

# BEVERLEY TOWN COUNCIL

## FULL COUNCIL

8<sup>th</sup> April 2019

### AT 6.30PM AT 12 WELL LANE BEVERLEY

Present: Councillors Pearson (Mayor), Jack (Deputy Mayor), Aird, P Astell, T Astell, Dodsworth, G Cooper, Elvidge, Peacock, Willis

In attendance: Helen Watson, Town Clerk, Libby Woodhouse, Administrative Assistant and Matthew Snowden, Deputy Town Clerk; three members of the public.

#### Public Forum

#### 666 To receive apologies for absence

Apologies for absence were received from Councillors Begnett and Machen

#### 667 (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.

There were no Dispensations.

#### 668 Welcome to the new Deputy Town Clerk, Mr Matthew Snowden

The Mayor welcomed Mr Matthew Snowden, the new Deputy Town Clerk to the Town Council.

#### 669 To confirm and sign the minutes of the Full Council Meeting on 25th February 2019

**Resolved:** The minutes of the Full Council Meeting on 25<sup>th</sup> February 2019 were approved and signed as a true and correct record.

#### 670 To receive and sign the minutes of the:

#### (i) Planning Property & Services on the 4th March 2019 approved at Planning Property & Services on the 26<sup>th</sup> March 2019.

**Resolved:** The minutes of the Planning Property & Services meeting on 4th March 2019 approved at Planning Property & Services on the 26<sup>th</sup> March 2019 were received and signed as a true and correct record.

#### (ii) Personnel on 5<sup>th</sup> March 2019 approved at Personnel on 19<sup>th</sup> March 2019.

**Resolved:** The minutes of the Personnel meeting on the 5th March 2019 were received and signed as a true and correct record.

#### (iii) Grants – 18<sup>th</sup> March 2019.

**Resolved:** The minutes of the Grants meeting on the 18th March 2019 were received and signed as a true and correct record.

#### (iv) Personnel – 19<sup>th</sup> March 2019.

**Resolved:** The minutes of the Personnel meeting on the 19th March 2019 were received and signed as a true and correct record.

**(v) Planning Property & Services on the 26<sup>th</sup> March 2019.**

**Resolved:** The minutes of the Planning Property & Services meeting on 26th March 2019 were received and signed as a true and correct record.

**671 To note the minutes of the Christmas Lights Working Group held on the 12<sup>th</sup> March 2019**

**Resolved:** To note the minutes of the Christmas Lights Working Group held on the 12<sup>th</sup> March 2019.

Councillor Elvidge wished the Council to record congratulations to the Christmas Lights Group on their wonderful work. A letter will be sent to the Group thanking them.

**672 To receive a review of the recorded actions from the previous minutes**

**Resolved:** The recorded actions were reviewed.

Councillor Astell spoke on Minute number 658 (CCTV) of the Full Council Meeting of 25<sup>th</sup> February 2019. He had not heard from the Police with regard to an application for funding. The Town Clerk had spoken with the Police who will come back to her with the equipment needed. The PCC fund can only be applied for at certain times of the year. ERYC are aware that the Council will be going ahead and will speed this up where possible.

**673 Mayor's Announcements**

The Mayor reported on his engagements. He had attended the Pasture Masters elections who were now all in place. The Mayor's Charity Quiz on 5<sup>th</sup> March had raised valuable funds for his charities. He had attended the County Legal Service, the East Riding College apprenticeship awards and the Civic Dinners of Filey, Hedon and Bridlington and the Civic Services of Hessle and East Riding of Yorkshire Council. He had attended Orange Day at Swinemoor Primary School.

The Deputy Mayor had attended a tour of a Class 802 train at Hull Paragon Station and the REYTA's Awards Ceremony in Hull - the Food Festival and Christmas Festival of Food and Drink had not won however had reached the finals at the Awards Ceremony and he congratulated the staff who organised the events and everyone who worked on them.

