

POCKLINGTON TOWN COUNCIL
MINUTES

Meeting of the Town Council
Meeting Room Old Courthouse George Street Pocklington
Wednesday 15th May 2019 at 7.45 pm

Present: Councillors D. Hodgson (chairman), Anand, Burton, Duke, Green, R. Hodgson, Jones, Madden, Perry and Pink

Attending: There were 8 members of the public, Cllr P. West and Cllr D. Sykes East Riding of Yorkshire Council Ward Councillors for Pocklington Provincial in attendance.
Pocklington Town Council Staff Gordon Scaife - Town Clerk and Claire Findlay – Deputy Town Clerk.

1. Notice of meeting
Cllr Green proposed the notice of the meeting 2nd Cllr Jones and agreed.
2. To accept apologies for absence.
Cllr Bruton (Health), Cllr Cooper (Holiday) and Cllr Sharpe (Holiday)
3. Declarations of interest. To record declarations of interest by any member of the council in respect to the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.
Cllr Pink declared a pecuniary interest in agenda item 14 as he is a member of Pocklington and District Lions.
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 Pink proposed suspending the meeting to allow members of the public and East Riding of Yorkshire Council Ward Councillors for Pocklington Provincial Ward to address the council 2nd Cllr Duke and agreed.

Cllr P. West and Cllr D. Sykes were present as the newly elected ward members for Pocklington Provincial. Cllr K. West was at Newton on Derwent's Parish Council Annual General Meeting and apologised for not being able to attend .

Cllr P. West reported that the Annual General Meeting for East Riding of Yorkshire Council is due to take place tomorrow. This meeting will elect the chair of the authority, confirm the leader and cabinet and the membership of each of the committees. Cllr P. West when confirmed will be a member of the Western Area Planning Committee and chair of one of the licencing committees. Cllr Sykes will be a members of Safer Communities. Cllr K. West will be a representative for East Riding of Yorkshire Council on the Humberside Fire Service Authority.

The newly elected leader is Cllr Richard Burton one of his aims is to improve communications with communities.

Ward Business - Cllr West made comment that there were some issues that were outstanding the principal one being the dispute with Linden Homes over the new pitches at the football club. The land was not in a suitable state to be transferred from the developer. This dispute still hasn't been resolved.

Cllr Sykes has picked up some ward work about the state of the footpaths on one of the streets in Sherbuttgate.

Town Councillors asked when will the planning application submitted by Gladman for residential development for a large site on The Balk be going to the Strategic Planning Committee. Cllrs P West and Sykes will ask. There was a question about when the prison application would go to committee again the date for this isn't known yet.

There were no members of the public who wished to speak.

5. Consider continuing the meeting.
Cllr Jones proposed continuing the meeting 2nd Cllr R. Hodgson and agreed.
6. To confirm the minutes of the Town Council meeting held on 10th April 2019.
Cllr Green proposed the minutes of the Town Council meeting held on 10th April 2019 should be accepted seconded Cllr Jones and agreed.
7. To report matters arising from these minutes not on the agenda for information only.

Cllr Green asked if the Clerk had anything to report from the Chalk Streams Conference. The clerk attended but nothing had yet come of the discussions. There is an idea to develop a funding bid based around a number of watercourses in the East Riding but this is just an idea.

8. To receive financial statement of
 - a) Pocklington Town Council and agree payments.
Cllr pink proposed the below payments for Pocklington Town Council to be authorised 2nd Cllr Madden and agreed unanimously.

Pocklington Town Council			
15/05/2019			
	Payee	Detail	Amount
30	Infotone Imaging Supplies Ltd	Printer Ink	222.96
31	CNG	Gas - Courthouse	317.20
32	JSS Audio	PA Town meeting	60.00
33	G Scaife	Shrubs/grass seed	24.96
	IKEA (G Scaife)	Mugs for Courthouse	63.00
	G Scaife	Postage	1.32
	Aldi (G Scaife)	Cleaning supplies/refreshments	19.66
	G Scaife	Train Beverley - Driffield	9.00
34	Flying Colours	Bunting TDY	279.06
35	Npower	Electricity - Christmas lights	6.46
36	Npower	Electricity - Christmas lights	253.52
37	York Landscapes Ltd	Grass cutting - Churchyard	144.00
38	Lighting & Signs	Installation of TDY bunting	1046.40
39	G K Beulah & Co Ltd	Top Scrolls for plaques	24.18
40	G Scaife	Wool - TDY	42.00
41	JJP Print	A4/A3 Posters TDY	60.00
42	GT Graphics	NDP leaflets	128.96

