

BEVERLEY TOWN COUNCIL

MEETING OF FULL COUNCIL

28th July 2014

Present: Councillors McGrath (Mayor), Aird, Astell, Boynton, Cox, Elvidge, Gray, Jack, Pearson, Pinder, Sweet, Thorley

In Attendance: Helen Watson (Town Clerk), Joanna Render (Administrative Assistant).

No members of the public present.

Public forum / consultation 6.15 – 6.30pm – No members of the public were present.

1179 To receive apologies for absence

Apologies for absence were received from Cllrs Bottomley and Whitfield

Meeting began – 6.30pm

1180 (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.

Cllr Jack declared a pecuniary interest in agenda item 10 relating to a personal planning application.
Cllr Astell declared a non – pecuniary interest in any allotment related issues.

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

No dispensations were received.

1181 To confirm the minutes of the Town Council Meeting on the 30th June 2014 are a correct record of that which took place.

Resolved – That the minutes of Town Council meeting held on the 30th June 2014 were received adopted and signed as an accurate record.

1182 To receive and adopt the minutes of the following Committees:

Policy	14th July 2014
Planning Property & Services	15th July 2014

Resolved – That the minutes of Town Council meetings listed above were received adopted and signed as an accurate record.

1183 To note the minutes of the following Working Groups:

Beverley in Bloom	18th June 2014
WW1 working group	2nd July 2014
Christmas Lights	15th July 2014

Resolved – That the minutes from the above working groups were received.

1184 To receive a review of the recorded actions from the previous minutes – see circulated Report

Full Council Min 1169 – For member's information, Cllr Gray read from an extract off ERNCLLA website - payments can be made for legal advice from NALC, without the need for an annual fee to be paid.

Beverley in Bloom Min 710 – Cllr Astell stated that any guidelines setting out the responsibilities of BTC and Beverley In Bloom should be prepared in consultation with the Town Clerk and Beverley in Bloom.

Resolved – Min 710 - Preparation of guidelines setting out the responsibilities of BTC and Beverley in Bloom to be raised again with Beverley in Bloom group

A discussion was held as to why there were no officers in attendance at any Bloom meetings. The Town Clerk explained that officers were in attendance when required.

Resolved – At the end of each Bloom meeting a member of the group is to present and Officer with a list of all actions.

1185 For information, to receive reports of external organisations, meetings attended and correspondence received (already distributed by email):

(i)	April Action Points for Beverley Georgian Quarter	9 th April 2014
(ii)	Town Improvement Group Action Points	11 th June 2014
(iii)	Heart Town Meeting	26 th June 2014
(iv)	WW1 Commemoration of WW1 in Beverley (2014-2018)	2 nd July 2014
(v)	WW1 co-ordination meeting	3 rd July 2014
(vi)	Community Partnership meeting with supporting documentation	4 th July 2014
(vii)	Information from the Professor regarding the Beverley Town Council's assets be circulated (Cllr Gray requested circulation)	
(viii)	East Riding local plan information	
(ix)	Town Council Network	16 th July 2014
(x)	Great War and Modern Imagination Conference	26 th November 2014
(xi)	Healthwatch information	
(xii)	FIND License letter	

Resolved – That all information was received and noted

1186 Mayor's Announcements

The Mayor advised that it has been a very busy period, and expressed his thanks to Cllr Gray (Deputy Mayor) for her support in attending a number of civic events. He urged all councillors to attend and show their support for the WW1 events over the weekend of 1st-4th August. He expressed his thanks and appreciation of all the work Cllr Cox has done in organising the events. Cllr Cox thanked the Town Clerk and all members of the Working Group for their hard work.

1187 To sign the Scheme of Delegation – (documents were circulated with the agenda)

A discussion took place on item 4 of the document. Cllr Gray pointed out that notices of meetings and agendas displayed need to be displayed in all the notice boards, not just the Wednesday Market notice board as it had been previously agreed.

Cllr Astell moved to agree that it reverted to all Notice boards

Resolved – Item 4 – That the wording to be amended to include all notice boards

Resolved – Item 5 – 5.1 Policy Committee bullet point 5 to read 'To Consider for submission to Full Council for approval the Annual Return (statement of Accounts) and 6 to read 'To consider for submission to Full Council for approval of the year end accounts'

Resolved – Members voted to rescind Full Council Minute 1165 as it was an error to ratify and make the necessary amendments to the scheme of delegation as advised at a recent ERNLLCA financial training event.

