

BEVERLEY TOWN COUNCIL

MEETING OF FULL COUNCIL

13th January 2014

Present: Councillors Cox (Mayor), Aird, Bottomley, Boynton, Elvidge, Gray, Pearson, Pinder, Sweet and Whitfield

In Attendance: Helen Watson (Town Clerk), Carol Oliver (Assistant Town Clerk)

Also Present: 4 members of the public and 1 member of the press

Public Forum/Consultation ran prior to the meeting from 6.15-6.30pm (as directed by Full Council 14th October 2013).

The Mayor welcomed everyone to the public forum. Trevor Green, Pastor of New Harvest Church and Manager of the Chat Shop addressed the meeting in connection with the Town Council purchasing the former Samman Road Day Centre for use as a community building. Mr Green said the New Harvest Church would be prepared to contribute £6000 per annum to the running cost of the building. Mr Green was concerned that there was no community facility on Swinemoor Estate. Mr Green reported that the East Riding of Yorkshire Council had said it was their intention to keep a community centre within Swinemoor, however this has not happened. The Mayor reported that there were two issues, the purchase of the building and the management of the building. The building is at present for sale with informal tenders being with the agent by the 26th February 2014. Members discussed that a business plan for the management and running costs of the building would be required. After discussion it was agreed that the Town Council would write to East Riding Council to ask them to extend the deadline for the informal tender to allow the Town Council to consult with the residents of Beverley. The former Samman Road Day Centre building would be discussed at the next Policy Committee meeting on the 27th January 2014.

Members directed the Town Clerk to write to East Riding Council regarding the extension of time of the tender deadline for Samman Road Community Centre for 2 months, to allow the Town Council to consult with the residents of Beverley regarding the future of Samman Road and to inform them that a local organisation was willing to pay £6000 per annum to use the building.

Councillor Boynton requested permission to raise a time limited item which is not on the Agenda. It was agreed this matter could be raised in the matters arising as it was referred to in the action points of Planning, Property & Services meeting.

1057 To receive apologies for absence

Apologies were received from Councillors Astell, Jack, McGrath and Thorley.

1058 (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 were received.

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

No dispensations were noted.

1059 To confirm the minutes of the Town Council Meeting on the 25th November 2013 and the Extra Ordinary Council Meetings on the 2nd December 2013 and the 16th December 2013 as true and correct records of that which took place.

Councillor Gray raised that all Members' names should be listed in a recorded vote. The Town Clerk amended the minutes to reflect this.

Resolved – That the minutes are amended to record the Members' names in the recorded votes and the minutes of the Town Council meeting on the 25th November 2013 and the Extra Ordinary Council Meetings on the 2nd December 2013 and the 16th December 2013 were signed as a true and correct record.

1060 To receive and adopt the minutes of the following Committees:

- (i) **Personnel - 4th December 2013**
- (ii) **Planning, Property & Services – 10th December 2013**
- (iii) **Policy – 16th December 2013**

Councillor Bottomley raised concerns relating to the Personnel Minutes As Personnel Minutes are confidential it was agreed the Minutes of the Personnel Committee on the 4th December 2013 would be discussed and approved at the next Personnel meeting.

Resolved – That the minutes of the Personnel meeting on the 4th December 2013 be discussed and approved at the Personnel meeting on 20th January 2014.

The Planning, Property & Services and Policy Committee meetings listed were signed as true and correct records.

1061 To receive the minutes of the Beverley in Bloom Working Group dated 18th December 2013

Resolved – That the Beverley in Bloom minutes were noted.

1062 To receive a review of the recorded actions from the previous minutes – see circulated Report

25/11/13 – Full Council

Min 1039 – Councillor Sweet provided the meeting with information in connection with a Study Day on the 25th November 2014 to be held at the Memorial Hall and asked for the Memorial Hall to be booked. It was noted the meeting between Councillors Elvidge, Gray, Pinder and Sweet had not taken place in connection with the 1914 event, however they will arrange a meeting. Councillor Elvidge is to ask the Armed Forces Committee what support they would require from Beverley Town Council. Proposals should be with the Clerk for the next Policy Meeting Agenda on the 26th January 2014.

Min 1051 – Wi-Fi – Karoo are undertaking a feasibility study and the Town Clerk is to follow this up.

