

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE DRIFFIELD TOWN COUNCIL
HELD ON TUESDAY MAY 1st 2018 AT 7.00PM IN THE MEETING ROOM,
COMMUNITY CENTRE, MILL STREET, DRIFFIELD.**

Present: Councillors H Venter, J Fletcher, P Rounding, M Blakeston, M Steward, G Lucas, M Rogers, K Stack, J Cooper, T Cooper, S Fletcher, T Lee, C Scarlett, A Croft, T Watson, S Starrett and the Town Clerk Mrs C. Binnington.

The Chairman gave instruction as to how to leave the building in the event of an emergency.

Daniel came to tell council about his concerns re derelict buildings particularly the cattle market site in Driffield.

01/18 Election of Chair:

Cllr M Rogers was proposed by Cllr C Scarlett and seconded by Cllr A Croft. Cllr J Fletcher was proposed by Cllr J Cooper and seconded by Cllr M Steward.

Cllr J Fletcher duly elected Chair with Cllrs T Cooper, J Cooper, T Lee, T Watson, S Fletcher, M Steward, S Starrett and M Blakeston in favour. Cllrs G Lucas, K Stack, C Scarlett, M Rogers and A Croft voted for Cllr Rogers with abstentions from Cllr P Rounding, J Fletcher and H Venter.

The Mayor signed her Acceptance of Office.

02/18 Election of Vice Chair:

Cllr A Croft was proposed by Cllr M Rogers and seconded by Cllr K Slack. Cllr M Steward was proposed by Cllr H Venter and seconded by Cllr J Cooper. Cllr M Blakeston was proposed by Cllr J Fletcher and seconded by Cllr S Fletcher.

Cllr A Croft was **duly elected** Vice Chair, after Cllr M Steward withdrew receiving four votes in the first round, with Cllr Croft received 8 votes from Cllrs T Cooper, M Steward, G Lucas, K Stack, C Scarlett, J Cooper, M Rogers, A Croft and T Lee. Cllr M Blakeston received 6 votes from Cllr P Rounding, M Blakeston, S Starrett, T Watson, S Fletcher and J Fletcher with an abstention from Cllr H Venter.

03/18 Apologies for Absence:

There were none.

04/18 Receipt of Attendance Figures by Members for the Previous Year:

The Attendance figures were **agreed** with all in favour.

05/18 Resolution of Monthly Meetings by the Council:

It was **agreed** the town council meet on the first Tuesday of the month at 7.30pm with exception of August.

06/18 Resolution for the Formation of Standing Committees:

It was **agreed** with all in favour that the following standing committees be formed for the following year:

(vi) Market Committee: Mrs H Venter
Mrs J Cooper
Mr S Fletcher
Mr M Rogers
Miss A Croft
Mrs M Steward

Were **agreed** as members of the Market Committee.

(vii) Events & Bonfire Committee: Mr K Stack
Miss A Croft
Mr M Blakeston
Mr M Rogers
Mr P Rounding
Mr S Starrett

Were **agreed** as members of the Events & Bonfire Committee.

(viii) Personnel Committee: Mr M Blakeston
Miss G Lucas
Mr M Rogers
Mrs C Scarlett

Were **agreed** as the members of the Personnel committee.

(ix) Grievance Committee: Mr T Cooper
Mr S Fletcher
Mr S Starrett

Were **agreed** as the members of the Grievance committee.

(xi) Properties and Asset Committee: Mr M Rogers
Mr P Rounding
Mr T Lee
Mr M Blakeston
Mr S Fletcher
Mrs C Scarlett

Were **agreed** as the members of the Properties and Assets Committee.

The above members of the committees were agreed.

(b) Appointment of Councillors to Working Groups as and when required throughout the year:

This was **agreed** with all in favour.

(c) Appointment of Delegates:

(i) ERNLLCA Mrs M Steward
Mr T Cooper

(ii) DNAA Mr P Rounding

(iv) CCMC Mr P Rounding
Mrs J Fletcher

| | |
|--|--|
| (v) Driffield Partnership | Mr P Rounding Mr M Blakeston (sub) |
| (vi) Twinning Association | Mrs J Fletcher |
| (vii) Yorkshire Coast Community Rail Partnership | Mr T Cooper |
| (viii) Friends of North End Park | Miss A Croft Mrs J Fletcher |
| (ix) Driffield Youth Action | Mr P Rounding Mr J Fletcher Miss A Croft |
| (x) Children's Centre | Mrs C Scarlett Miss A Croft |
| (xi) Driffield Canal Steering Group | Mr M Blakeston to remain as chair Mr P Rounding |

The delegates were **agreed**.

