers working from home. He also asked whether staff appraisals are carried out.

The Town Clerk answered that Managers will not work from home all the time. He said that staff appraisals are carried out.

Councillor Handley asked how the office staff who will be in the office feel about homeworking. She asked whether they are feeling nervous about the issue.

The Town Clerk informed members that they are committed subject to a senior officer being always on site.

A discussion took place regarding whether staff have the correct equipment at home and cost implications.

The Town Clerk informed members that all staff have been provided with the IT required to work from home. Claims can be made to HMRC towards the cost of working at home.

Councillor Flynn stated that he had initially been very sceptical however all checks appear to have been made.

Councillor Turner informed Members that the workload was not the same during the pandemic.

The Town Clerk answered that the same processes were in place for things such as the finance function and audit. The APM informed Members that the Arts Team was only part furloughed. There was still work for finance, admin and grounds maintenance. He said that the last 18 months were not indicative of flexible working however the Council has been very successful during this time.

Councillor Turner asked whether home working is suitable for all staff members and would some be upset if Officers are not in. He also asked whether it is better for the Council and in the best interest of all staff. He also asked whether the restructuring will affect it.

The Town Clerk answered that all staff should be able to manage without their line manager present as long as they are contactable. He said that he did not believe the restructuring would affect the home working policy.

Councillor L Moiser **PROPOSED** that Members **APPROVE** the introduction of a home working policy based on the framework provided.

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

On being put to the vote Members voted - 7 – For – Councillors Flynn, Handley, Harrison, B Jeffreys, D Jeffreys, Moiser and Walker

4 – Abstain – Councillor Bailey, Moore, Raspin and Turner

It was **RESOLVED** that Members **APPROVE** the introduction of a home working policy based on the framework provided.

Meeting concluded at 9.15pm

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