Min 1051 – Food Festival - Councillor Gray asked why two officers are undertaking the work for the Reaching Communities application. The Mayor explained that the Town Clerk as RFO would need to be involved in any grant application.

10/12/13 – Planning Property & Services

Min 16 – Councillor Elvidge reported the Leisure Centre gave permission for two litter bins to be placed on their site. The Handyman is to site these as requested.

Min 32(iv) – Councillor Boynton had attended the P J Livesey presentation at the Beverley Arms in connection with the proposed planning application for Beverley Westwood. P J Livesey had raised with Councillor Boynton the possibility of holding an historic day at the workhouse which would follow the historical story of a young lady who had been in the workhouse, and requested the Town Council support this project. Members discussed this and agreed to support this and the Town Clerk is to contact to P J Livesey to offer the support and report back with further details.

Resolved – That the Town Clerk to write to P J Livesey to express the Council's support the historic day at the workhouse.

Councillor Pinder questioned why Councillor Pearson had left the meeting prior to the consideration of the Planning at the Planning, Property & Services meeting on the 10th December 2013. Councillor Pearson explained he was seeking final clarification from East Riding of Yorkshire Council whether he could sit on the Planning Property & Services Committee of Beverley Town Council as he is the Chair of the Area Planning Committee at East Riding of Yorkshire Council and this would be resolved at the next Planning Property & Services meeting.

1063 For information, to receive reports of external organisations, meetings attended and correspondence received: (these items had been distributed by email for Councillors' information)

- (i) **Commemoration of WW1 in Beverley notes – 16th October 2013**
- (ii) **Beverley Renaissance Partnership Management Committee – 20th November 2013**
- (iii) **Beverley and Rural Area Community Partnership – 21st November 2013**
- (iv) **Action Points – Town Improvement Group – 4th December 2013**
- (v) **Beverley and Rural Area Community Partnership Meeting – 5th December 2013**
- (vi) **2013 Annual Review of Beverley and Rural Community Partnership**

The reports of external organisations, meetings attended and correspondence were received.

1064 Mayor's Announcements

The Mayor announced

- (a) His Civic Dinner is to be held on the 13th February 2014 at the Memorial Hall at 7 pm with dinner being served 7.30pm and invitations are being sent out this week. The Mayor requested raffle prizes for the event.
- (b) His Civic Service is to be held on the 16th February 2014 at St Nicholas Church at 12 noon followed by a hot lunch for civic guests.

Councillor Pinder requested invitations go to the Mayors of our twin towns.

1065 To nominate a substitute for the Mayor to attend the Town Council Network meetings in the future (the next meeting is the 15th January 2014 at 1.30pm at Cass Hall, Driffield)

The Mayor reported that he can attend the meeting on the 15th January 2014 at 1.30pm with the Town Clerk. Councillor Gray volunteered to be the substitute for the Mayor at the Town Council Network meetings if he is unable to attend in the future.

Resolved – That Councillor Gray to be the substitute for the Mayor at the Town Council Network meetings.

1066 To nominate a representative to attend the Beverley Renaissance Partnership regarding the 300th Anniversary of the Town's Historic Market Cross – meeting to be held on the 22nd January 2014 at 5.15pm at County Hall

A brief discussion took place on the intended meeting for the 300th Anniversary celebration of the Market Cross. Councillors Cox, Gray and Pinder are to attend the meeting on the 22nd January 2014 at 5.15pm to discuss the Anniversary of the Town's historic Market Cross.

Resolved – That Councillors Cox, Gray and Pinder are to attend the meeting on the 22nd January 2014 at 5.15pm to discuss the Anniversary of the Town's Historic Market Cross.

1067 To put forward topics for discussion relating to the new Code of Conduct – please see circulated email from Mathew Buckley dated 2nd December 2013

The Town Clerk explained that the Code of Conduct was changing as detailed in the email previously circulated. The Town clerk reported that Mr Buckley is happy to attend to speak to Town Councillors on this matter and offer training if required. Members requested that the Town Clerk is to arrange a date for this to happen.

Resolved – That the Town Clerk to contact Mr Buckley of ERYC to arrange a date for him to attend the Town Council to explain the changes to the Code of Conduct and offer training where required..