08/18 Responsible Financial Officer:

It was **agreed** the clerk, Mrs Claire Binnington be the Responsible Financial Officer.

09/18 Cheque Signatories:

The following were **agreed** as persons authorised to sign cheques and authorise wage payments for the coming year.

Mrs J Cooper
Mrs H Venter
Mrs J Fletcher
Mr M Rogers

10/18 Financial Officers Report:

The enclosed report was **agreed** with all in favour. The Expenditure Report and the Bank Reconciliations were signed by the Mayor.

Cllr J Cooper and Cllr T Cooper declared a non-prejudicial interest in the following item as they are acquainted with the proprietor of Ashley Adams. Both councillors retained their right to speak and vote.

11/18 To consider a request from Ashley Adams to stage a tourist fair on Cross Hill car park under the auspices of our Market Charter:

The clerk reported that the agreement to hold markets on Cross Hill with ERYC did not have a provision for subletting, that the agreement appertained only to markets and that any market held on the Cross Hill car park using the agreement would have to be staged and run by the Town Council. She

advised that the Tourist Fayre could not be held on the car park under the auspices of the Market Charter or agreement. Cllr J Cooper said she had spoken to Mr Riley and felt that the town should support this event and Cllr P Rounding agreed. The clerk warned this may set a precedent and have a detrimental impact on car parking provision. Cllr P Rounding disagreed and said he welcomed the car park being closed every week to stage events that would attract people to the town who would use the shops and businesses. Cllr M Rogers said as a business owner on the car park, paying huge business rates. he explained that the closure of the car park inevitably resulted in loss of revenue rather than an increase. After considerable discussion it was **agreed** with 8 in favour and 6 against that the clerk check the insurance implications and ensure that Mr Riley had adequate insurance in place as well as the relevant risk assessments and if these were in place then the Town Council would not object to the event being held on the car park. The clerk again reiterated this could not be held by the Town Council under their agreement with the ERYC.

12/18 To consider on line banking:

It was **agreed** with all in favour this new method of banking be investigated and that procedures be discussed when all the information was at hand.

13/18 Update on War Memorial and other activities re: 100th anniversary of the end of the First World War:

- a) **The Memorial.** Final approval is awaited from The Faculty and Gardiners were awaiting a start date. It was **agreed** with all in favour that a letter be sent to the Horace Taylor Trust thanking them for their donation.
- b) **Battles Over:** It was **agreed** with all in favour to sign up to this and also to purchase the gas beacon.
- c) **Poppies:** It was **agreed** with all in favour to display the wooden poppies around the clock as per the design presented.

14/18 Update on Derelict Buildings:

The clerk updated the council that apparently a sale of the cattle market was imminent to a developer and she was still waiting to hear back from the Planning Enforcement Officer.

15/18 Highways:

Various highway issues were discussed including the town centre roundabouts being too small and the by pass roundabouts being planted up and decorated like those in Beverley and Bridlington.

16/18 Community Contribution Awards:

It was **agreed** with all in favour that Darren Baker and David Lundy be given awards.

17/18 Adoption of Minutes:

Full Town Council Minutes of 3rd April 2018. **Agreed** with all in favour.
Allotment Minutes of 17th April 2018: **Agreed** with all in favour.
CCTV Minutes of 26th April 2018: **Agreed** with all in favour.
Personnel Minutes of 6th and 24th April 2018: **Agreed** with all in favour.

Planning Minutes of 10th April 2018: **Agreed** with all in favour.
Property & Assets Minutes of 10th April 2018: **Agreed** with all in favour

18/18 Temporary Closure of the Meeting:

Cllr K Stack mentioned the clean-up at the canal at the weekend.
Questions were asked about the mud in the beck caused by the building work at Spellowgate.

19/18 The Meeting re-opens

20/18 Delegates Reports:

ERNLLCA: Cllr J Fletcher reported on the recent committee meeting.

CCMC: Cllr P Rounding reported on the recent meeting.

Community Led Housing: Cllr M Blakeston reported that the bid for funding had been successful and £3800 was now available to begin the feasibility study.

21/18 Date of Next Meeting:

Mayor Making Tuesday May 8th 2018 and next ordinary meeting Tuesday June 5th 2018

The meeting closed at 8.40pm.