43	Scrapstore	Workshop 14th April	400.00
44	Travis Perkins	Paint & Brushes PAC	47.09
45	ERYC	Commercial Waste - Cemetery	725.04
46	YSLV	Screen TDY	1867.50
47	CMB Computers Ltd	Printer	289.99
48	Plusnet	Broadband - Courthouse	18.00
49	ERYC	Salt Bin Maintenance	196.80
50	Daisy	Telephone April	76.54
51	Richard Dixon	Internal Audit	826.15
52	Microshade	Cloud Hosting	173.40
53	Nest	Pension Contributions	
54	The Soapy Group	Subscription	30.00
	The Soapy Group	Website backup	60.00
55	G T Graphics	Leaflets & Posters NDP	33.00
56	The Soapy Group	PA System & set up TDY	600.00
57	Shed Grounds Maintenance	Grass cutting - Cemetery	591.79
58	Visual Security Systems	CCTV	90.00
59	Be Fuelcards	Diesel	82.34
60	York Landscapes Ltd	Grass cutting - Churchyard	288.00
61	102 Squadron	Dinner x 9	202.50
62	J Farmer	April Salary	
63	J Bielby	April Salary	
64	G Scaife	April Salary	
65	C Heald	April Salary	
66	C Findlay	April Salary	
67	P Taylor	April Salary	
68	HMRC	Tax	
	HMRC	NI	
69	HMRC	Tax/NI PAC (late payment interest)	
	HMRC	PAC Tax (March)	
	HMRC	PAC NI (March)	
70	C L Shipley	Banner TDY	500.00
71	Rialtas Business Solutions	Year End Closedown	2068.12
72	JJP Print	Car Park signs TDY	60.00
73	G K Beaulah & Co Ltd	Top Scrolls for plaques	5.82
74	EYMS Ltd	Town Bus Service	496.00
75	CNG	Gas Supply - Courthouse	244.26
76	Travis Perkins	Cable Ties - TDY	6.41
77	Travis Perkins	Building sand	5.62
78	Woldtech Ltd	Photocopier service/maintenance	104.96
		Totals	£12,792.01
		Grand total	£22,120.36

- b) Consider the bank statements and agree payments from Pocklington Arts Centre. Cllr Green proposed the below payments for Pocklington Arts Centre to be authorised 2nd Cllr R. Hodgson and agreed unanimously.

Pocklington Arts Centre			
15/05/2019			
	Payee	Detail	Amount
38	A&L Stewart Ltd	Compressor fault	42.00
39	Friends of PAC	Tickets sales for Beer Tasting	630.00
40	JSS Audio	PA System Hire/Technician	750.00
41	Creative Artists Agency UK Ltd	Artists	9000.00
42	Premier Business Supplies Ltd	Cleaning Supplies/Copier Paper	40.68
43	Sony Pictures	Film	662.92
44	J Bond	Sound & Light	135.00
45	Theatre Fideri Fidera	Performance	550.00
46	James Duffy	Festival Ticket/Confectionary	312.62
47	Phil Wilkinson Plumbing	Repairs/Drainage/fit ice machine	290.50
48	Lushgraphics	T-shirts/banner	185.00
49	Fixfire	Annual Maintenance	234.29
50	Hambledon Productions	Performance	450.00
51	Feathers Hotel	Accomodation x 8	520.50
52	Magic Carpet Theatre	Performance	540.00
53	Swirlz Gelato Ltd	Ice Cream	88.80
54	JSS Audio	PA System Hire	360.00
55	S Dunkley	Performance	274.20
56	J Osborne	Performance	350.00
57	James Duffy	Artist supplies	76.88
58	J Bond	Sound & lighting	120.00
59	J Willis	Advertising {Platform Festival}	50.00
60	Twentieth Century Fox	Films	545.91
61	J. Duffy	Wages	
62	T. Stalker	Wages	
63	N. Rudsdale	Wages	
64	P. Jennings	Wages	
65	C. Heald	Wages	
66	L. Robinson	Wages	
67	C. Watson	Wages	
68	S. Morton	Wages	
69	B. Holleran	Wages	
70	B. Watkin	Wages	
71	J Jenkins	Wages	
72	HMRC	NI and Tax	
73	The Methodist Church	Rehearsal Space	50.00
74	B Hazlerigg	Artwork Sales	17.50