1068 To receive and nominate a Chair and complete the nomination papers for the election of Chair for Beverley Community Partnership

Councillor Pearson proposed and Councillor Aird seconded that Councillor Elvidge be nominated as the Chair of the Beverley Community Partnership.

Resolved – That the Town Clerk completes the nomination papers and return them to ERYC.

The Mayor requested permission to bring the last three items on the Agenda forward to enable the final part of the meeting to be concentrated on the 2014/15 budget. All agreed.

1069 To consider the circulated information from David Beck Media in connection with a Beverley Town Council buy local and saver book – please see circulated information

The circulated information was considered. Members suggested the Chamber of Trade be contacted in connection with the booklet. Members discussed that Visit Hull & East Yorkshire are concentrating on a Beverley mini guide this year and are producing their own publication. Councillor Pinder is to contact the Chair of the Chamber of Trade with the proposal

Resolved – That Councillor Pinder is to contact the Chair of the Chamber of Trade with the David Beck Media proposal.

1070 To receive the circulated report from the Town Clerk, for information, in connection with the walkabouts with East Riding of Yorkshire Council Officers on the 24th September 2013 and the 5th December 2013

The walkabout reports were received. Cllr Pearson informed members that Windmill Walk was private land and not in the ownership of ERYC. The Mayor requested the Town Clerk obtain an update on the actions from the Becksideside walkabout. The possibility of replacing the Syntan Interpretation board was briefly discussed. The Town Clerk said she would check the budget line and costing to replace the present board. Members discussed whether the Handyman or the Community Payback scheme should be used for some of the work. It was agreed that the Handyman should work on these items as part of his winter works programme. The Mayor suggested that the next walkabout, likely to be in March, should revisit the information gained from the previous two so that a progress report could be presented to Council.

1071 To consider attendance by Councillors and the format for the market stall on the 25th January 2014

The market stall is available from 9am -12 noon. Councillors discussed how this consultation would be facilitated. Councillors are requested to send topics to the Town Clerk and let her know their availability as soon as possible. Councillors Cox and Pinder will arrange to meet with the Town Clerk to discuss the format of the market stall and what is required.

1072 To agree the 2014/15 budget:

(i) To receive the letter from Cllr Parnaby (ERYC) dated the 20th December 2013 in connection with the Council Tax Support Grant (letter received Friday 3rd January 2014) – please see circulated letter

The circulated letter was discussed and the contents noted.

(ii) For information, Allocated funds for From Field to Table funded by Big Lottery - Changing Spaces from the income stream as contracted 2012/2014

Members considered the draft Budget:

2014/15 Budget								
		Draft	EFC Meeting 6.11.13	Full Council 25/11/13	Extra Ordinary meeting 02.12.13	Extra Ordinary meeting 16.12.13	Full Council 13.1.14	Comments
	2013/2014	2014/2015						
Staff Costs								
Salaries (Town Clerk (37 hrs p/w), Assistant Town Clerk (25 hrs p/w), Admin Assistant (12 hours p/w) Handyman (25 hrs p/w), Cleaner (1 hr p/w)	£63,880.00	£65,267.00			£62,031.00	£62,031.00	£ 62,386.00	increase in admin assistant to £7.65 NALC notification

