

GOOLE TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

Minutes of Meeting held on 1st June, 2023 commencing at 6.13pm

PRESENT: Councillors Flynn (In the Chair), Bailey, Bottomley, Harrison, D Jeffreys, Raspin, Siddle.

OFFICERS: Mr B. Robertson (Town Clerk)
Mr G. Whitehead (Head of Arts & Culture)
Mrs C. Brophy (Administration Assistant)

PR2263 **APOLOGIES**

Apologies were received from Councillors Cooper, Handley, B Jeffreys, Kilcoyne, Marshall, Moiser and Penn.

PR2264 **TO RECEIVE ANY DECLARATIONS OF INTEREST AND THEIR NATURE**

There were no declarations of interest.

PR2265 **MINUTES**

It was **RESOLVED** that the minutes of the Policy and Resources Committee Meetings held on 16th and 23rd March and 20th April, 2023 approved at Council on 18th May, 2023 be signed as a true record by the Chair (Councillor Flynn).

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

PR2266 **REPORT OF THE RESPONSIBLE FINANCE OFFICER/DEPUTY TOWN CLERK**

Members were in receipt of the following report.

(a) Monthly Payments – March 2023

Members were recommended to approve the schedule of payments for March 2023 of £214126.74.

Councillor Raspin asked whether the last payment has been made to Fishers.

The Town Clerk informed Members that there are no guarantees the last payment has been made, as there may be some relating to repairs. There are however no outstanding arrears or monitoring costs.

Councillor Raspin **PROPOSED** that Members **APPROVE** the schedule of payments for March 2023 of £214126.74..

This was **SECONDED** by Councillor Harrison.

It was **RESOLVED** that Members **APPROVE** the schedule of payments for March 2023 of £214126.74.

(b) Monthly Bank Reconciliation & Bank Statement – March 2023

Members were recommended to approve the bank reconciliation for March 2023



Councillor D Jeffreys **PROPOSED** that Members **APPROVE** the bank reconciliation for March 2023

This was **SECONDED** by Councillor Bailey.

It was **RESOLVED** to **APPROVE** the bank reconciliation for March 2023.

(c) Income & Expenditure to March 2023 (Year End)

Members were requested to note the report for the period ending 31st March 2023.

Councillor D Jeffreys informed Members that the deficit of £33,488 came at a time when interest rates were high and it was hoped to catch up when utility charges dropped. He asked how things were going.

The Head of Arts & Culture informed Members that we are tied into utility contracts and although prices are coming down, they are not coming down quickly.

Councillor Raspin asked about the money we are saving from not having to pay Fishers. He asked whether this could be used elsewhere.

The Town Clerk informed Members that any money saved will be transferred into general reserves at the end of the financial year. He added that he would not recommend spending it this early in the year. His advice is to place it back in general reserves and reallocate where necessary.

The Head of Arts & Culture added that we are still below the level of reserves recommended by the Auditor and still in a time of unpredictable markets.

Councillor Bottomley **PROPOSED** that Members **NOTE** the report for the period ending 31st March 2023.

This was **SECONDED** by Councillor Harrison.

It was **RESOLVED** to **NOTE** the report for the period ending 31st March 2023.

(d) Year End Transfers To & From Reserves

Members were required to approve the transfers to reserves of £40,356 and from reserves £83,311.

Councillor Bottomley queried the payment of £14,143 to Fishers.

The Town Clerk informed Members that this was for invoices owed.

Councillor D Jeffreys queried the payment of £4,200 for Xmas light repairs stating that he believed that the lights were newly bought.

The Head of Arts & Culture explained that they were not bought outright. A payment of £4,200 is made every year for three years before we own them.

Councillor D Jeffreys **PROPOSED** that Members **APPROVE** the transfers to reserves of £40,356 and from reserves £83,311.

This was **SECONDED** by Councillor Harrison.

It was **RESOLVED** to **APPROVE** the transfers to reserves of £40,356 and from reserves £83,311.