75	M Robson	Artwork Sales	5.00
76	T Gilks	Artwork Sales	13.00
77	S Palmour	Artwork Sales	16.00
78	A Roseveare	Artwork Sales	24.00
79	Lushgraphics	Banner	285.00
80	James Duffy	Artist supplies	23.35
81	Janet Farmer	Mileage claim (York & Hull)	36.00
82	James Duffy	Laptop Charger	20.78
83	Pipeline Theatre	Performance	850.00
84	York Pride	Stall	85.00
85	Janet Farmer (Vista)	Web Ticketing Booking Fee	324.10
86	Lipservice Ltd	Performance	1755.94
87	JSS Audio	Technician & Mixing Console	822.00
88	Rhino Agency	Performance	1800.00
89	Off the Kerb Productions	Performance	2340.24
90	The South UK Ltd	Performance	3000.00
91	GT Graphics Ltd	Tickets/Leaflets/Business Cards	1114.80
92	Trafalgar Releasing Ltd	Live Performance	2033.90
93	Lushgraphics	Vinyl Banner	57.50
94	J L Brookes	Bar Supplies	77.07
95	Premier Business Supplies Ltd	Bathroom supplies	26.16
96	Direct Business Equipment Ltd	Cloud Package	46.20
97	HAC	Sound & Lighting Technician	100.00
98	Hand Media International	Quarter page advert	570.00
99	K P Club	Accommodation	315.00
100	R J Lancaster	Rehearsal	169.00
101	Friends of PAC	Membership	198.00
102	J Bond	Lighting	90.00
		Totals	£16,265.54
		Grand Totals	£20,739.11

9. Presentation from Pocklington Arts Centre – Janet Farmer presented the accounts for the Arts Centre for 2018 19.

Figures for the three months ended 31st March 2019

LIVE EVENTS	ACTUAL	BUDGET
Sales	39,202	30,000
Costs	34,135	27,500
Gross Profit	5,067	2,500
LIVE BROADCASTS		
Sales	1,547	5,000
Costs	581	2,500
Gross Profit	966	2,500

CINEMA		
Sales	17,174	20,000
Costs	12,215	10,000
Gross Profit	4,959	10,000
SUNDRY		
Hire Income	1,093	2,375
Advertising receipts	1,277	1,000
Booking charges	2,502	2,500
Books, CDs and Artworks	1,091	-
Gross Profit	5,963	5,875
BAR		
Sales	9,178	6,000
Cost of sales	3,985	3,000
Gross Profit	5,193	3,000
Confectionary		
Sales	2,110	2,000
Costs	492	1,000
Gross Profit	1,618	1,000
Gross profit from events	23,766	24,875
Grants and donations	18,202	22,625
Net contribution	41,968	47,500
OVERHEADS		
Wages	20,944	22,625
Telephone	840	1,000
Advertising and promotion	4,799	2,875
Licences	3,270	2,325
Printing, postage and stationary	337	625
Website	-	-
Light and heat	2,786	3,500
Rates and water	1,421	1,500
Cleaning and waste	232	300
Repairs and maintenance	2,124	1,500
Sundry	1,456	500
Bank and credit card charges	1,361	1,500
Research and travel	1,380	1,000
TOTAL	40,950	39,250
NET PROFIT/(LOSS)	1,018	8,250

Trading accounts for the 12 months ended 31 March 2019

LIVE EVENTS	ACTUAL	BUDGET
Sales	165,209	170,000
Costs	149,303	155,000
Gross Profit	15,906	15,000
LIVE BROADCASTS		
Sales	21,272	20,000
Costs	11,256	10,000
Gross Profit	10,016	10,000

CINEMA		
Sales	67,571	55,000
Costs	31,102	27,500
Gross Profit	36,469	27,500
SUNDRY		
Hire Income	6,354	9,500
Advertising receipts	4,012	4,000
Booking charges	9,427	7,000
Books, CDs and Artworks	2,458	-
Gross Profit	22,251	20,500
BAR		
Sales	41,838	24,000
Cost of sales	21,573	12,000
Gross Profit	20,265	12,000
Confectionary		
Sales	9,529	8,000
Costs	3,363	4,000
Gross Profit	6,166	4,000
Gross profit from events	111,073	89,000
Grants and donations	74,811	88,500
Net contribution	185,884	177,500
OVERHEADS		
Wages	74,943	90,500
Telephone	3,622	4,000
Advertising and promotion	16,929	15,750
Licences	12,206	9,300
Printing, postage and stationary	1,759	2,500
Website	7,000	7,000
Light and heat	12,053	14,000
Rates and water	5,721	6,000
Cleaning and waste	1,254	1,200
Repairs and maintenance	9,947	6,000
Sundry	4,892	2,000
Bank and credit card charges	6,997	6,000
Research and travel	5,295	5,000
TOTAL	162,618	169,250
NET PROFIT/(LOSS)	23,266	8,250
FIXED ASSETS		136,184
CURRENT ASSETS		
Stock	8,762	
Debtors and prepayments	8,955	
Cash and bank	77,884	
Total	95,601	
CURRENT LIABILITIES		
Creditors and accruals	83,663	

NET CURRENT LIABILITIES		11,938
Total		148,122
PROFIT AND LOSS ACCOUNT		148,122

J. Farmer reported the following for the quarter and year end 31st March 2019. The year shows a trading profit of £23,266 and a quarter trading profit of £1,018 compared to £6,843 and £3,011 respectively in 2018.