..... Signed

..... Dated

DRIFFIELD TOWN COUNCIL APPROVED EXPENDITURE FOR APRIL

Payments made between 01/04/2018 and 30/04/2018

| Nominal Ledger Analysis | | | | | | | | | |
|-------------------------|--------------------------------|-----------|--------------|-------------|--------|------|--------|----------|-----------------------------------|
| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Details |
| 03/04/2018 | Southern Electric | DD | 36.33 | | 1.73 | 4110 | 106 | 34.60 | Market electricity |
| 03/04/2018 | Southern Electric | DD | 27.81 | | 4.63 | 4110 | 106 | 23.18 | Market electricity |
| 03/04/2018 | Southern Electric | DD | 36.26 | | 1.72 | 4110 | 106 | 34.54 | Market electricity |
| 03/04/2018 | Southern Electric | DD | 52.50 | | 2.50 | 4110 | 106 | 50.00 | Market electricity |
| 03/04/2018 | Southern Electric | DD | 27.81 | | 1.32 | 4110 | 106 | 26.49 | Market electricity |
| 03/04/2018 | Southern Electric | DD | 27.81 | | 1.32 | 4110 | 106 | 26.49 | Market electricity |
| 03/04/2018 | Southern Electric | DD | 27.81 | | 1.32 | 4110 | 106 | 26.49 | Market electricity |
| 03/04/2018 | Southern Electric | DD | -27.81 | | -4.63 | 4110 | 106 | -23.18 | Reverse error |
| 03/04/2018 | Southern Electric | DD | -27.81 | | -4.63 | 4110 | 106 | -23.18 | Reverse error |
| 04/04/2018 | Driffield Twinning Association | 109345 | 250.00 | | | 4144 | 108 | 250.00 | Small Grant Fund Donation |
| 04/04/2018 | Driffield Folk Festival Comm | 109346 | 1,000.00 | | | 4144 | 108 | 1,000.00 | Folk Festival Small Grant |
| 04/04/2018 | Driffield Millenn Green | 109347 | 5,000.00 | | | 4143 | 108 | 5,000.00 | Donation |
| 05/04/2018 | Nigel Stinson | 109348 | 810.00 | | | 4008 | 101 | 810.00 | Tidy Team holiday cover |
| 06/04/2018 | Penelope Payroll | 109349 | 5,819.02 | | | | | | Staff Wages |
| 09/04/2018 | All Star | DD | 138.33 | | 23.05 | 4020 | 102 | 115.28 | Fuel |
| 10/04/2018 | HSBC | DD | 49.47 | | | 4039 | 103 | 49.47 | Total charges |
| 12/04/2018 | Watershed Designs | 109350 | 80.91 | | 13.48 | 4122 | 107 | 67.43 | Poppy stickers |
| 12/04/2018 | HMRC | DD | 1,796.53 | | | 4010 | 101 | 1,796.53 | PAYE and NI |
| 12/04/2018 | ERYC Pensions | DD | 2,108.12 | | | 4011 | 101 | 2,108.12 | Superannuation |
| 13/04/2018 | HSBC | DD | 8.00 | | | 4039 | 103 | 8.00 | Charge |
| 16/04/2018 | Hotel Forty One | 109352 | 1,100.00 | | | 4071 | 105 | 1,100.00 | Mayors Civic Dinner |
| 16/04/2018 | EON | 109353 | 49.39 | | 2.35 | 4050 | 104 | 47.04 | MW electricity |
| 16/04/2018 | Eric Lawson | 109354 | 260.00 | | | 4006 | 101 | 260.00 | CH caretaking |
| 16/04/2018 | Ashcroft Transmissions Ltd | DD | 1,902.00 | | 317.00 | 4021 | 102 | 1,585.00 | Gear box repairs |
| 16/04/2018 | HSBC | DD | 10.00 | | | 4039 | 103 | 10.00 | Charge |
| 18/04/2018 | Southern Electric | DD | 16.16 | | 0.76 | 4110 | 106 | 15.40 | Market electricity |
| 19/04/2018 | Mike Stonehouse | 109355 | 120.00 | | | 4071 | 105 | 120.00 | Mayor Framing |
| 20/04/2018 | British Gas Business | DD | 404.49 | | 19.26 | 4050 | 104 | 385.23 | MW gas |
| 21/04/2018 | Unicom | DD | 122.74 | | 20.46 | 4030 | 103 | 102.28 | Telephone |
| 27/04/2018 | Moneymaster | TR | 405.35 | | | 201 | | 405.35 | Weekly adjustment |
| 30/04/2018 | ERYC | 109356 | 72.96 | | 12.16 | 4226 | 107 | 60.80 | Xmas timers removal lamp posts |
| 30/04/2018 | 1 & 1 Internet Ltd | 109357 | 39.56 | | 6.59 | 4126 | 107 | 32.97 | Website |
| 30/04/2018 | Rialtas | 109358 | 330.00 | | 55.00 | 4034 | 103 | 275.00 | Year End support |

