

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE DRIFFIELD TOWN COUNCIL
HELD ON TUESDAY MAY 4th 2021 AT 6.30pm VIA ZOOM.**

Present: Councillors J Fletcher, P Rounding, M Blakeston, G Lucas, M Rogers, K Stack, A Croft, T Watson, S Starrett, G Helliwell, A Coleman, P Stocker (arrived late), C Scarlett, K McLeod, M Garrard, S Fletcher and the Town Clerk Mrs C. Binnington.

Debbie Sutton and Robert Flake – members of the public also present.

01/21 Election of Chair:

Cllr M Rogers was proposed by Cllr M Blakeston and seconded by Cllr G Lucas and was **duly elected** Mayor/Chair with 13 in favour, 1 against and 1 abstention.

The Mayor signed his Acceptance of Office.

02/21 Election of Vice Chair:

Cllr M Blakeston was proposed by Cllr G Lucas and seconded by Cllr M Rogers And was **duly elected** Vice Chair with all in favour.

03/21 Apologies for Absence:

There were none.

04/21 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.

05/21 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:

The Personnel Committee shall meet on a monthly basis at times agreed by members with the exception of August.

The Planning Committee shall meet on the second Tuesday of the month with the exception of August.

The Environment Committee shall meet monthly on a date agreed by members with the exception of August.

The CCTV Committee shall meet on the last Thursday of the month with the exception of August and December.

The Allotment Committee shall meet four times a year – in January, March, June and October.

The Market Committee shall meet on a quarterly basis.

The Events Committee will meet when deemed necessary to arrange events.

The Properties and Asset Committee will meet on a quarterly basis.

It was **agreed** there be no meetings in August.

06/21

Membership of the Standing Committees:

(a) Appointment of Councillors to Standing Committees:

(i) Planning Committee.

Miss G Lucas
Mrs G Helliwell
Mr M Garrard
Mr T Watson
Mr P Stocker
Mr K McLeod

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

(ii) CCTV Committee.

Mr P Rounding
Mrs J Fletcher
Mr M Blakeston
Mr M Garrard
Mr K McLeod

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

(iii) Allotment Committee:

Mrs G Helliwell
Miss G Lucas
Mrs J Fletcher
Mrs C Scarlett

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

(iv) Environment Committee:

Mr M Blakeston
Miss G Lucas
Mrs G Helliwell
Mr T Watson
Miss A Croft
Mr K McLeod
Mr S Fletcher (s)

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

(vi) Market Committee:

Mr M Garrard
Mr S Fletcher
Mr S Starrett
Miss A Croft
Mrs C Scarlett

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

(vii) Events Committee:

Mr K Stack
Mrs G Helliwell
Mr M Blakeston
Mr A Coleman

Mr K McLeod
Mr S Starrett
Miss A Croft (s)

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

(viii) Personnel Committee: Mr S Fletcher
Miss G Lucas
Mr P Rounding
Miss A Croft

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

(ix) Grievance Committee: Mr T Watson
Mr P Stocker
Mrs C Scarlett

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

(xi) Properties and Asset Committee: Mr M Garrard
Mr P Rounding
Mrs J Fletcher
Mr M Blakeston
Mr K McLeod
Miss G Lucas
Mr S Fletcher (s)

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	Mr K McLeod Vacancy
(ii) CCMC	Mr P Rounding Vacancy
(iii) Yorkshire Coast Community Rail Partnership	Miss G Lucas
(iv) Driffield Youth Action	Mr P Rounding Mr J Fletcher Mr K McLeod
(v) Children's Centre	Miss A Croft Vacancy

(vi) Healthy Towns Alfred Bean Project Group Mr M Blakeston

The delegates were agreed.

07/21 Responsible Financial Officer:

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

08/21 Cheque Signatories:

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

Mrs G Helliwell
Mr K Stack
Mrs J Fletcher
Mr M Rogers

09/21 Questions, Matters of Accuracy & Observations on the full town council minutes of April 6th 2021:

There were none.

Adoption of the full town council minutes of April 6th 2021:

The minutes were adopted with all in favour.

10/21 Clerks Update:

Cllr P Stocker joined the meeting at this point.

The clerk explained that the next full town council meeting would be face to face in the Large Hall of the Community Centre at 7.30pm on June 1st. Committee meetings, as they only make recommendations, could retain the option of meeting remotely if desired.

A discussion then ensued as to the advantages and disadvantages of remote meeting, with Cllrs P Rounding and J Fletcher very much against any remote meetings in future.

The Town Centre Steering Group will continue to meet remotely as no would attend if it was face to face due to time constraints.

11/21 Alfred Bean Healthy Towns Project Group Update:

Cllr M Blakeston updated the council on the first meeting of the Group. The clerk reported she would be updating the Alfred Bean Steering Group.

12/21 To consider a request from the Driffield Bowls Festival for a donation from the Small Grant Fund:

It was agreed with all in favour that £200 be donated.

