

**Elloughton cum Brough Town Council**  
**The Old Library, 44 Elloughton Road, Brough, HU15 1AE**  
**Write to: PO Box 124, Brough, HU15 1YH**  
**Telephone: 01482 665600**  
**Website: elloughtonbrough-tc.gov.uk**



Minutes of the Finance Meeting held on **Wednesday 27<sup>th</sup> September 2023** held at **The Town Council Office, 44 Elloughton Road, Brough, HU15 1AE.**

**Members Present:** Cllr Rennison (Chair), Cllr Bentham (Vice-Chair), Cllr S Duckles, Cllr C Duckles, Cllr Blee, Cllr Luckraft.

**Meeting Clerk:** Philippa Beverley (Town Clerk)

**Also Present:** Danika Beverley (Deputy Clerk)

**Public Forum:** No members of the public in attendance.

## MINUTES

**FS114/23 Committee to elect a Chair of the Finance Committee for the May 2023 to May 2024 municipal year.**

Cllr Bentham proposed, seconded by Cllr Luckraft that Cllr Rennison be elected as Chair of the Finance Committee for the 2023 – 24 municipal year.

Cllr C Duckles proposed, seconded by Cllr Blee that Cllr S Duckles be elected as Chair of the Finance Committee for the 2023 – 24 municipal year.

A vote was taken on the amendment and received a four in favor vote.  
A vote was taken on the first proposal and received a two in favor vote.

The amendment was carried and Cllr S Duckles was elected as Chair of the Finance Committee for the 2023 – 24 municipal year.

**RESOLVED: Committee resolved Cllr S Duckles was elected as the Chair of the Finance Committee for the 2023 – 24 municipal year.**

**FS115/23 Committee to elect a Vice-Chair of the Finance Committee for the May 2023 – May 2024 municipal year.**

Cllr S Duckles proposed, seconded by Cllr C Duckles and agreed unanimously that Cllr Blee be elected as the Vice-Chair of the Finance Committee.

**RESOLVED: Committee resolved that Cllr Blee be elected as the Vice-Chair of the Finance Committee for the 2023 – 24 municipal year.**

**FS116/23 To deliver acceptance of office – Delivery by the Chair and Vice-Chair of their acceptance of office forms.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Cllr S Duckles and Cllr Blee received their acceptance of office forms and signed and dated, witnessed by the Town Clerk.

**RESOLVED: Chair and Vice-Chair of the Finance Committee received and signed their acceptance of office documentation witnessed by the Town Clerk.**

**FS117/23 To accept apologies.**  
No apologies received.

**RESOLVED: Committee resolved no apologies received.**

**FS118/23 To accept declarations of interest relating to items on the agenda.**  
No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.

**RESOLVED: Committee resolved no declarations of interests declared.**

**FS119/23 To confirm as a correct record the Minutes of a Finance meeting held on 3<sup>rd</sup> May 2023.**

Cllr S Duckles proposed, seconded by Cllr Luckraft, as the only two Councillors present at the last Finance Meeting, to accept and approve the minutes as a true and accurate record of the Finance Committee Meeting held on 3<sup>rd</sup> May 2023.

**RESOLVED: Committee resolved to accept and approve the minutes as a true and accurate record of the Finance Committee Meeting held on 3<sup>rd</sup> May 2023.**

**FS120/23 Committee to discuss budget monitoring report for Quarter 1 2023 -24, to be presented at the meeting.**

Committee received an overview report for the first quarter of 2023 – 24 from the Town Clerk, alongside financial information. This provided details of all accounts at the end of June 2023, information on reserves, money received and money spent.

A discussion was held regarding the budget for the first quarter and the Finance Committee acknowledged that all line items were currently in line with projections.

Cllr C Duckles proposed, seconded by Cllr Luckraft and agreed unanimously that a budget of £1000 be set aside from the property reserves to pay for electrical certificates on the old Town Council Office at 60 Welton Road and any work to return to Landlord.

**RESOLVED: Committee resolved to accept and approve the first quarter budget for financial year 2023 – 24 is currently in line with projections. Committee further resolved to agree a £1000 budget from Property Reserves for electrical certificates for 60 Welton Road and any required work to return to Landlord.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FS121/23 Committee to receive update from Town Clerk on accounts held by the Town Council.**

Committee received details of the accounts held by the Town Council, this was detailed on the budget report.

**RESOLVED: Committee received budget report detailing the accounts held by the Town Council.**

**FS122/23 To discuss and approve short term overtime schedule for the Groundsman.**

Town Clerk advised the Groundsman has undertaken restorative work at the old Town Council Office in preparation for return to landlord in addition to normal work schedule. Town Clerk advised that this is a huge saving to the Town Council, however he ideally needs additional hours until the end of October 2023 to allow for the completion of restorative work and to maintain standard work schedule.

Cllr S Duckles proposed, seconded by Cllr Blee and agreed unanimously that the Groundsman's hours be increased from 16 to 20 hours per week for the month October 2023.

**RESOLVED: Committee resolved to increase the Groundsman's hours from 16 to 20 hours per week for the month of October 2023, to allow completion of restorative work at 60 Welton Road, while maintaining standard work schedule.**

**FS123/23 To approve renewal cost of website for 2023/2024.**

Cllr C Duckles proposed, seconded by Cllr Blee and agreed unanimously to approve the renewal cost of the Town Council website at a cost of £104 to be paid around 3<sup>rd</sup> October 2023. .

**RESOLVED: Committee resolved to approve the renewal cost of £104 for the renewal of the Town Council website due around 3<sup>rd</sup> October 2023.**

**FS124/23 To note the date and time of the next ordinary meeting as Monday 16<sup>th</sup> October 2023, at 1pm to be held at Town Council Office, 44 Elloughton Road, Brough, HU15 1AE.**

Committee noted the time, date and location of the next meeting.

**RESOLVED: Committee resolved to note the date and time of the next meeting as Monday 16<sup>th</sup> October 2023 at 1pm to be held at Town Council Office, 44 Elloughton Road, Brough, HU15 1AE.**

**End time: 13:37pm**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_