

**POCKLINGTON TOWN COUNCIL**  
**MINUTES**

Meeting of the Town Council  
Meeting Room Old Courthouse George Street Pocklington  
Wednesday 13<sup>th</sup> February 2019 at 7pm

**Present:** Councillors Hodgson (chairman), Cooper, Green, Hutchinson, Jones, Perry, Ratcliffe, Sinton, Sykes, West and Winterton

**Attending:** There was 1 member of the public in attendance and Cllr K. West East Riding of Yorkshire Councillor for Pocklington Provincial  
Pocklington Town Council Staff James Duffy – Pocklington Arts Centre Manager and Gordon Scaife - Town Clerk.

Rev N. Simpson led the council in prayers before the meeting started.

1. Notice of meeting. Cllr West proposed the notice of the meeting 2<sup>nd</sup> Cllr Sinton and agreed.
2. To accept apologies for absence. Apologies were received from Cllr Spademan (Holiday)
3. Declarations of interest. To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.

Cllr Sinton declared a non-pecuniary interest in agenda item 13.

4. Consider suspending the meeting to allow an opportunity for person(s) or groups to address the council for a total period of 15 minutes and to receive an update from our East Riding of Yorkshire Councillors about East Riding of Yorkshire Council ward matters that affect Pocklington.

Cllr Perry proposed suspending the meeting to allow person(s) and groups to address the Council 2<sup>nd</sup> Cllr West and agreed.

Cllr K. West gave an update on East Riding of Yorkshire Council matters. The budget for East Riding of Yorkshire Council has been agreed with a 2.9% increase plus a 3% increase for social care.

5. Consider continuing the meeting.  
Cllr Perry proposed continuing the meeting 2<sup>nd</sup> Cllr Ratcliffe and agreed.
6. To confirm the minutes of the Town Council meeting held on 9<sup>th</sup> January 2019.  
Cllr West proposed the minutes of the Town Council meeting held on 9<sup>th</sup> January 2019 should be accepted as a true record of the meeting 2<sup>nd</sup> Cllr Green and agreed.
7. To report matters arising from these minutes not on the agenda for information only.  
Cllr Green asked if our accounts package was compatible with making tax digital. The clerk confirmed that it was.
8. To receive and consider a report and financial accounts from Pocklington Arts Centre.

The Arts Centre Manager reported on the following.

The accounts for the quarter ended 31<sup>st</sup> December 2018, showing a trading profit of £12,239 ahead of budget, making a trading profit of £22,249 in the 9 months to date.

Live events made a profit of £3508, against a budget of £2,500

Live broadcasts profit came in at £5,189 ahead of the budget at £2,500 and compared to £1,255 in December 2017.

Cinema achieved a profit of £10,270 ahead of budget of £9,000 and compared to £7,540 in 2017.

The bar profit came in at £4,531 ahead of budget at £3,000. Confectionary produced a profit of £1,772, ahead of budget of £1,000.

Overheads at £39,478 were below the budget of £41,250

At 30<sup>th</sup> June our balance sheet showed reserved of £147,106 of which £65,480 represents bank balances.

In conclusion, PAC continues to make significant progress and thorough solid programming and a hard working team has achieved great success with the overall outcome well ahead of budget. At last, reserves are building up which will allow us to plan a much needed programme for the updating of equipment.

Cllr Hodgson on behalf of the Council thanked the Arts Centre team for their hard work and for the figures which shows the arts centre to be increasing the reserves.

Cllr Ratcliffe asked what the planned programme of works is. This is to replace the lighting system which is now 20 years old and is outdated. The seats in the main auditorium have not been refurbished for 13 years and require new back and seat pads.

Cllr Green asked why the salaries budget was below the expected expenditure. This is due to a two month vacancy which has now been filled.

Cllr Hutchinson commented that there were no 12 members of staff. The Arts Centre Manager replied that many of these staff roles are part-time.

