

BEVERLEY TOWN COUNCIL

Full Council

16th May 2016

Present: Councillors: Robert Begnett (Mayor), Elaine Aird, Tom Astell, Ben Cooper, Geoff Cooper, Philip Dodsworth, David Elvide, Duncan Jack, Nick Machen, Paul McGrath, Dominic Peacock and Bryan Pearson.

In attendance: Helen Watson (Town Clerk); Libby Woodhouse (Administrative Assistant)
Two members of the public and two members of the press.

The Mayor welcomed everyone to the meeting.

180 To receive and accept apologies for absence

Apologies were received from Councillors Peter Astell and Ann Willis

181 (a) 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.

No declarations of interest were received.

(b) To note dispensations given to any member of the council in respect of the agenda items listed below.

No dispensations were given.

182 To confirm the minutes of the Full Council Meeting on 4th April 2016 and Mayor Making on the 9th May 2016

Resolved – The minutes of the Full Council Meeting on 4th April 2016 and Mayor Making on the 9th May 2016 were confirmed and signed as a correct record of the meetings.

183 To receive and adopt the minutes of the following Committee:

- (i) Policy – 18th April 2016
- (ii) Planning, Property and Services – 3rd May 2016

Resolved – The minutes of Policy Meeting on 18th April 2016 and Planning Property & Services on 3rd May 2016 were received and signed as a correct record of the meetings.

184 To note the minutes of the Planning Property & Services meeting of the 5th April 2016 which were approved at the meeting of Planning Property & Services on the 3rd May 2016

Resolved – The minutes of Planning Property & Services meeting of 5th April 2016 were noted.

185 To note the working group minutes:

- (i) Christmas Lights – 5th April 2016
- (ii) Beverley in Bloom – 13th April 2016
- (iii) Christmas Lights – 3rd May 2016
- (iv) Brighter Beverley – 4th May 2016

Resolved – The minutes of the Christmas Lights working group on 5th April 2016, Beverley in Bloom working group on 13th April 2016, Christmas Lights working group on 3rd May 2016 and Brighter Beverley working group on 4th May 2016 were noted.

186 To receive the notes of the Food Festival meeting on the 13th April 2016

Resolved – The notes of the Food Festival meeting on 13th April 2016 were noted. The next meeting will be 21st June at 5pm.

187 To receive the notes of the Tour de Yorkshire meeting on 25th April 2016

Resolved – The notes of the Tour de Yorkshire meeting on 25th April 2016 were noted.

The Mayor conveyed special thanks to Councillor Duncan Jack and Mrs Joy Jack for their work in decorating the town in preparation for the Tour de Yorkshire. The Town Clerk will contact the organisers to congratulate members and officers involved, and to request that Beverley is included within the Tour de Yorkshire programme for next year.

188 To receive a review of the recorded actions from the previous minutes

Resolved – A review of the recorded actions from the previous minutes was noted.

190 Mayor's Announcements.

There were no announcements at this stage however Cllr Begnett reported he had chosen not to wear the Chains of Office or have the Mace present at Full Council meetings during his term of office as this would more efficient use of time at meetings. The Mace and the Chains of Office will be used for civic and ceremonial meetings. No objections were received from Council.

191 (i) To elect members of the following committees:

Cllr Begnett put a proposal forward to have proportional representation by each political group for all committees, which was seconded by Cllr Machen. A vote took place for which the majority voted against this proposal of proportional representation. Proposals were being put forward on block and it became apparent a resolve would not be reached by this method. Cllr Peacock proposed that as in previous years, Councillors can be proposed and voted on as there would be more Cllrs proposed than committee seats available. This was seconded by Cllr Jack. Further discussion took place on this matter and voting took place by individual Councillors once all the nominations had been taken and seconded for each committee member.

a) Policy Committee (8 Members)

Resolved – By majority vote Councillors G Cooper, Dodsworth, Elvidge, Jack, Machen, McGrath, Peacock and Pearson were elected to be members of the Policy Committee.

b) Planning, Property and Services (8 Members)

Resolved – By majority vote Councillors Aird, T Astell, B Cooper, G Cooper, Dodsworth, Elvidge, Pearson and Willis were elected to be members of the Planning, Property & Services Committee.

c) Personnel Committee (4 Members)

