

MINUTES OF THE DRIFFIELD TOWN COUNCIL MEETING HELD ON TUESDAY APRIL 5TH 2022 AT 7.00pm AT THE COUNCIL CHAMBER, MILL STREET, DRIFFIELD.

Present: Councillors J Fletcher, M Rogers, M Blakeston, G Lucas, G Helliwell, P Rounding, S Fletcher, T Watson, K Stack, A Coleman, S Starrett, A Croft, P Stocker, F Smith and the Town Clerk Mrs C. Binnington.

57/22 Apologies for Absence:

Cllr M Garrard.

58/22 Declarations of Interest:

Cllr M Blakeston declared a non-pecuniary interest in Minute Number 67/22 as his son plays for the team.

59/22 Registration of Gifts and Hospitality:

There were none.

60/22 Co-Option:

No applicants.

61/22 Questions, Matters of Accuracy and Observations on the Town Council Minutes of March 1st 2022:

There were none.

62/22 Adoption of the Town Council Minutes of March 1st 2022:

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

63/22 Clerks Update:

Nothing that did not feature on the agenda.

64/22 Town Centre Officer and External Funding Officer Update:

Reports were received and acknowledged.

65/22 To consider a small grant fund donation to the Driffield Bowls Festival:

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

66/22 To consider correspondence from Foston PC regarding Alfred Bean Hospital:

The clerk's response regarding the representation of the Wolds communities around Driffield being strongly represented at the Healthy Towns Meetings was noted and Cllr M Blakeston reiterated the commitment of the Town Council to always include the villages in any discussions regarding the Alfred Bean Hospital. Any correspondence received from parish councils would be fed back to the Healthy Towns meetings as the February minutes of Foston Parish Council outlined that their clerk was to write to the councils encouraging them to get involved.

67/22 To consider writing a formal letter of support to Great Drifffield FC and to ascertain potential sponsorship opportunities:

Cllr S Starrett said he thought the council should formalise the support it voiced when representatives of Drifffield Junior Football Club visited the council chamber in writing and to also see if the town council could help on a financial basis. It was **agreed** with all favour to write in support of the newly formed merged Great Drifffield FC and arrange an informal meeting with representatives to discuss sponsorship etc.

68/22 Review of Internal Audit Procedures and the appointment of the Internal Auditor:

Cllr A Coleman said that the document outlined that councillors should be aware of additional payments made and that overtime should be specified in reports. Cllr G Lucas explained that all overtime payments were communicated in detail to the monthly Personnel meetings as they were delegated to oversee this and to add them to the RFO was not necessary.

The review and appointment of Mr Richard Dixon as internal auditor was **agreed** with all in favour.

69/22 To agree the scope of audit:

The scope of audit was **agreed** with all in favour.

70/22 Review of the Financial Risk Assessment:

The Review as **agreed** with all in favour.

71/22 Review of Policies:

Social media for DTC and TT/Social Media Promotions/Health & Safety Policy and Statement/Equality/Tidy Team Deployment/Publication Scheme/Recordings of Meetings/GDPR and Standing Orders were reviewed with all in favour and no changes.

Financial Regulations: it was agreed to amend 6:10 'Internet banking transfer will be used to pay for bills where possible. Each invoice is stamped and has to be approved by two of the four cheque signatories, who sign their initials to approve payment. Who makes the payment and the date are also entered.'

72/22 Charges Review:

Agreed with all in favour.

73/22 Insurance Review:

Agreed with all in favour.

74/22 Asset Register Review:

Agreed with all in favour.

- 75/22 Risk Assessment Review:**
- It was agreed to acknowledge that Kestrel are currently undergoing a full review of our risk assessments.
- 76/22 Adoption of the Environment Committee Minutes of March 8th 2022:**
- Cllr S Fletcher presented the minutes for adoption.
- The minutes were adopted with all in favour.
- 77/22 Adoption of the Events Minutes of March 8th 2022:**
- Cllr S Starrett presented the Events Minutes for adoption.
- The minutes were adopted with all in favour.
- 78/22 Highway Matters:**
- Cllr M Rogers updated the council on The Horseshoe situation.
Cllr T Watson said the electric chargers at Cross Hill were being abused in that people were parking free on the spaces all day pretending that their cars were being charged.
Cllr S Starrett said the lollipop person at Wansford Road had disappeared and it was dangerous.
- 79/22 Responsible Financial Officers Report and Bank Reconciliations.**
- The Responsible Officers Report and bank reconciliations were agreed 14 in favour and 1 abstention.
- 80/22 Delegate Reports:**
- CCMC:** Cllr P Rounding reported that he had recruited a new Secretary for the Community Centre as Cllr P Stocker had now retired from the role.
- Driffield Youth Action:** Cllr P Rounding reported that he had recruited two excellent candidates as Youth Development Workers at Driffield Youth Action.
- 81/22 Date of Next Meeting:**
- Annual General Meeting Tuesday May 3rd at 7.00pm.
- 82/22 Confidential Items:**
- It was agreed with all in favour that in view of the Confidential items about to be discussed namely wages and recruitment that the press and public be excluded.
- 83/22 Adoption of the Personnel Committee Minutes of March 1st 2022:**
- Cllr P Rounding presented the minutes for adoption.
- Minute 20/22 Team Leader Tidy Team:** the clerk explained that this was unresolved as further advice and information had been procured from ERNLLCA and would be referred to the next Personnel meeting.

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

84/22 To agree Contracts of Employment for P Shannon and D Dale:

The contracts were **agreed** with all in favour.

85/22 To agreed the revised contract for Jill Baldwin – Town Centre Officer:

The revised contract was **agreed** with all in favour.

86/22 To agree the pay rises and to back date them to April 2021:

The pay rises and backdated pay was **agreed** with all in favour.

The meeting closed at 8.00pm.

..... Signed

..... Dated