#### Figures for the three months ended 31<sup>st</sup> December 2018

LIVE EVENTS	ACTUAL	BUDGET
Sales	40,706	30,000
Costs	37,198	27,500
Gross Profit	3,508	2,500
LIVE BROADCASTS		
Sales	11,725	5,000
Costs	6,536	2,500
Gross Profit	5,189	2,500
CINEMA		
Sales	19,103	18,000
Costs	8,833	9,000
Gross Profit	10,270	9,000
SUNDRY		
Hire Income	2,300	2,375

Advertising receipts	511	1,000
Booking charges	2,830	2,500
Books, CDs and Artworks	1,312	-
Gross Profit	6,953	5,875
<b>BAR</b>		
Sales	10,079	6,000
Cost of sales	5,548	3,000
Gross Profit	4,531	3,000
<b>Confectionary</b>		
Sales	2,703	2,000
Costs	981	1,000
Gross Profit	1,722	1,000
Gross profit from events	32,173	23,875
Grants and donations	19,544	22,125
Net contribution	51,717	46,000
<b>OVERHEADS</b>		
Wages	18,319	22,625
Telephone	993	1,000
Advertising and promotion	4,592	4,375
Licences	2,396	2,325
Printing, postage and stationary	1,029	625
Website	3,500	-
Light and heat	3,076	3,500
Rates and water	1,050	1,500
Cleaning and waste	496	300
Repairs and maintenance	1,424	1,500
Sundry	839	500
Bank and credit card charges	1,335	1,500
Research and travel	429	500
TOTAL	39,478	41,250
NET PROFIT/(LOSS)	12,239	4,750

#### Trading accounts for the 9 months ended 31 December 2018

LIVE EVENTS	ACTUAL	BUDGET
Sales	126,007	140,000
Costs	115,168	127,500
Gross Profit	10,839	12,500
<b>LIVE BROADCASTS</b>		
Sales	19,725	15,000
Costs	10,675	7,500
Gross Profit	9,050	7,500
<b>CINEMA</b>		
Sales	50,397	35,000
Costs	18,887	17,500
Gross Profit	31,510	17,500
<b>SUNDRY</b>		
Hire Income	5,261	7,125

Advertising receipts	2,735	3,000
Booking charges	6,925	4,500
Books, CDs and Artworks	1,368	-
Gross Profit	16,289	14,625
<b>BAR</b>		
Sales	32,660	18,000
Cost of sales	17,588	9,000
Gross Profit	15,072	9,000
<b>Confectionary</b>		
Sales	7,418	6,000
Costs	2,870	3,000
Gross Profit	4,548	3,000
Gross profit from events	87,308	64,125
Grants and donations	56,609	66,375
Net contribution	143,917	130,500
<b>OVERHEADS</b>		
Wages	55,999	67,875
Telephone	2,782	3,000
Advertising and promotion	12,130	14,125
Licences	8,936	6,975
Printing, postage and stationary	1,422	1,875
Website	7,000	7,000
Light and heat	9,267	10,000
Rates and water	4,300	4,500
Cleaning and waste	1,022	900
Repairs and maintenance	7,823	4,500
Sundry	3,436	1,500
Bank and credit card charges	5,636	4,500
Research and travel	3,915	4,000
TOTAL	121,686	131,250
NET PROFIT/(LOSS)	22,249	(750)
<b>FIXED ASSETS</b>		
		135,664
<b>CURRENT ASSETS</b>		
Stock	7,724	
Debtors and prepayments	9,905	
Cash and bank	65,480	
Total	83,109	
<b>CURRENT LIABILITIES</b>		
Creditors and accruals	71,667	
<b>NET CURRENT LIABILITIES</b>		11,442
Total		147,106
<b>PROFIT AND LOSS ACCOUNT</b>		147,106

9. To agree the budget for Pocklington Arts Centre for 2019/20

Below is the proposed budget for 2019/20

**Income**

Description	Amount
Arts Council England National Portfolio Organisation Grant	69,500
Live Events	170,000
Live Broadcasts	20,000
Cinema	55,000
Venue Hire	10,000
Advertising, booking charges and merchandise	11,000
Bar	24,000
Confectionary	8,000
Sponsorship	11,000
Grants	11,000
Miscellaneous	29,000
<b>Total Income</b>	<b>415,000</b>