1188. Planning Application – Council's views were sought on the following planning application, on which the Town Council had been consulted by the Local Planning Authority due to being inquorate at the Planning Property & Services Meeting on the 15th July 2014 due to the applicant being a Councillor – copies of all the documents were circulated with the agenda.

14/01870	14 Flemingate	MS	F	Erection of two storey extension to rear following demolition of existing, installation of 2no dormer windows to roof at rear and 1no to roof at front http://www.eastriding.gov.uk/newpublicaccess/applicationDetails.do?activeTab=summary&keyVal=N6QJI9BJIIP00	30/07/2014
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6.50pm Cllr Jack left the meeting

Members discussed the application. Cllr Cox recommend that the application be supported, this was seconded by Cllr Astell. Members voted and agreed subject to the approval of an additional window to be advised by ERYC.

Resolved – That application 14/01870 was agreed subject to the approval of the extra window from advice from ERYC.

6.53pm Cllr Jack returned to the meeting

1189 To consider and propose resolutions for the ERNLLCA AGM on the 18th September 2014 – please see attached letter.

Members discussed this matter. Cllr Pinder proposed that Council submit the following resolution for consideration by ERNLLCA at the AGM on Thursday 18th September 2014 – ‘That National Government should require senior Councils to pass on in full all grant support funding to Town and Parish Councils.

Cllr Pinder explained that this was only for consideration by ERNLLCA and that it may not be accepted.

This motion was seconded by Cllr Gray and members voted in 9 to 3 in favour.

Resolved – That the following resolution be passed to ERNLLCA for consideration at the AGM on Thursday 18th September 2014. ‘That National Government should require Senior Councils to pass on in full all grant support funding to Town and Parish Councils’

1190 To consider the Beverley Town Council policies following the meeting with ACAS.

This item was deferred to another meeting as the ACAS meeting had not yet taken place but was planned imminently with Cllr Pinder.

1191 To consider the virement of the Memorial Account funds in the sum of £660 for the purchase of Rolls of Honours Boards.

Cllr Cox explained that a grant received from the Heritage Lottery Fund had paid for the refurbishment of 2 Rolls of Honours Boards, therefore he proposed using the funds previously allocated from the Memorial account to be to refurbish/purchase and site 2 new Rolls of Honour Boards as their present locations. This was seconded by Cllr Astell

Resolved – That £660 from the Memorial Account to be used to fund the siting and refurbishment of 2 new Rolls of Honours Boards at the present locations.

1192 To consider the Academy of Urbanism Great Town Award 2015 which is being judged on 11th August 2014 – (a letter was previously circulated with the agenda)

The Town Clerk advised that the Beverley has been submitted for the award, she felt it very important that the council was involved in the judging visit to take place on 11/8/14 and the Mayor has been asked to attend. The Town Clerk reported on a recent meeting with the ERYC project officer on this application. Members discussed this matter. Cllrs Cox, Gray and Pinder expressed an interest in attending on the assessment day. Other Councillors interested in attending the event should inform the Town Clerk. Member’s discussed the publicity of this agenda item. The Town Clerk reported that ERYC are dealing with any publicity surrounding the nomination announcement.

Resolved – That the Town Clerk informs Sue Lang (ERYC) that Cllrs, McGrath, Cox, Pinder and Gray are willing to attend on the assessment day and to established the costs and more information on the awards event on Friday 14th November before a decision is made on whether members attend the event.

1193 To discuss the costs associated with Minster House (from Policy 14.07.2014)

Members discussed the costs associated with Minster House. Members agreed that all items in storage should be checked against the inventory, with a view to disposal of items if no longer required. Alternative storage can then be investigated.

Resolved – Cllrs Pearson & Astell to carry out the stock check of items stored in Minster House.

1194 To receive an update on the WW1 events – Cllr Cox

Cllr Cox provided members with an update on all events planned for the 1st, 3rd and 4th August. He urged all councillors to support the events. He expressed concern at the lack of interest for male volunteers to be poppy bearers at the Sunday evening event, and asked that councillors assist in recruiting volunteers if possible.

1195 To consider the preparation of a Press Policy for Beverley Town Council –policies were circulated from East Riding of Yorkshire Council and other Town Councils with the agenda

Cllr Pinder thanked the Town Clerk for preparing the draft policy. She proposed acceptance of the policy if no comments from any members with the amendments that she thought appropriate to include civic matters, which had been added to the document. This was seconded by Cllr Cox.

Resolved - Members resolved to accept the Press Policy for Beverley Town Council as previously circulated.

1196 To consider and set a date for the brain storming session on one of the following dates 22nd, 24th and 25th September.