Live events produced a profit of £15,806 over the year (£23,738 in 2018), ahead of budget at £15,000. Cinema profit at £36,469 (£30,294 in 2018) was well ahead of budget at £27,500. Live broadcasts achieved a profit of £10,016 (£7,054 in 2018) on budget at £10,000.

Other profits generated are hire, advertising and cooking charges at £22,251 (£24,059 in 2018) ahead of budget at £20,500, bar £20,265 (£17,026 in 2018) well ahead of the budget of £12,000, confectionary £6,166 (£4,051 in 2018) ahead of budget at £4,000. Grants sponsorship and donations at £74,811 (£10,255 in 2018) were below the budget of £88,500

At £162,618 (£109,634 in 2018) our overheads are under budget of £169,250.

Total turnover for the year is £402,481

The balance sheet shows reserves of £148,122 of which £77,884 represents bank balances.

In conclusion, Pocklington Arts Centre had an exceptional year which has involved a huge amount of organisational change including the recruitment of additional staff, reviewing systems, a major reband and website design. We are now in a position to rebuild the venue's reserves that were used for the 2016 building refurbishment and intend to invest in new lighting and sound equipment. 2018/19 was Pocklington Arts Centre's first year as one of Arts Council England's National Portfolio Organisations (NPO) and we look forward to building on the success of the last twelve months.

The following questions were raised.

Cllr Duke would like the previous year's figures included to be able to make comparisons. Cllr Duke questioned the £15,000 underspend in the wages budget. The Arts Centre director responded that this was due to a vacancy that had not been filled. The vacancy was for one of the grant funded posts.

Cllr Green queried the results for the quarter which aren't as good as the ones for the previous quarter. The Arts Centre Director reported the following – Some of the invoices for film had not been received until this quarter and related to the previous quarter.

The PRS cost has increased from 3% - 4% which has added additional cost to overheads.

A hirer of the venue has reduced the number of meetings they hold and so the income has reduced.

The Director reported that this has been the most successful in the Arts Centre's history and this is the highest profit achieved.

Cllr D. Hodgson thanked the Arts Centre Director and Arts Centre Manager for their presentation.

10. To receive and agree any actions from the internal audit report for 2018/19.
The internal audit report was received. The only action from the report is for the Clerk to review the process for cash handling at events and to increase the insurance cover.
11. To discuss and agree the annual Governance Statement for 2018/19 for the Council after which the chairman will sign Section 1. of the annual return.

All the statements were read by the Chair Cllr D. Hodgson and agreed as follows.

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. Cllrs Answered **Yes**
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
Yes
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, Regulations and Proper Practice that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
Yes
4. We provide proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
Yes
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
Yes
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and of the accounting records and econtrol systems.
Yes
7. We took appropriate action on all matters raised in reports from internal and external audit.
Yes
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the yearend, have a financial impact on this authority and where appropriate, have included them in the accounting statements.
Yes
9. Trust Funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.
N/A Pocklington Town Council doesn't manage any trust funds.

12. Consider the accounting statement for 2018/19. Once agreed the chairman will sign section 2 of the annual return.

Cllr Jones proposed accepting the accounting statement for 2018/19 2nd Cllr Green and unanimously agreed. Cllr D. Hodgson signed Section 2 of the annual return.

13. To receive and agree any actions from the Clerk's report.

Neighbourhood Plan

The neighbourhood plan group has been busy undertaking the survey. The total number completed as of 9th May was 995. This may go up or down depending on receiving some and when the postcode check is done and any ineligible postcodes have been removed.

Accounts and Year End Arrangements

The close down of the accounts took longer than expected and was finally completed on 7th May. The internal audit report has been completed and has been emailed out separately.

Mayor Making

Mayor making is on Friday 17th May at 7 pm in Pocklington Arts Centre. The event will include a short report on the work the Town Council has achieved during the last 12 months and what is planned in the next 12 months.