Direct Expenditure and Overheads

Description	Amount
Live Events	155,000
Live Broadcasts	10,000
Cinema	27,500
Venue hire	500
Bar	12,000
Confectionary	4,000
Salaries	121,000
Research, conferences and trade stands	5,500
Marketing	21,500
IT Equipment and support	3,500
Venue overheads	47,000
<b>Total Expenditure</b>	<b>407,500</b>

**Net Surplus                    £7,500**

Cllr West proposed Pocklington Arts Centre's budget as detailed above 2<sup>nd</sup> Cllr Jones. Vote 8 for 1 against (Cllr Perry) and 2 abstentions (Cllrs Hutchinson and Sinton). Motion carried.

10. To receive financial statement of

- a) Pocklington Town Council and agree payments.

Cllr West proposed the below payments for Pocklington Town Council to be authorised 2<sup>nd</sup> Cllr Winterton Vote 10 for and one abstention (Cllr Sinton).

Pocklington Town Council			
13/02/2019			
	Payee	Detail	Amount
472	Be Fuelcards	Admin Fee	1.43
473	A & PM Hartley	Stall Refund - Christmas Festival	25.00
474	Millie & Poppie's Pet Pantry	Stall Refund - Christmas Festival	25.00

475	ERNLLCA	RFO Training	120.00
476	TSOHOST	Vidahost Plan - NDP	83.52
477	CNG	Gas Supply	457.52
478	Yorkshire Water	Water Charges - Cemetery	21.76
479	Streetmaster	Kit for securing benches	61.20
480	Big Boolies	Pocklington names	12.00
481	Jon Duke	QR Code generator	64.84
482	Rustic Rover	Stall Refund - Christmas Festival	45.00
483	Hare & Howl	Stall Refund - Christmas Festival	25.00
484	Stately Lighting Ltd	Installation & removal	8610.00
485	Be Fuelcards	Diesel	38.66
486	J Bielby (Sewell/Hewson & Robinson)	Diesel	97.32
486	J Bielby (Wolds Eng/Sainsburys)	Bulb for tractor/screenwash	6.98
486	J Bielby (Travis Perkins)	post hole digger	33.60
487	Kinetic Systems Support (UK) Ltd	Boiler Maintenance	510.00
488	Plusnet	Business Broadband	18.00
489	Yorkshire Water	Water Charges - Courthouse	42.43
490	G Scaife (Booker/Aldi)	Chocolate/Wine	36.70
490	G Scaife (Post Office)	Postage	1.40
491	ERYC Supplies	Copier Paper	29.64
492	Phil Wood Electrical Services Ltd	Supply & install floodlight sensor	436.80
493	Neville Tucker Services Ltd	Service to all appliances	1560.00
494	C Findlay (Post Office)	30 x 2nd class stamps	17.40
495	The Soapy Group	TDY Flags	2406.00
496	Travis Perkins	Yard Broom	10.50
497	Visual Security Systems	CCTV	90.00
498	Brian's Balloons	Stall Refund - Christmas Festival	25.00
499	A Laverack & Son	Buffet - Civic Service	430.00
500	Supplies ERYC	Copier Paper	17.48
501	J Bielby (Travis Perkins)	Bucket/Broom	13.72
501	J Bielby (Hewson & Robinson)	Diesel	40.00
502	Aldi (G Scaife)	Wine/Juice Civic Service	24.39
503	J Farmer	January Salary	
504	J Bielby	January Salary	
505	G Scaife	January Salary	
506	C Heald	January Salary	
507	C Findlay	January Salary	
508	P Taylor	January Salary	
509	HMRC	Tax	
510	HMRC	NI	
511	1st Mkt Weighton & 1st Brough Band	Band & Parade 2017/18	100.00
512	Yorkshire Water	Water	39.76
513	Nest	Pension Contributions	318.86
514	Soapy Group	Love Pocklington Subscription	30.00
515	Soapy Group	Big Screen TdY	622.50

516	R. Westmoreland	Tree Works	924.00
517	York Graphic Design	Website Hosting	33.33
518	Shed Grounds	Grounds Maintenance	574.56
519	M Hall	Window Cleaning PTC (Cash)	50.00
520	CNG	Gas Supply	483.68
		<b>Totals</b>	<b>£18,614.98</b>
		<b>Grand total</b>	<b>£27,013.52</b>

- b) Consider the bank statements and agree payments from Pocklington Arts Centre. Cllr Winterton proposed the below payments for Pocklington Arts Centre to be authorised 2<sup>nd</sup> Cllr West. Vote 10 for and one abstention (Cllr Sinton) motion carried.