NALC/ERNLLCA	£1,100.00	£1,100.00	£1,100.00	£1,100.00	£1,100.00	£1,100.00	£ 1,100.00	
SLCC	£500.00	£500.00	£500.00	£500.00	£500.00	£500.00	£ 500.00	
Charter Towns	£150.00	£150.00	£150.00	£150.00	£150.00	£150.00	£ 150.00	
Website	£400.00	£400.00	£400.00	£400.00	£400.00	£400.00	£ 400.00	
Audit Fees	£2,500.00	£2,500.00	£2,500.00	£2,500.00	£2,500.00	£2,500.00	£ 2,500.00	
Bank Charges								
Payroll processing fees	£400.00	£400.00	£400.00	£400.00	£400.00	£400.00	£ 400.00	
<u>Accommodation</u>								
Handyperson accommodation/storage	£4,150.00	£4,150.00			delete	delete	£ 750.00	Cannot give up til March. Reduce to £250 from £415. Planning permission will take two months.
Rent	£15,500.00	£15,500.00	£15,500.00		£15,500.00	£15,500.00	£ 14,500.00	Investigate further a 5 year lease at 12 well Lane -
Room Hire	£300.00	£300.00	£500.00	£1,000.00	£1,000.00	£1,000.00	£ 1,000.00	
Rates	£4,250.00	£4,250.00	£4,250.00		£4,250.00	£4,250.00	£ 7,000.00	New building estimated rateable value £1875. To pay rates on office and to cover back rates on the workshop
Utilities/Maintenance (water, gas, electricity, paint, light bulbs, water cooler, computer maintenance, recycling costs/refuse collection)	£4,000.00	£4,000.00	£5,000.00		£5,000.00	£5,000.00	£ 5,000.00	
Decoration	£150.00	£150.00	£150.00		£150.00	£150.00	£ 150.00	
Alarm Maintenance	£500.00	£500.00	£1,000.00		£1,000.00	£1,000.00	£ 1,000.00	
<u>Civic and Democratic</u>								
Mace Bearer	£500.00	£500.00	£500.00		£500.00	£500.00	£ 500.00	
Councillor Training/Conference	£2,000.00	£2,000.00	£1,500.00		£1,500.00	£1,500.00	£ 1,500.00	
Civic Budget	£4,000.00	£4,000.00	£4,000.00		£4,000.00	£4,000.00	£ 4,000.00	
Mayoral Allowance to Mayor	£1,500.00	£1,500.00	£1,500.00		£1,500.00	£1,500.00	£ 1,500.00	

Twinning/Travel/ Hospitality	£2,500.00	£2,500.00	£2,500.00		£2,500.00	£2,500.00	£ 2,500.00	
Members Allowance	£3,500.00	£3,500.00	£3,500.00		£3,500.00	£3,500.00	£ 3,500.00	
Robes Maintenance	£500.00	£500.00	£500.00		£500.00	£500.00	£ 500.00	
Councillor travel and subsistence					£500.00	£500.00	£ 500.00	
Election Provision	£3,000.00	£3,000.00	£9,000.00		£9,000.00	£9,000.00	£ 9,000.00	
Grants								
Pensioners Lunches	£1,000.00	£1,000.00	£1,000.00		£1,000.00	£1,000.00	£ 1,000.00	
SLA Cherry Tree	£5,000.00	£5,000.00	£5,000.00		£5,000.00	£5,000.00	£ 5,000.00	
Sculpture Park	£10,000.00	£10,000.00						
Grants	£15,000.00	£15,000.00	£15,000.00		£15,000.00	£15,000.00	£ 15,000.00	
Detached Youth Workers	£13,534.00	£13,534.00	£6,767.00		£6,767.00	£6,767.00	£ 6,767.00	This covers 2 workers for 1 night per week
Beverley Against Poverty	£500.00	£500.00	£500.00		£500.00	£500.00	£ 500.00	
Youth Town Council	£500.00	£500.00	£500.00		£200.00	£200.00	£ 200.00	
1914 Anniversary event					delete	delete	delete line	
SLA Syntan Barge Preservation Society					delete	delete	delete line	
Town Maintenance								
Skatepark	£500.00	£500.00	£500.00		£500.00	£500.00	£ 500.00	
All Weather Pitch	£2,000.00					delete	delete line	
Town Council Plants	£1,000.00	£1,000.00	£1,000.00		£1,000.00	£1,000.00	£ 1,000.00	
One off equipment purchases, PAT £600 Bracket £1000 Generator £560 and 40 self watering hanging baskets £840	£3,000.00				delete	delete	delete line	
Maintenance	£5,000.00	£5,000.00	£3,000.00		£3,000.00	£3,000.00	£ 3,000.00	
Litter/Salt Bins and associated items (salt/grit)	£5,000.00	£5,000.00	£5,000.00		£5,000.00	£5,000.00	£ 5,000.00	