The Mayor read out a letter from the Beverley Rugby Club informing the Council of an event on 18<sup>th</sup> May which is to praise and reward players, to celebrate team spirit and promote a healthy body and mind. This will be part of the Bestival event and will take place on the Rugby Fields and it is hoped that members of the public will come. The Rugby Club had applied to the Council for funding but due to an error it wasn't considered. The Council can have a complimentary stall at the event and will publicise it with posters and on the website. It was suggested that the Town Clerk includes a flyer for the event with the welcome letters for Councillors after the elections if they would like to attend.

The Mayor reported that the Civic Dinner will be held on 25<sup>th</sup> April 2019 at Tickton Grange. Councillor Dodsworth was hopeful of acquiring a mountain bike to auction.

The Mayor reported that it was proving difficult to organise a D-Day service with the elections being so close to organise it properly. He stated the Council should think about another date, time and year and postpone the event.

**Resolved:** The Council will postpone this event and think about it again at a later date.

**674 To inform members that Helen Watson, Town Clerk, has been elected as a SLCC Director to represent the North of England on the national body**

The Town Clerk reported that there are 13 Directors on the SLCC board. She had been elected to represent the North of England on the Board and she will take back views to London. Members

congratulated Helen Watson, the Town Clerk, for being elected as a SLCC director to represent the North of England on the national body.

**675 To adopt and sign the NALC/ERNLLCA Standing Orders 2019**

**Resolved:** Following the Council's review of Standing Orders 2019 on 25th February 2019, the NALC Standing Orders 2019 including the reviewed text were adopted and signed.

**676 To receive, review, adopt and sign the:**

**i) Updated ERNLLCA Polices**

**a) Bring your own Device Policy**

**Resolved:** The Bring your own Device Policy was received, reviewed and adopted.

**b) Disciplinary Policy**

**Resolved:** The Disciplinary Policy was received, reviewed and adopted.

**c) Document Retention Policy**

**Resolved:** The Document Retention Policy was received, reviewed and adopted.

**d) Grievance Policy**

**Resolved:** The Grievance Policy was received, reviewed and adopted.

**e) Leave Policy**

**Resolved:** The Leave Policy was received, reviewed and adopted.

**f) Mascot Policies and Procedures**

**Resolved:** The Mascot Policies and Procedures was received, reviewed and adopted.

**g) Minutes Policy**

**Resolved:** The Minutes Policy was received, reviewed and adopted.

**h) Recording of Meetings**

**Resolved:** The Recording of Meetings was received, reviewed and adopted.

**i) Sickness Policy**

**Resolved:** The Sickness Policy was received, reviewed and adopted.

**j) TOIL Policy**

**Resolved:** The TOIL Policy was received, reviewed and adopted.

**k) Travel & Subsistence Policy**

**Resolved:** The Travel & Subsistence Policy was received, reviewed and adopted.

**676 To report on request from Andy Gray for Helen Watson, the Town Clerk, to sit on the Visit Hull and East Yorkshire Advisory Group**

**Resolved:** To accept the request for Helen Watson, Town Clerk, to sit on the Visit Hull and East Yorkshire Advisory Group and that the Council reviews this with the Town Clerk on an annual basis. The Town Clerk will report to the Council in 12 months time.

**677 To consider entry to the 2019 NALC Star Council Awards**

**Resolved:** To enter the Town Council into the NALC Star Council Awards as a whole package with collaborative working, volunteer working to include the Bloom Group and cluster effect.

**678 To receive the draft Annual Town Minutes held on the 5th March 2019 and responses from queries raised at the Annual Town Meeting**

**Resolved:** to receive and note the Draft Annual Town Meeting Minutes of 5th March 2019.

**(a) Commuted Sums**

The Commuted Sums figures had been received and were included as an action plan schedule with the Annual Town Meeting Minutes

**(b) Multi Use Games Area**

It was explained that the MUGA on Queens Road put in by a Community Group had fallen into disrepair and it fell to the Town Council to look after it. The MUGA became an asset of the Town Council however the land was owned by ERYC. ERYC wished to build on the land which became Rita Hunt Court. The Director of Planning and Economic Regeneration at ERYC explained in an email dated 2nd April 2019 that the MUGA that was lost due to the extra care housing scheme was replaced on Burden Road play area along with a BMX Pump track and additional youth equipment in February 2016. This information is included with the action plan schedule for the Annual Town Meeting Minutes.