Pocklington Arts Centre			
13/02/2019			
916	HA Jewellery	Art Sales	20.00
917	T Gilks	Art Sales	13.50
918	A Cook	Art Sales	55.60
919	Platters Kitchen	Volunteers Event	187.50
920	J Farmer	Stationary/Meeting /Entertaining	71.94
921	J Duffy	Bar Supplies/Postage	18.88
922	J Duffy	Coffee	22.47
923	Keith Hukin	Technical Services	100.00
924	Keith Hukin	Technical Services	87.50
925	Half Moon Brewery Ltd	Bar Supplies	152.76
926	Viking	Kitchen Supplies/Stationary	212.23
927	Warner Bros	Film	786.00
928	Ward's of York	Catering Supplies	46.32
929	Design by Mint Ltd	Brochure/Posters	409.50
930	Payment Express Ltd	Service Fee	94.80
931	The DM Collection	Coasters/Notebooks/Teatowels	188.34
932	Country Gas Ltd	Cellar Mix Gas	10.74
933	W C Forth	Stationary/Stamps	77.80
934	Picturehouse Entertainment Ltd	Film	261.55
935	Paramount Pictures	Film	179.12
936	Strada	Performances Deposit	620.00
937	Alan Field Associates	Performance	4,800.00
938	POS Yorkshire	Film Delivery charge	158.40
939	Swirlz	Ice Cream Pots	240.00
940	GT Graphics	Banner/Poster/Questionnaires	237.60
941	Universal Pictures	Film	252.02
942	Talegate Theatre Productions	Production	840.00
943	Direct Business Equipment	Cloud Package	46.20

944	Harrisons Signs	Door Sign	76.80
945	D Pisano	Art Sales	96.00
946	S Derrick	Casual Work	
947	J L Brooks Ltd	Confectionary	259.98
948	The Music Base	Performance	1,200.00
949	J. Duffy	Wages	
950	T. Stalker	Wages	
951	N. Rudsdale	Wages	
952	P. Jennings	Wages	
953	C. Heald	Wages	
954	L. Robinson	Wages	
955	C. Watson	Wages	
956	S. Morton	Wages	
957	B. Holleran	Wages	
958	B. Watkin	Wages	
959	J Jenkins	Wages	
960	HMRC	NI and Tax	
961	J Farmer	SXSW Passes	1072.36
962	S Dunkley	Rehearsal/Performance etc	3207.60
963	Vista Entertainment Solutions Ltd	Booking Fees	265.90
964	Dyno-Rod	Work to Toilets	156.00
965	RLN Music	Performances	9709.00
966	Benjamin Wall	Technical Services	306.00
967	J Duffy	Bar Supplies/Gas Pump	150.29
968	JSS Audio	PA Hire	600.00
969	Mint	Events Leaflet/Logo	189.00
970	Your Local Link	Leaflet distribution	300.00
971	J Farmer	facebook ads	60.68
972	Premier Business Supplies Ltd	Cleaning Supplies	106.43
973	JSS Audio	PA Hire	270.00
974	Brass Castle Brewery	Bar supplies	269.64
975	GT Graphics	Leaflets/stickers	65.00
976	Half Moon Brewery Ltd	Bar Supplies	152.76
977	D Keegan	Busking in the Bar	100.00
978	J Duffy	Paper Carrier Bags	21.60
979	Carlsberg	Bar Supplies	319.51
980	Daisy	Telephone December	184.00
981	BT	Line Rental	31.08
982	Newsquest Media Group	Search Engine Optimisation	180.00
983	Carlsberg	Bar Supplies	763.25
984	Elavon	Visa charges	93.30
985	Elavon	Visa charges	109.87
			30,506.82
			37,287.40



11. To receive and agree the asset register for Pocklington Town Council and Pocklington Arts Centre.

Cllr Jones proposed accepting the asset register for Pocklington Town Council and Pocklington Arts Centre 2<sup>nd</sup> Cllr Sykes and agreed.