Transport (Van plus fuel)	£4,000.00	£4,000.00	£4,000.00		£4,000.00	£4,000.00	£ 4,000.00	The van got through MOT this year - need a new vehicle
Tractor Hire, equipment and insurance plus water bowser	£10,580.00	£10,580.00			delete	delete		Delete line - tractor given up on 21/1/14 Delete
Replacement Van	£0.00							
SLA Street Lights	£17,500.00	£17,500.00	£17,500.00		£17,500.00	£17,500.00	£ 17,500.00	
Streetlighting improvements	£2,000.00	£4,000.00	£4,000.00		£4,000.00	£4,000.00	£ 4,000.00	
CCTV Town	£7,110.00	£7,110.00	£7,110.00		£7,110.00	£7,110.00	£ 7,110.00	
CCTV Cherry Tree	£3,000.00	£3,000.00	£3,000.00		£3,000.00	£3,000.00	£ 3,000.00	
Wi-Fi in Beverley	£5,000.00	£5,000.00	£5,000.00		£1,000.00	£1,000.00	£ 1,000.00	
Facilities								
Cost of acquisition	£0.00						£ -	accommodation reserves
Town Events								
Town Event	£0.00							
Food Festival	£10,000.00	£10,000.00	£5,000.00		£0.00	£0.00		
Beverley Bonfire - Erection and Dismantle - ERYC	£1,800.00	£1,800.00	£1,800.00		£1,800.00	£1,800.00	£ 1,800.00	
Christmas Lighting	£5,000.00	£5,000.00	£5,000.00		£5,000.00	£5,000.00	£ 5,000.00	
Beverley in Bloom	£2,000.00	£2,000.00			£2,000.00	£2,000.00	£ 2,000.00	
Allotments								
Allotments Upkeep	£1,450.00	£1,450.00	£2,000.00		£2,000.00	£2,000.00	£ 2,000.00	
Allotments - Queensgate Rental	£1,200.00	£1,200.00	£1,200.00		£1,200.00	£1,200.00	£ 1,200.00	
Annual Allotment - Lairgate and Keldgate Rental		£170.00			£170.00	£170.00	£ 170.00	
Skip Hire	£500.00	£600.00	£600.00		£600.00	£600.00	£ 600.00	
Waterpipe/maintenance at Sparkmill Terrace Allotments	£1,500.00							

Total Costs	£320,795.00	£326,552.00	£167,627.00		£270,085.00	£270,085.00	£273,776.00	
Less Income								
Allotments	£3,152.00							
Stall Income for Food Festival	£5,000.00							
Precept	£312,643.00	£326,552.00	£167,627.00	£0.00	£270,085.00	£270,085.00	£273,776.00	
Less Council Tax grant from ERYC	£32,436.84							
Precept	£280,206.16	£326,552.00	£167,627.00	£0.00	£270,085.00	£270,085.00	£273,776.00	

The 2014/15 budget was set at £273,776. The Mayor and Councillor Pinder thanked all Councillors and officers for their valued input to the budget meeting. The Band D property has been reduced from £49.54 to £47.77 representing a decrease of 3.55%.

Resolved – that a budget of £273,776 is set for the financial year 2014/15. The precept for a Band D property this year is £47.77 which represents a reduction of £1.76 on last year.

ACTION PLAN

Minute/ Action	Person Responsible	Time to be Reported Back
Public Forum Contact ERYC regarding Samman Road Day Centre	Town Clerk	Next Policy Meeting 27 th January 2014
Min 1060 – Personnel minutes of 4 th December 2013 to be referred to next Personnel Meeting	Personnel Committee members	Next Personnel Meeting 20 th January 2014
Min 1062 (25/11/13 Full Council Min 1039) Study Day 25 th November 2014 and 1914 event budget and booking of study day (25/11/13 Full Council Min 1051 Wi-Fi) – chase up feasibility study	Councillors Elvidge, Pinder and Sweet The Town Clerk	Next Policy Meeting 27 th January 2014 Next Full Council
10/12/13 Planning Property & Services Min 16 – siting of two litter bins at Leisure Centre Min 32 – workhouse historic day – contact P J Livesey to arrange	The Town Clerk/Handyman The Town Clerk	Operational Operational
1067 To put forward topics for discussion relating to the new Code of and arrange training	The Town Clerk	Operational
1068 To process the nomination papers for the election of Chair for Beverley Community Partnership	The Town Clerk	Operational
Min 1069 – David Beck Media information to be passed to Chamber of Trade	Councillor Pinder	Operational
Min 1070 – Revisit walkabout on Beckside	The Town Clerk/Handyman	Operational
Min 1071 – Market Stall consultation – ideas for topics and attendance at the Market Stall on 25 th January 2014	All Councillors	24 th January 2014