Resolved – That the Brain Storming session agreed for Wednesday 24th September at 6pm.

1197 To consider the purchase and the Fly a Flag for the Commonwealth Day on 9th March 2015

Cllr McGrath stated that the item should be Commonwealth Day not games as stated on the agenda. The Town Clerk advised that the cost of the flag would be £58 + VAT. A discussion was held and all members agreed that due to the location of the office and visibility of the flag it would not be purchased.

Resolved – Members resolved not to purchase a Commonwealth Day flag.

1198 To consider possible application of funds remaining from the Field to Table project and potential funding applications by the local Food Coordinator (please see supporting papers)

Cllr Pinder explained that there are 2 accounts of funds remaining from the Field to Table project, £6468.30 and £10390.52, she asked members to consider the future use of the monies. She explained that the amount of £6468.30 cannot yet be used as it has not been audited. She advised that an expression of interest has been made in the 'High Street Funding' Grant from ERYC, with an initial idea of a 'Pie and Pudding' trail – this would involve tickets being sold to visitors who then visit the local shops to receive a sample of their produce. Cllr Pinder explained that match funding is required and made the following proposal to allocate up to maximum amount of £5000 to support the application to the 'High Street Funding'. This was seconded by Cllr Pearson. All members were in agreement.

A discussion was held as to how the remaining monies could be used. Cllr Cox proposed funding is given to support the Beverley Beer Festival up to a maximum of £600. This was seconded by Cllr Pinder. All members agreed. Members also discussed if this funding could be used to continue the role of Local Food and Admin Officer in future years, this is to be discussed at a future meeting of Policy Committee.

Resolved – Members resolved to allocate up to a maximum amount of £5000 to support the application to the 'High Street Funding' Pie and Pudding food trail. It was requested that the Local Food and Admin Officer bring proposals to the

next Policy meeting on 29th September. It was also resolved to fund the Beverley Beer Festival up to a maximum value of £600. The Town Clerk to find out costs and report back.

1199 To receive an update on the Georgian Festival –information from Barbara English was circulated with the agenda.

The report was received with thanks to the organising bodies.

Meeting closed at 7.50pm

Action Plan

Minute/ Action	Person Responsible	Time to be Reported Back
1184 (Beverley in Bloom Minute 710) Preparation of guidelines setting out the responsibilities of BTC and Beverley in Bloom to be raised again with Beverley in Bloom group.	Town Clerk	Operational
1184 (Beverley in Bloom) At the end of each Bloom meeting a member of the group is to present and Officer with a list of all actions	Town Clerk	Operational
1187 – Item 4 – Wording to be amended to include all notice boards.	Town Clerk	Operational
1187 - Item 5 – 5.1 Policy Committee bullet point 5 to read ' To Consider for submission to Full Council for approval the Annual Return (statement of Accounts) and 6 to read 'To consider for submission to Full Council for approval of the year end accounts'	Town Clerk	Operational
1187 – Rescind Full Council Min 1165 as incorrect	Town Clerk	Operational –agreed by all members at Full Council
1188 – Application 14/01870 agreed subject to the approval of the extra window by ERYC	Deputy Clerk	Operational
1189 That the following resolution be passed to ERNLLCA for consideration at the AGM on Thursday 18 th September 2014. 'That National Government should require Senior Councils to pass on in full all grant support funding to Town and Parish Councils'	Town Clerk	Operational
1190 - Meeting to be held on Thursday 31 st July 2014. Cllrs Pinder & Cox to attend	Cllrs Pinder & Cox	Operational
1191 - £660 from the Memorial Account to be used to fund 2 new Rolls of Honours Boards.	Town Clerk	Operational
1192 - Costs are to be established	Town Clerk	Operational

and more information on the Awards Ceremony on Friday 14 th November before a decision is made on whether members attend the event. Town Clerk informs Sue Lang who will be attending the assessment day.		
1193 - Cllrs Pearson & Astell to carry out the stock check of items stored in Minster House	Cllrs Pearson & Astell	Operational
1195 - To accept the Press Policy for Beverley Town Council	Town Clerk	Operational
1196 - Brain Storming Session agreed for Wednesday 24 th September at 6pm	Town Clerk	Operational
1198 - To allocate up to a maximum amount of £5000 to support the application to the 'High Street Funding'	Town Clerk Local Food and Admin Officer	Operational
1198 - Money be budgeted to support the Beer Festival up to a maximum of £600	Town Clerk	Operational
1198 -The role of the Local Food Co-ordinator to discussed at the next Policy meeting	Members	To be discussed