

# Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

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Minutes of the **Finance & Strategic Planning Committee** meeting held on **15 August 2019** in the **Committee Room, Town Council Offices, 60 Welton Road, Brough.**

**Committee Members Present:** Cllr Brogden, Cllr S. Duckles, Cllr Credland, Cllr Luckraft and Cllr Rowe.

**Meeting Clerk:** Tom Clay, Town Clerk

## Minutes

Number	Item
	<b><u>Procedural items</u></b>
FS19/1920	<p><b>Apologies</b> The following apologies were received:</p> <ul style="list-style-type: none"> <li>• Councillor Bentley – work reasons</li> </ul> <p><b>RESOLVED: Committee resolved to note the apologies and accept the reasons given for absence.</b></p>
FS20/1920	<p><b>Declarations of interest</b> Councillor Credland made a declaration in accordance with the requirements of the Localism Act 2011. He declared that as the Chairman of the PFA he would not take part in item 7 (Grant to PFA) and would leave the room.</p>
	<b><u>Deferred Business items</u></b>
FS21/1920	<p><b>Budget report - Quarter 1 2019-20</b> Cllr Rowe proposed, seconded by Cllr Luckraft, that the first quarter budget report for 2019-20 be noted and instructed the Town Clerk to carry out any actions associated with it.</p> <p><b>RESOLVED: Committee resolved that the first quarter budget report for 2019-20 be noted and instructed the Town Clerk to carry out any actions associated with it.</b></p>

Signature: ..... Date: .....

FS22/1920	<p><b>Events and Publicity Committee</b></p> <p>Cllr Rowe proposed, seconded by Cllr Brogden, that in line with a request from the Events and Publicity Committee in relation to budget:</p> <ol style="list-style-type: none"> <li>i. A virement of £1,788 be made from the contingency fund (4995) to the events budget (4500) to cover the unexpected Petuaria Press overspend and Tour de Yorkshire grants.</li> </ol> <p><b>RESOLVED: Committee resolved that the budget virements set out above should be made by the Town Clerk.</b></p>
FS23/1920	<p><b>Review of the Asset Register</b></p> <p>Cllr Credland proposed, seconded by S. Duckles, that the committee accept updated Asset Register.</p> <p><b>RESOLVED: Committee resolved that the updated Asset Register be accepted.</b></p>
FS24/1920	<p><b>Purchase of a large screen</b></p> <p>Cllr S. Duckles proposed, seconded by Cllr Luckraft, that the following be purchased:</p> <ol style="list-style-type: none"> <li>i. 55" TV screen at a cost of no more than £600 (excluding VAT);</li> <li>ii. Chromebox for approximately £100-£150,</li> <li>iii. Plugs, wires and cables for approximately £40, and;</li> <li>iv. A wall bracket for the TV for approximately £30.</li> </ol> <p><b>RESOLVED: Committee resolved that the above items be purchased and installed as soon as possible.</b></p>
<b><u>New Business items</u></b>	
FS25/1920	<p><b>Grant request from the PFA</b></p> <p>At 1:40pm Councillor Credland left the room and Cllr S. Duckles chaired the meeting in her capacity as Vice-Chairman.</p> <p>Committee noted that the grant funding budget currently has £2,500 of funds left in it for the 2019-20 financial year. However, that figure might be reduced depending on the decision relating to item 4 of the agenda.</p> <p>Cllr Luckraft proposed, seconded by Cllr Rowe, that a grant of £2,770 be provided to the PFA to undertake extensive tree works on and around the Burrs.</p> <p><b>RESOLVED: Committee resolved that the Town Clerk be instructed to make the payment to the PFA set out above.</b></p> <p>At 1:45pm Cllr Credland came back into the room and resumed his role as Chairman.</p>

FS26/1920	<p><b>Information Commissioners Office (ICO) Fees</b> Cllr Rowe proposed, seconded by Cllr S. Duckles, that the Town Clerk be authorised to establish a direct debit with the ICO for Data Protection Registration fees (currently £40 a year).</p> <p><b>RESOLVED: Committee resolved that the Town Clerk be instructed to establish the direct debit set out above.</b></p>
FS27/1920	<p><b>Emergency Plan</b> Committee noted the request from Emergency Planning officers at ERYC for a copy of an up to date Emergency Plan for the Town Council area.</p> <p>Committee further noted that three template plans have been circulate with all parishes and towns encouraged to complete 'Level 1' which is designed to be completed quickly and easily whilst further consideration is given to whether the Town Council might wish to prepare a Level 2 or 3 plan.</p> <p><b>RESOLVED: Committee resolved that an informal working party meeting be held on Tuesday 20 August 2019 at 1pm to review the various emergency plans and to discuss the matter further.</b></p>
<b><u>Next meeting</u></b>	
FS28/1920	<p><b>Date and time of the next meeting</b> Committee confirmed the date and time of the next ordinary meeting as <b>Monday 28 October 2019 at 5pm</b>, in the <b>Committee Room of the Council Offices, 60 Welton Road, Brough.</b></p>

**Meeting started 1pm and closed 2:05pm**

Document published on 19 August 2019

**Signed:** .....

**Print Name:** .....

**Print Position:** .....

**Date:** .....

Signature: ..... Date: .....