12. To agree the grant to the Citizen's Advice Bureau.

The Clerk has sent out the report from CAB showing the usage for the year. The number of Pocklington residents accessing the service this year has increased.

Cllr Perry proposed a grant of £1500 for the Citizen's Advice Bureau providing all the funding could be shown to have been used on providing services for Pocklington residents. There was no seconder and the motion fell.

Cllr Sykes proposed a grant of £1500 for the Citizen's Advice Bureau 2<sup>nd</sup> Cllr Sinton and agreed.

13. To consider the potential for holding a community archaeological project at Pocklington Allotments.

Cllr Cooper suggested this as a possible project that given the archaeological finds on The Mile opposite the allotment site it would be worth digging plots as they became vacant before being re-let by the Allotment Association.

The following was suggested that the project be put to the Allotment Association as they lease the site from the Town Council. Cllr West offered to put this on the agenda for the next meeting.

Cllr Green reported that the archaeologists would want to do a professional dig that could have a significant cost.

Cllr Ratcliffe asked how long the Allotment Site had been worked for allotments. The site was acquired after the second World War and has been ploughed which could have caused significant damage to any buried archaeology.

14. Consider and agree any actions from the clerk's report

The clerk reported the following.

**Ground works.**

Work has been undertaken to West Green to remove some dead elder bushes that were used last year by young people to 'den in' which caused anti-social behaviour in the area. The brush is currently drying on the bonfire site on West Green before being burnt.

Tree works to the trees in All Saints Churchyard have been undertaken as have the works required in Primrose Wood.

The public space protection order amendments have been submitted to East Riding of Yorkshire Council. These were to extend the alcohol prohibition areas to Pocklington Cemetery and Victoria Road Play Area. A request has been made to modify the order that relates to the town centre to exclude the Old School. A dogs on leads modification is being sought for All Saints Churchyard as a number of people have been seen exercising dogs in the churchyard which is deemed to be inappropriate as West Green is close by.

## Events

The Civic Service took place on Sunday 27<sup>th</sup> January 2019 at 2pm Pocklington Methodist Church

## Burials

The interment of the ashes of Malcolm Fairbairn has taken place.

Cllr Ratcliffe explained why the Civic Service is held on the last Sunday in January.

### 15. Correspondence as per list

- 1 ERYC – Allerthorpe Neighbourhood Plan Draft for Consultation
- 2 Humberside Police – Crimes statistics and newsletter for information
- 3 Police and Crime Commissioner – letter. The letter has been forwarded to the Chief Constable as it is an operational matter. No reply from the Chief Constable has been received.
- 4 National Association of Local Councils – Open Letter to Councillors for information
- 5 York Clinical Commissioning Group – Newsletter for information
- 6 East Riding Voluntary Action Service – Local Links Meeting Pocklington on Thursday 28 February. Cllr Jones would like to attend.
- 7 Pocklington School – Letter agreeing a donation to resurfacing Queen Elizabeth II Playing Fields Car Park, West Green. The work is scheduled for Monday 18<sup>th</sup> February during Half Term.
- 8 ERYC – Town and Parish Council Communication Review Panel for information
- 9 ERYC – Planning Enforcement letter re-meeting at Burnby Hall about the draft plan
- 10 ERYC - Draft Planning Enforcement Plan
- 11 ERYC – Nomination Papers for the election
- 12 ERYC – Nomination Papers for the election
- 13 ERYC – Request for electoral register for candidates only. 11, 12 and 13 relate to the forth coming local elections
- 14 ERYC – code of conduct – How a clerk can make a complaint against a councillor
- 15 Cllr Strangeway – Alleged slur and request for statement. Cllr Sinton proposed no statement should be sent to Cllr Strangeway 2<sup>nd</sup> Cllr Sykes and agreed.
- 16 Ethical standards in public life – Ethical Standards Review for information
- 17 ERNLLCA – Newsletter which contains information on the election timetable.