Current Bank A/c

Payments made between 01/04/2018 and 30/04/2018

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Details |
|------------|-------------------------|-----------|--------------|-------------|--------|------|--------|----------|-----------------------------|
| 30/04/2018 | Mole Trading Ltd | 109359 | 101.24 | | 16.87 | 4023 | 102 | 84.37 | Various |
| 30/04/2018 | Southern Electric | 109360 | 68.14 | | 3.24 | 4052 | 104 | 64.90 | CH electricity |
| 30/04/2018 | ADT | 109361 | 367.97 | | 61.33 | 4052 | 104 | 306.64 | CH alarm |
| 30/04/2018 | ERYC | 109362 | 6,328.40 | | | 4081 | 106 | 6,328.40 | Waste management |
| 30/04/2018 | KC Communications | 109363 | 84.00 | | 14.00 | 4105 | 106 | 70.00 | CCTV broadband police |
| 30/04/2018 | KC Communications | 109363 | 79.53 | | 13.25 | 4052 | 104 | 66.28 | CH broadband |
| 30/04/2018 | F Waites & Sons | 109364 | 58.50 | | 9.76 | 4023 | 102 | 48.74 | Various |
| 30/04/2018 | East Riding Power Tools | 109365 | 288.00 | | 48.00 | 4220 | 103 | 240.00 | Gas heater for depot |
| 30/04/2018 | East Riding Power Tools | 109365 | 43.32 | | 7.22 | 4023 | 102 | 36.10 | Grease gun |
| 30/04/2018 | Penelope Payroll | 109366 | 69.60 | | 11.60 | 4009 | 101 | 58.00 | Wage management |
| 30/04/2018 | Visual Security Systems | 109367 | 546.00 | | 91.00 | 4105 | 106 | 455.00 | CCTV |
| 30/04/2018 | Yorkshire Media | 109368 | 1,320.00 | | 220.00 | 4126 | 107 | 1,100.00 | New website deposit |
| 30/04/2018 | Yorkshire Media | 109368 | 18.00 | | 3.00 | 4126 | 107 | 15.00 | Website maintenance |
| 30/04/2018 | J Foley Electrical Ltd' | 109369 | 618.44 | | 103.07 | 4056 | 104 | 515.37 | CH lighting replacements |
| 30/04/2018 | Jewson | 109370 | 68.41 | | 11.40 | 4023 | 102 | 57.01 | Various |
| 30/04/2018 | LPL Ltd | 109371 | 24.00 | | 4.00 | 4033 | 103 | 20.00 | Antivirus software |
| 30/04/2018 | ERNLLCA | 109372 | 1,425.47 | | | 4145 | 108 | 1,425.47 | Subscription |
| 30/04/2018 | Yorkshire Water | 109373 | 43.20 | | | 4052 | 104 | 43.20 | CH water charges |
| 30/04/2018 | Crown Dec Centre | 109374 | 73.13 | | 12.19 | 4023 | 102 | 60.94 | Paint materials |
| 30/04/2018 | Crown Dec Centre | 109374 | 61.86 | | 10.31 | 4023 | 102 | 51.55 | Paint materials |
| 30/04/2018 | CPD PLC | 109375 | 121.51 | | 20.25 | 4057 | 104 | 101.26 | CH supplies |
| 30/04/2018 | CPD PLC | 109375 | 183.65 | | 30.61 | 4112 | 106 | 153.04 | Toilet rolls/bleach |
| 30/04/2018 | Elcocks Ltd | 109376 | 289.98 | | 48.33 | 4023 | 102 | 241.65 | Various equipment |
| 30/04/2018 | Initial | 109377 | 23.03 | | 3.84 | 4034 | 104 | 19.19 | Feminine hygiene |
| 30/04/2018 | Southern Electric | DD | 27.81 | | 4.63 | 4110 | 106 | 23.18 | Market electricity |
| 30/04/2018 | Southern Electric | DD | 16.71 | | 0.80 | 4110 | 106 | 15.91 | Market electricity |
| 30/04/2018 | Southern Electric | DD | 11.99 | | 0.57 | 4110 | 106 | 11.42 | Market electricity |
| 30/04/2018 | Southern Electric | DD | 27.81 | | 4.63 | 4110 | 106 | 23.18 | Market electricity |
| 30/04/2018 | Southern Electric | DD | 27.81 | | 4.63 | 4110 | 106 | 23.18 | Market electricity |
| 30/04/2018 | Southern Electric | DD | 24.54 | | 1.16 | 4110 | 106 | 23.38 | Market electricity |