Tour de Yorkshire

The Tour de Yorkshire went well despite the rainfall in the afternoon just before the race came through town at least it had stopped raining by the time the race passed through. Crowds were down on the year before probably due to the weather. Magic Carpet theatre had a busy afternoon with plenty of youngsters enjoying riding the bikes.

The grant report to East Riding of Yorkshire Council still needs to be completed.

Grounds maintenance

I have had no complaints about grounds maintenance. The grass cutting contractors are continuing to provide a good service. Cllr Pink brought to the clerk's attention that the area of grass on McGrath Close hasn't been cut. The clerk will check and ensure it is cut. This grass area is next to Broadmanor Open Space and has been overlooked in this year's planned maintenance.

Litter picking grant

East Riding of Yorkshire Council through a High Street fund have offered a number of towns and villages £3,000 for litter picking equipment and planting. We have been successful in obtaining one of the grants although spending has to be completed by 31st May.

Burials

The burials of Janet Anderson, Freda Langton, Robert Douglas Cook and John Michael Milner have taken place in the cemetery. The ashes of Florence Cook were exhumed under licence from the Ministry of Justice to be re-interred with her late husband's body in the cemetery.

14. To considering awarding a grant to Pocklington and District Lions.

Cllr Pink withdrew from the meeting room having declared a pecuniary interest whilst this item was discussed.

Cllr Anand questioned the Lions statement about being a registered charity. A member of the Lions who was attending as a member of the public was asked what the current status was. The member confirmed that Pocklington and District Lions is currently seeking to become a charitable incorporated organisation. The application is in but hasn't yet been approved.

The clerk reported that the Council can award grants to community organisations in the town that aren't a registered charity or charitable incorporated organisation.

Cllr Green proposed granting Pocklington and District Lions £300 towards the cost of replacing their sleigh 2nd Cllr Anand and agreed (Vote 5 in favour 3 against and 2 abstentions)

15. Correspondence as per list

- 1 East Riding of Yorkshire Council (Planning Department) – Parish Liaison Meeting Dates – The Clerk asked if anyone wanted to attend to please email the office
- 2 NHS Vale of York Clinical Commissioning Group – GP members review of the meeting
- 3 East Riding and North Lincolnshire Local Council Association (ERNLLCA) – Membership of executive committee.
- 4 East Riding and North Lincolnshire Local Council Association (ERNLLCA) – Newsletter April 2019
- 5 East Riding and North Lincolnshire Local Council Association (ERNLLCA) - AGM Notice of. There is a request for resolutions. Cllr Green recommended the following resolution that the election forms and expense forms for the recent elections produced by East Riding of Yorkshire Council were not in plain English and would have hindered people from standing. The next time there is a local election can East Riding of Yorkshire Council make the forms more understandable. 2nd Cllr D. Hodgson and agreed.
- 6 East Riding of Yorkshire Council – Youth consultation poster. The Clerk asked councillors to publicise this event to any young people they know and encourage them to attend. The event is aimed at Young People.
- 7 Flyer re 75th Anniversary of VE Day 2020. Suggested this to be discussed at Marketing, Development and Events Committee. There has been thought about to mark the 75th anniversary of the D Day Landings which began on 6th June 1944,
- 8 East Riding of Yorkshire Council Anti-Social Behaviour Team letter for information.
- 9 East Riding of Yorkshire Council Anti-Social Behaviour Team. Statistics for Pocklington Provincial Ward for information.
- 10 Humberside Police Pocklington Provincial Newsletter and Crime Statistics for April.

16. Receive and consider accepting minutes from Planning 24.04.19

Cllr Jones proposed accepting the minutes from Planning Committees held on 24/04/2019 2nd Cllr R. Hodgson and agreed.

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

Cllr Green reported on attending a Pocklington Heritage Partnership meeting. The consultants undertaking the feasibility study have been appointed and have started work. The study is looking at potential future uses of Burnby Hall which includes the possibility of housing the archaeological finds in the hall.

Mayoral Activities

Attended Market Weighton Civic Service on Sunday 14th April

Attended the Burnby Hall Gardens Band Concert sponsored by the Council on Sunday 5th May.

Attended the annual dinner and memorial event for 102 Ceylon Squadron over the weekend of 11th and 12th May

Cllrs R and D Hodgson attended the first Greener Pocklington meeting. The meeting discussed tree and wild flower planting. Organising litter picks and encouraging more

recycling. One idea is to install plastic recycling bins in the town. It was agreed to add this item to a future Development, Marketing and Events Committee Meeting.

The Meeting closed at 8.53 pm.