### 16. Receive and consider accepting minutes from Planning 09/01/2019, Policy and Resources 23/01/2019, Planning 30/01/2019, Development, Market and Events 30/01/2019, Personnel 06/02/2019 and Transport Lighting and Road Safety 06/02/2019

Cllr West proposed accepting the minutes from Planning Committee from 09/01/2019 2<sup>nd</sup> Cllr Jones and agreed.

Cllr Ratcliffe proposed the minutes from Policy and Resources Committee held on 23/01/2019 with an amendment to the attendance at the meeting to show Cllr Hutchinson was present 2<sup>nd</sup> Cllr Sykes and agreed

Cllr West proposed accepting the minutes from the Planning Committee held on 30/01/2019 2<sup>nd</sup> Cllr Winterton and agreed.

Cllr Winterton proposed accepting the minutes from the Development, Marketing and Events Committee held on 30/01/2019 2<sup>nd</sup> Cllr West and agreed.

Cllr West proposed the minutes of the Personnel Committee held on 06/02/2018 to amend item 3 to report from 2 members of the Pocklington Arts Centre Management Team 2<sup>nd</sup> Cllr Ratcliffe and agreed.

Cllr Cooper proposed the minutes of the Transport, Lighting and Road Safety Committee held on 06/02/2019 2<sup>nd</sup> Cllr Green and agreed.

17. Receive reports from any other meetings – Gateway etc. Consider written reports to be submitted for circulation.

Cllr Ratcliffe reported on the Pocklington and District Gateway AGM. The officers of the group were re-elected, Gateway have been given commuted sums money to print and amend a series of walks leaflets, the cycle route maps require reprinting and the group discussed the archaeological artefacts and how they might be retained within Pocklington.

Cllr Ratcliffe reported on the Burnby Hall Gardens and Museum Trust Meeting. Attendance at the gardens was down in the first half of 2018 due to the HLF restoration works taking place in the rock garden and around the lakes. This resulted in lower income for the year. The café is being extended and work had fallen three weeks behind schedule but it is hoped to catch up and the café should reopen in time for Easter. The supplier of the tulip bulbs has been changed to Parkers and the tulip festival is to be held in late April – early May. MR is to leave from being a trustee but has become an associate trustee so will be able to attend meetings but has no voting rights.

Cllr Hodgson has attended a meeting of Full Sutton and Skirpenbeck Parish Council. The meeting focussed on the planning application for the new prison. The determination of the planning application by East Riding of Yorkshire Council may now not happen till late March early April due to the number of comments received. There will be a demonstration in Stamford Bridge on Saturday 2<sup>nd</sup> March if anyone wants to go please let Cllr Hodgson know. Cllr Hodgson commented it was important to support the demonstration.

Cllr Green reported on the Neighbourhood Development Plan Steering Group Meeting. The household survey is nearly complete and will be distributed in early April to householders. It is important to get as many residents to complete the survey. Please could councillors let the groups they attend know about the survey and encourage members of those groups to respond to the survey.

Cllr Cooper reported on the Playing Field Association's Meeting in the absence of Cllr Spademan. The new land that is to be used as football fields has not been passed as fit for playing on by the East Riding Football Association. This is because of the change in height and the amount of stone left on site. There is a site meeting with the commuted sums officer from East Riding of Yorkshire Council on Tuesday 19<sup>th</sup> Feb at 11am.

Cllr Perry – reported on a meeting from Pocklington School on their latest plans.

Cllr Green and Cllr Hutchinson have attended the latest Pocklington Heritage Partnership meeting. Burnby Hall Gardens and Museums Trust has been awarded funding by the Heritage Lottery Fund for a feasibility study for Burnby Hall. The feasibility study will take a while to produce and there will be consultation with interested parties about how the hall could be used.

In view of the confidential nature of the business to be transacted the public and press are requested to withdraw.

The public withdrew.

18. To agree any actions agreed needed from the personnel committee held on 06/02/2019

Cllr West proposed the wage increases set in the paper produced by the clerk be accepted 2<sup>nd</sup> Cllr Sykes and all agreed.

The Meeting closed at 8.01pm