13/21 To consider a request from the Driffield U3A Local History Group for a donation from the Small Grant Fund to produce a history of the Alfred Bean Hospital:

It was **agreed** with 15 in favour and 1 abstention that £200 be donated.

14/21 To receive correspondence and responses regarding North End Park:

Cllr S Starrett commented that he very much looked forward to the re-establishment of the Friends of North End Park. Discussion then ensued as to the possibility of funding for the Park and other areas from the expected commuted sums. The clerk reported that the External Funding Officer was already in talks with the officers concerned at ERYC with regard to this.

15/21 To receive and agree the Internal Auditors Report Financial Year 20/21:

The report was **agreed** with all in favour.

16/21 To consider the Annual Governance Statement Assertions:

The annual governance statement assertions were **agreed** with 15 in favour and 1 abstention.

17/21 To consider and agree the Annual Return for Financial Year 20/21:

The Annual Return was **agreed** with all in favour.

18/21 Adoption of the Environment Committee Minutes of April 13th 2021:

Cllr T Watson presented the minutes for adoption.

Cllr A Croft commented that her name was not listed as present and that she had made a contribution regarding recycling bags and other ideas via the 'Chat' which had not been recorded in the minutes. The clerk will remove her name from 'apologies' and insert into the 'present' listing and minute her contribution.

The minutes were **adopted** with all in favour.

19/21 Adoption of the Allotment Committee Minutes of April 25th 2021:

Cllr G Helliwell presented the minutes for adoption.

The minutes were **adopted** with all in favour.

20/21 Adoption of the CCTV Committee Minutes of April 29th 2021:

Cllr P Rounding presented the minutes for adoption.

The minutes were **adopted** with all in favour.

21/21 To consider the Mayoral Consort Chain:

After much discussion regarding both the consort chain, which says 'Chairman's Lady' and the Mayor's chain, which says 'Chairman', it was **agreed** with all in favour to contact the company who had repaired the chains two years prior to see if the wording on the consort chain could be altered to 'Mayors Consort', in the first instance.

22/21 To consider the Kelleythorpe Farm Project:

Cllr M Rogers commented that he was in favour of the proposals however the issue of potential litter must be addressed in relation to the fast food outlet.

Cllr A Croft said she was in favour of it and that it would be very good for residents of the Auchinlech area to have closer amenities, however she voiced concerns regarding pedestrian access to the site.

Cllr J Fletcher echoed Cllr Crofts sentiments however said she would be interested to hear the views of the Town Centre Steering Group.

Cllr T Watson welcomed the garage and its commitment to green fuel however commented that rapid chargers would be preferable and he would rather see not fossil fuel pumps there at all.

Cllr K McLeod said he thought the proposed wildlife centre would be a great addition to the tourist offer in the area.

Cllr K Stack said he fully supported both the wildlife centre and the fast food outlet for the local children.

Cllr P Rounding said he was an excellent proposal however he thought as part of the conditions, footpaths and cycle paths should be included.

Cllr M Blakeston did question its possible impact on the town centre, however saw the advantages of the proposal and again stressed that the development should be partnered with the improvements in accessibility by both foot and cycle from the town centre and sufficient provision be made to deal with litter issues.

23/21 To consider the charges for summer hanging baskets:

Summer baskets provided but not watered: £30 per basket

Summer baskets/watered provided to new town centre customers: £48 per basket

This was **agreed** with 14 in favour with 2 abstentions.

Cllr M Blakeson and Cllr A Coleman declared a pecuniary interest and took no part in the discussion or vote.

24/21 Responsible Financial Officers Report:

The RFO and accompanying reconciliations and reports were agreed with all in favour.

25/21 Highways:

Cllr K Stack asked for the reinstatement of the Riverside sign adjacent to the canal – this is a DNT matter.

Cllr P Stocker asked for a 20mph speed limit to be imposed at Manorfield Road and Avenue and also the raised pads installed

Cllr M Rogers reported a big pot hole on the road to Cowlam.

26/21 Temporary closure of the meeting for public discussion and comment:

No members of the public made comment.

27/21 The Meeting re-opens

28/21 Delegate Reports:

There were none.

29/21 Date of Next Meeting:

Tuesday June 1st at 7.30pm.

30/21 To agree a resolution to go into Confidential:

This was agreed with all in favour.

31/21 Adoption of the Personnel Minutes of April 22nd 2021.

Minute 62/2021: Future recruitment. The recommendation to recruit a Town Centre Officer on a 12 month contract for 20 hours per week with part funding from Love Your High Street was agreed with all in favour.

The minutes were adopted with all in favour.

32/21 Number 43 Project:

The clerk gave a verbal update on the valuations of renovation and possible purchase. There was a general consensus that she was to make further investigations with the External Funding Officer and report back. All councillors bar one were very excited and supportive of this possible project.

The meeting closed at 8.45pm.

