



Driffield Town Council

COUNCIL OFFICE

2-4 Market Walk, Driffield, East Yorkshire, YO25 6BW

Telephone: (01377) 254160

There will be a meeting of the Driffield Town Council on Tuesday April 5th 2022 at 7.00pm at the Council Chamber, Community Centre, Driffield.

All members of this committee are hereby summoned to attend this meeting: Councillor P Rounding, Cllr J Fletcher, Cllr A Coleman, Cllr M Blakeston, Cllr M Garrard, Cllr M Rogers (Mayor), Cllr G Lucas, Cllr S Fletcher, Cllr A Croft, Cllr S Starrett, Cllr P Stocker, Cllr T Watson, Cllr G Helliwell, Cllr F Smith and Cllr K Stack.

Risk Assessment & Recording of Meeting

AGENDA

Public Discussion and Comment (limited to 10 minutes/Chair's discretion)

1. Apologies for Absence
2. Declarations of Interest
3. Registration of Gifts or Hospitality
4. Co-option for West Ward (no applicants)
5. Questions, Matters of Accuracy and Observations on Town Council Minutes of March 1st 2022 (enc)
6. Adoption of the Town Council Minutes of March 1st 2022 Minutes
7. Clerks Update
8. Town Centre Officer Update (enc) and External Funding Officer Update
9. Healthy Towns Update (if any)
10. To consider a request from Driffield Bowls Club for a donation from the Small Grant Fund (to be read out)
11. To consider correspondence from Foston PC regarding Alfred Bean & to note my initial response on reverse (enc)
12. To consider writing a letter of support for the new football club & to ascertain Potential sponsorship opportunities
13. Review of Internal Audit Procedures and appointment of internal auditor (enc)
14. To agree the main scope of audit (emailed)
15. Review of Financial Risk Assessment (emailed)
16. Review of Policies – Social Media DTC & TT/Social Media Promotions/Health & Safety Policy/Health & Safety Statement/Equality/Tidy Team Deployment/Publication Scheme/Recording of Meetings/GDPR/Standing Orders/Financial Regulations (see website)
17. Charges Review (enc)
18. Insurance Review (enc)
19. Asset Register Review (emailed)
20. Risk Assessment Review – to note that Kestrel are undertaking a full review
21. Adoption of the Environment Committee Minutes of March 8th 2022 (enc)

22. Adoption of the Events Committee Minutes of March 8th 2022 (enc)
23. Highway Matters
24. Responsible Financial Officers Report, Bank Reconciliations to end of February (enc)
25. Delegates Reports
26. Date of Next Meeting: Annual General Meeting Tuesday May 3rd 2022

Confidential Items:

Adoption of the Personnel Committee Minutes of March 1st 2022

Minute Number: 20/22 Team Leader. Tidy Team (see enc)

1. To agree the Employment Contracts of P Shannon and D Dale
2. To agree the revised contract of Jill Baldwin
3. To agree the pay rises backdated from 1st April 2021

(details enclosed in Confidential appendix).

Claire Binnington Town Clerk
Dated this 31st day of March 2022