**(c) Twinning with Municipality of Fucecchio, Italy**

**Resolved:** The new Council will consider Twinning with the Municipality of Fucecchio.

**679 To respond to NALC's consultation on Audit Practice**

Councillors will respond to the consultation if they wish to do so.

**680 The Town Clerk to report on:**

**(a) The Pancake Race – 3rd March 2019**

The Town Clerk reported that this had been well attended. There had been 10 teams and 400 people watching and it had been easier to organise this year. Councillor Jack reported that it had been a good event and thanked the staff for organising it. Lakeland were thanked for their contribution of £500 which will be used to purchase more railings for future events.

**(b) Remarkable East Yorkshire Tourism Awards 2019 - Food Experience and Tourism Event**

Deputy Mayor, Councillor Jack, had already reported on this event and how good it was to be there.

**(c) Brighter Beverley Tidy Day in line with the keep Britain Tidy campaign on Tuesday 9th April 2019 to meet at Coronation Gardens at 10am**

Members noted the Brighter Beverley Tidy Day in line with the keep Britain Tidy campaign on Tuesday 9th April 2019 to meet **at Library Gardens** at 10am.

**(d) To thank present serving members for their commitment to Beverley Town Council in their term of office over the last four years**

The Town Clerk thanked present serving members for their commitment to Beverley Town Council in their term of office over the last four years and wished every success to those who were standing for election again.

**681 To consider the exclusion of the public from the meeting on the grounds that confidential information in relation to personnel and staffing matters, shall be disclosed (Public Bodies (Admission to Meetings) Act 1960)**

**Resolved:** The public were excluded from the meeting on the grounds that confidential information in relation to personnel and staffing matters shall be disclosed (Public Bodies (Admission to Meetings) Act 1960).

Members of the public and the Deputy Town Clerk left the Meeting.

**682 Staffing Matters**

**(a) To update members on the appointment of the Deputy Town Clerk**

Councillor Jack updated members on the appointment of the Deputy Town Clerk and the Personnel Committee is in the process of sorting out the Contract of Employment.

**(b) Town Clerk to update members on existing staffing matters**

The Town Clerk reported that the existing Deputy Town Clerk's contract will finish at the end of April.

**Resolved:** The Personnel Committee will consider options for continuity of future Council business and to help the new Deputy Town Clerk settle in.

Helen Watson, Town Clerk, left the meeting.

**(c) Cllr Jack to update on the recent actions of the Personnel Committee on behalf of Beverley Town Council (Min Number 665 Full Council 25<sup>th</sup> February 2019)**

Councillor Jack reported that as resolved at the Full Council Meeting of 25<sup>th</sup> February the decision had been carried out by the Personnel Committee and following the advice and options given by ERNLLCA a Solicitor had been contacted. Councillor Jack outlined the Solicitor's advice and this was discussed by the Council.

**Resolved:** The Town Council will send two letters, the wording as advised by the Solicitor; and that they come from the Solicitor as the first option. If this is not appropriate, the letter will come from Beverley Town Council.

Meeting closed at 7.50 pm

Signed.....Date.....

**Action Plan - Full Council 8<sup>th</sup> April 2019**

<b>Action</b>	<b>Person Responsible</b>	<b>Due By</b>
<b>Minute 671</b> – write to the Christmas Lights Group to congratulate and thank them for their wonderful work	Town Clerk	Operational
<b>Minute 672</b> – Continue with application for funding for CCTV	Town Clerk	Operational
<b>Minute 673</b> – Include a flyer for the Rugby Club event on 18 <sup>th</sup> May 2019 with the new Councillor welcome packs	Town Clerk	Operational
<b>Minute 676</b> – The Town Clerk to sit on the VHEY Advisory Group and report back to the Council in 12 months time.	Town Clerk	Operational
<b>Minute 677</b> – to enter the 2019 NALC Star Council Awards	Town Clerk	Operational
<b>Minute 678</b> – to consider Twinning with Fucecchio in Italy	Town Clerk/Council	Following the elections of the new Council
<b>Minute 682</b> – employment matters	Town Council	Operational