..... Signed

..... Dated

DRIFFIELD TOWN COUNCIL
APPROVED EXPENDITURE APRIL 2021

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/04/2021	Kestrel Services Ltd	DD	295.00			4034	103	295.00	Health and Safety
02/04/2021	Moneymaster	6419.16	6,419.16			201		6,419.16	Weekly adjustment
06/04/2021	Southern Electric	DD	149.65		7.12	4051	104	142.53	Depot Nth St electric
06/04/2021	Southern Electric	DD	262.18		12.48	4050	104	249.70	MW electricity
07/04/2021	All Star	DD	254.84		42.48	4020	102	212.36	Fuel
10/04/2021	HSBC	DD	73.06			4039	103	73.06	Total charges
22/04/2021	Driff & Wolds Create Community	110616	1,000.00			4144	108	1,000.00	DWCC - Small Grant Fund
22/04/2021	Driff & Wolds Create Community	110617	500.00			4803	108	500.00	Reimbursement Dewhirst Trust
22/04/2021	Driff & Wolds Create Community	110618	200.00			4803	108	200.00	Reimbursement of Rotary Grant
23/04/2021	British Gas Business	DD	218.16		36.36	4050	104	181.80	Gas at Market Walk
26/04/2021	ERYC	110619	7,859.25			4239	104	7,859.25	Skerne Pk Business Rates
26/04/2021	ERYC	110619	2,594.80			4111	106	2,594.80	CHill PC Business Rates
26/04/2021	ERYC	110619	1,172.65			4054	104	1,172.65	Cass Hall Business Rates
26/04/2021	ERYC	110619	464.07			4111	106	464.07	North End PC Business Rates
26/04/2021	ERYC	110619	3,742.50			4053	104	3,742.50	MWalk Business Rates
26/04/2021	Westtec	110620	360.40		60.07	4023	102	300.33	Wood
26/04/2021	KC Communications	110621	80.08		13.34	4052	104	66.74	CHall broadband
26/04/2021	KC Communications	110621	84.00		14.00	4105	106	70.00	CCTV broadband
26/04/2021	F Waites & Sons	110622	168.19		28.04	4023	102	140.15	Various
26/04/2021	Visual Security Systems	110623	546.00		91.00	4105	106	455.00	CCTV March
26/04/2021	Penelope Payroll	110624	76.80		12.80	4009	101	64.00	Wage management
26/04/2021	Jewson	110625	50.78		8.46	4023	102	42.32	Various
26/04/2021	BOC	110626	97.83		16.31	4023	102	81.52	Gas cylinders
26/04/2021	ERYC	110627	7,051.20			4081	106	7,051.20	Waste collection 21/22
26/04/2021	ERNLLCA	110628	1,596.91			4146	108	1,596.91	Subscription
26/04/2021	ADT	110629	416.47		69.41	4052	104	347.06	Alarm at Cass Hall 21/22
26/04/2021	D&D Taylor Eng	110630	34.54		5.76	4023	102	28.78	Flat bar
26/04/2021	Cherry's Country Hardware Ltd	110631	87.13		14.52	4021	102	72.61	Jockey wheel
26/04/2021	Yorkshire Media	110632	1,092.00		182.00	4802	107	910.00	Loyalty Card Ap
26/04/2021	Southern Electric	110633	55.79		2.65	4052	104	53.14	CH electric
26/04/2021	Southern Electric	110633	447.46		74.57	4238	104	372.89	Skerne Pk electric
26/04/2021	Elcocks Ltd	110634	239.34		39.89	4023	102	199.45	Various inc PPE
26/04/2021	Screwfix	110635	131.93		21.98	4023	102	109.95	Various
26/04/2021	Minster Cleaning Services	110636	1,147.64		191.27	4004	101	956.37	PC cleaning April
26/04/2021	Minster Cleaning Services	110636	223.60		37.27	4012	101	186.33	Skerne Park cleaning
26/04/2021	Initial	110637	28.29		4.72	4034	104	23.57	Feminine bins
26/04/2021	Rialtas	110638	432.00		72.00	4034	103	360.00	Year End support
26/04/2021	North Humberside Precision Eng	110639	87.60		14.60	4023	102	73.00	Shaft
26/04/2021	Public Sector Audit	110640	1,136.70			4038	103	1,136.70	Year End Audit
26/04/2021	East Riding Power Tools	110641	61.98		10.33	4023	102	51.65	Various
26/04/2021	Ivy House Glass	110642	30.00		5.00	4056	104	25.00	Glass for NE Pc
26/04/2021	Finesse Plumbing	110642	50.00			4035	103	50.00	Working at Height training RF
26/04/2021	Hampton Lovett	110642	69.90		11.65	4034	103	58.25	Sk Pk bus rate refund %
26/04/2021	Amazon EU Sarl	110642	429.09		71.52	4023	102	357.57	PPE - masks x 3

26/04/2021	Mole Trading Ltd	110642	25.20	4.20	4023	102	21.00	Post
27/04/2021	Unicom	DD	135.53	22.59	4030	103	112.94	Telephone
30/04/2021	British Gas Business	DD	127.56	6.07	4052	104	121.49	Gas at Cass Hall
30/04/2021	Moneymaster	TR	220,888.03		201		220,888.03	Weekly adjustment