Resolved – By majority vote Councillors Aird, Jack, McGrath and Pearson were elected to be members of the Personnel Committee.

d) Grievance Committee (3 Members)

Resolved - That the Grievance Committee would consist of three members of Council who are not on the Personnel Committee. The Town Clerk is to consult with the Chair of Council in forming the Grievance Committee as required.

e) Grants (2 Members per Ward)

Resolved – By majority vote Councillors Aird and Pearson (St Mary's West), Elvidge and Jack (St Mary's East), B Cooper and Dodsworth (Minster North) and McGrath and Peacock (Minster South) were elected to be members of the Grants Committee.

f) Beverley in Bloom (3 Members)

Resolved – By majority vote Councillors P Astell, T Astell and A Willis were elected to the Beverley in Bloom Committee

g) Beverley Christmas Lights (3 Members)

Resolved – By majority vote Councillors T Astell, Dodsworth and A Willis were elected to the Christmas Lights Committee.

h) Brighter Beverley (3 Members)

Resolved – By majority vote Councillors T Astell and P Astell were elected to the Brighter Beverley Committee

(ii) To elect substitutes for the following committees

a) Policy (2 members)

Resolved – By Majority vote Councillors T Astell and Willis were elected to be substitutes for the Policy Committee.

b) Planning, Property and Services (2 members)

Resolved – By majority vote Councillors Machen and Peacock were elected to be substitutes for the Planning Property & Services Committee.

(iii) To approve participation in and elect representatives to the following external organisations:

a) Beverley Renaissance Partnership (2 Voting Members and 1 additional non-voting representative)

Resolved – By majority vote Councillors Jack and Peacock were elected as representatives to the Beverley Renaissance Partnership.

b) Parish Council Liaison Meetings (meeting Tuesday 1st June 2016 in Room 1 County Hall from 6pm to 8pm)

Resolved – By majority vote Cllr Begnett will attend the annual Parish Council Liaison Meetings.

c) ERNLLCA Central District Committee (2 Members)

Resolved – By majority vote Councillors P Astell and D Peacock were elected as representatives to the ERNLLCA Central District Committee.

d) East Riding Town Councils Network (Mayor & Town Clerk)

Resolved – The Mayor and the Town Clerk were elected as representatives to the East Riding Town Councils Network

e) Beverley Memorial Hall Liaison (2 Members)

Resolved – Councillors Aird and T Astell were elected by majority vote as representatives to the Memorial Hall.

f) Flood Liaison (1 Member)

Resolved – Councillor Peacock was elected by majority vote as representative to the Flood Liaison Group.

g) Schools Liaison Group (1 Member)

Resolved – Councillor T Astell was elected by majority vote as representative to the Schools Liaison Group.

h) East Riding Community Hospital

Resolved – Councillor Ann Willis was elected by majority vote as representative to the East Riding Community Hospital.

i) Chamber of Trade Representative (1 Member)

Resolved – Councillor Machen was elected by majority vote as representative to the Chamber of Trade.

j) Police & Partners Meeting (1 Member) (Friday 10th June Beverley, Cottingham and Beverley Rural areas Beverley Police Station at 1000 hrs)

Resolved – Councillor P Astell was elected by majority vote as representative to the Police & Partners Meeting.

192 To receive and agree the proposed calendar for dates and times of committee meetings/working party meetings for the municipal year 2016/17

Resolved - The proposed calendar of dates and times was received and agreed of committee meetings/working party meetings for the municipal year 2016/17 subject to the following amendments: that the Full Council Meeting of 20th June will move to 27th June, the Policy Meeting of 18th July will be deleted and the Policy meeting on 5th December is an additional date, which may not be required, but will be left in the calendar. The Town Clerk will circulate an updated calendar of meetings.

193 To approve and sign the following Annual Audit documentation: see documentation circulated

(i) The Risk Assessment

Councillor B Cooper reported that the risk assessments for computing and back up were missing. The Town Clerk will look into this and add the section required.

Resolved - That the risk assessment was approved and signed by the Town Clerk and Mayor

(ii) The Statement of Assets

Resolved - That the Statement of Assets was approved.

(iii) The Annual Accounts

Resolved - That the Annual Accounts were approved and signed by the Mayor, Cllr Begnett and the Town Clerk.