(e) Appointment of Internal Auditor

Members were recommended to re-appoint Richard Dixon as the internal auditor for 2023/24.

Cllr D Jeffreys **PROPOSED** that Members re-appoint Richard Dixon as the internal auditor for 2023/24.

This was **SECONDED** by Councillor Bottomley.

It was **RESOLVED** that Members re-appoint Richard Dixon as the internal auditor for 2023/24.

PR2267 (f) **ANNUAL GOVERNANCE STATEMENT FOR YR ENDING 31ST MARCH 2023.**

Members were recommended to approve the Annual Governance Statement (Section 1 of the AGAR) for the Year ending 31st March 2023, for formal approval at Full Council on 29th June 2023.

Councillor D Jeffreys **PROPOSED** that Members recommend to **APPROVE** the Annual Governance Statement (Section 1 of the AGAR) for the year ending 31st March, 2023, for formal approval at Full Council on 29th June 2023.

This was **SECONDED** by Councillor Bailey.

It was **RESOLVED** that Members recommend to **APPROVE** the Annual Governance Statement (Section 1 of the AGAR) for the year ending 31st March, 2023, for formal approval at Full Council on 29th June 2023.

PR2268 (g) **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 31ST MARCH 2023.**

Members were recommended to approve the Accounting Statements (Section 2 of the AGAR) for the year ended 31st March, 2023 for formal approval at Full Council on 29th June 2023.

Councillor D Jeffreys **PROPOSED** that Members recommend to **APPROVE** the Accounting Statements (Section 2 of the AGAR) for the year ended 31st March, 2023 for formal approval at Full Council on 29th June 2023.

This was **SECONDED** by Councillor Raspin.

It was **RESOLVED** that Members recommend to **APPROVE** the Accounting Statements (Section 2 of the AGAR) for the year ended 31st March, 2023 for formal approval at Full Council on 29th June 2023.

PR2269 (h) **ASSET VALUATION POLICY 2023/24**

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

The Town Clerk informed Members that this is standard practice for Councils.

Councillor D Jeffreys **PROPOSED** that Members set an asset valuation policy at acquisition cost.

This was **SECONDED** by Councillor Bottomley.

It was **RESOLVED** that Members set an asset valuation policy at acquisition cost.

(i) Notice of Audit – Public Rights for Yr End 31st March 2023

Members were recommended to note the report.

The Town Clerk informed Members that the public have the right to inspect the Council's accounts. The notice will be displayed in Junction, on the Town notice boards and on the council website from Monday 5th June until the 14th July.

Members agreed to **NOTE** the report.

(j) Revised Standing Orders – June 2023

Members were recommended to approve the revised Standing Orders.



Councillor Flynn pointed out that Councillors should speak only once on an agenda item. He said that moving forwards, this rule should be followed.

Councillor D Jeffreys **PROPOSED** that Members **APPROVE** the Revised Standing Orders.

This was **SECONDED** by Councillor Bailey.

Members **RESOLVED** to **APPROVE** the Revised Standing Orders.

(k) Revised Financial Regulations

Members were recommended to approve the revised Financial Regulations.

Councillor Bailey **PROPOSED** that Members **APPROVE** the Revised Financial Regulations.

This was **SECONDED** by Councillor Bottomley.

Members **RESOLVED** to **APPROVE** the Revised Financial Regulations.

(l) Internal Audit Report for Year Ended 31st March 2023

Members were required to approve the report recommendations and action plan.

The report is based on the red/amber/green system of risk.

Councillor Flynn pointed out the RED item – Fire risk assessments at Junction, Cemetery and West Park.

This was the responsibility of the former Health Safety and Maintenance Co-ordinator, and these duties were not carried out for various reasons. This responsibility has now been taken up the Front of House Manager and the Head of Arts & Culture.

The Head of Arts & Culture informed Members that these have been completed at the Cemetery and West Park. The Fire Safety Officer has visited Junction and changes have been made, they are due to revisit imminently in order to sign it off.

Councillor Raspin queried AMBER item d – Car boot money must be banked intact.