(iv) The Annual Return 2015/16

Resolved - That the Annual Return 2015/2016 was approved and signed by the Mayor, Cllr Begnett and the Town Clerk and returned to Littlejohns.

(v) To receive the annual internal audit report for 2015/16

Resolved - That the annual internal audit report for 2015/16 was approved.

(vi) To appoint the internal audit for 2016/17

Resolved - Mr Alan Johnson of AJAC Services was appointed as the internal auditor for 2016/17.

(vii) To consider the scope of audit required by Beverley Town Council

Resolved – The scope of audit required by Beverley Town Council is six monthly and annual audits for 2016/2017 and the Town Clerk is to inform Mr Alan Johnson.

194 To consider a request from David Duggleby Auctioneers and Valuers regarding a proposed Antiques valuation day in Wednesday Market

Resolved – The request for the proposed Antiques Valuation Day in Wednesday Market was referred to ERYC.

195 To receive the Burden Road Report update from Alan Menzies from East Riding of Yorkshire Council

Resolved – The Burden Road centre and Track Fitness and Boxing Club facilities report update from Alan Menzies from East Riding of Yorkshire Council was received.

196 To receive a statement from the Track Fitness and Boxing Club – Cllr Dodsworth

The Council received a verbal statement from the Track Fitness and Boxing Club delivered by Cllr Dodsworth referring to its general use, members, volunteers and rental of the building.

Councillor Peacock requested the Council consider the motion put forward at the previous meeting of 4th April 2016, page 3, Minute 162, which was deferred for further information. This was again seconded by Cllr Elvidge; a vote took place with the majority being in favour.

Resolved - That this Council fully supports the Track Fitness and Boxing Club at its Burden Road site in its aims to provide fitness activities to all residents, not only on the Swinemoor Estate but also in Beverley through its boxing and other fitness classes. The Town Clerk to write to the Track Fitness and Boxing Club and inform them of the resolution in principle.

197 To receive a request from the Archivist at East Riding of Yorkshire Archives and Local Studies Service to promote sites of interest, museums and objects to visitors to the region during the City of Culture 2017 year called Lands of the Humber Trail at the Treasure House

Resolved – The request from the Archivist at East Riding of Yorkshire Archives and Local Studies Service to promote sites of interest, museums and objects to visitors to the region during the City of Culture 2017 year called Lands of the Humber Trail at the Treasure House was received and permission was granted.

**198 To consider a feasibility project for community centre, to include:
An inventory of existing services across Beverley.
A review of ERYC properties which may become available.
A review of existing capital in BTC accounts for such purposes.
A proposal to canvas residents (online, low cost) regarding services they feel are lacking.
This is not a commitment to create a new service but to provide a review of what's currently available**

Cllr Begnett reported that he would like a review of existing services in Beverley, possible funding options and to canvass what residents of Beverley would like. He would like the Council to consider the possibility of taking this forward and will come back to the next meeting with costs and more information.

Resolved – That this will be considered in more detail at the next Full Council meeting.

**199 To propose that BTC take a role in promoting local activities via their Facebook account.
This can be as simple as adding events with details of date, time, contact/website for further details.
If we do this well, it will drive users to use the Facebook page more to include all civic events, BTC sponsored activities and other events of merit**

The possibilities of using the BTC Facebook account more to promote local activities and links to Twitter were discussed. Brief discussion took place on the officer time and costs involved.

Resolved – That the Council supports the further use of the BTC Facebook account to promote local activities and links to Twitter subject to an approval process prior to uploading to Facebook.

200. To Review Policies of Beverley Town Council: (the above documents were circulated in Councillors' handbooks).

a) Standing Orders (14.10.13) and Scheme of Delegation (8.9.14)

Resolved – The Standing Orders and Scheme of Delegation was reviewed as satisfactory. The Financial Regulations are to be reviewed at a future meeting.

b) To review the Council's Complaints Procedure

Resolved – The complaints procedure was reviewed as satisfactory.

c) To review the Council's Procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

Resolved – The Council's Procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 was reviewed as satisfactory.

d) To review the Council's Media and Publicity policy for communicating with the press

Resolved – The Council's Media and Publicity policy for communicating was reviewed as satisfactory.

Signed Date