The Head of Arts & Culture informed Members that previously, money was deducted to provide bacon sandwiches for stall holders. This will no longer be allowed.

Councillor D Jeffreys referred to page thirteen, the fact that there is no separate account for the Mayor's Charity account.

The Town Clerk informed Members that it is not a separate account but a separate budget head.

Further discussion took place regarding the council's debit card and there being no credit card for the council.

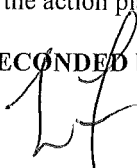
The Town Clerk answered Councillors questions accordingly.

Councillor D Jeffreys informed Members that it is a credit to the RFO/Deputy Town Clerk that the Council has come out with such a report.

The Town Clerk agreed with Councillor D Jeffreys. Informing Members that not only the RFO/Deputy Town Clerk but other finance staff contributed to this.

Councillor D Jeffreys **PROPOSED** that Members **APPROVE** the recommendations of the Internal Audit Report and the action plan.

This was **SECONDED** by Councillor Bottomley.



It was **RESOLVED** that Members **APPROVE** the recommendations of the Internal Audit report and the action plan.

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.

PR2270 **REPORT OF THE HEAD OF ARTS & CULTURE – CINEMA PROJECTOR**

Members were in receipt of the above report.

Members were asked to approve the purchase of a new Projector up to c. £37,500 - £39,000 (subject to site survey)

The Head of Arts & Culture informed Members that they were made aware over the last twelve months that the Cinema projector is at 'end of life'. There are no warranties available, and parts are no longer available should anything need replacing. He explained that the Arts department has built a reserve, to avoid unexpected expenditure on large items of cinema and theatre equipment. He is seeking permission to purchase a new projector.

Following further discussion, the Head of Arts & Culture informed Members that the new projector will be a silent laser projector which could be used within the auditorium possibly freeing up space, and generating more income. He also told Members that this would mean that the Arts department reserves would drop. This will be reported to the Arts Council who monitor our reserves.

Councillor Bailey **PROPOSED** that Members **APPROVE** the purchase of a new Projector.

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

It was **RESOLVED** that Members **APPROVE** the purchase of a new projector.

PR2271 **MONTHLY DEBTORS**

Councillor Flynn informed Members that it is good to see that Debtor B is coming in weekly to make payments.

Councillor D Jeffreys commented Debtor A is starting to go down. He asked how things are going there saying that we need to keep an eye on it.

The Town Clerk informed Members that he would check with the RFO/Deputy Town Clerk and report back.

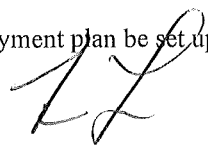
Councillor Raspin reminded Members that this report is only up to the 31st March. This means that there are two months debts to add. He said that a payment plan needs sorting, and that all Councillors thought there was already one in place. He suggested that a plan is set up now, where they start paying now and over the next one or two years. A deal should be given where consequences are in place for missed payments.

The Town Clerk informed Members that he would suggest offering 24 equal payments starting yesterday 31st May, plus the payment of any other invoices/bills. He told Members that this is a very generous plan.

Following further lengthy discussion regarding Debtor A, Councillor Raspin **PROPOSED** that from 1st June, a non-negotiable payment plan be set up, dividing the debt into 24 equal payments.

This was **SECONDED** by Councillor Bottomley.

It was **RESOLVED** that from 1st June, a non-negotiable payment plan be set up, dividing the debt into 24 equal payments.



Councillor D Jeffreys queried the debt for Debtor D asking whether this is a grant.

The Head of Arts & Culture informed Members that this is for the grant received for the Christmas Market. He said that the money is there, he is unsure whether it has been paid.

Councillor D Jeffreys also queried the debt for Debtor E.

The Town Clerk answered that he was unsure what this was for, however it could be a timing issue.

Councillor D Jeffreys queried the debt for Debtor F.

The Town Clerk informed Members that he is assuming that this is Town Deal Board money.

Meeting concluded at 7.33pm

A handwritten signature in black ink, appearing to be 'L. B.', located at the bottom of the page.