

BEVERLEY TOWN COUNCIL

Full Council Meeting

8th January 2018

Present: Councillors Willis (Mayor), Aird, T Astell, Begnett, B Cooper, G Cooper, Dodsworth, Jack, McGrath, Machen, Peacock and Pearson.

In attendance: Helen Watson (Town Clerk), Carol Oliver (Deputy Town Clerk)

1 member of the press was present

3 members of the public were present

One minute's silence was held in memory of Hon Alderman and Hon Freeman Harry P Flynn who had passed away last week.

The Mayor reported that the meeting was being recorded.

Public Forum

Beverley BID

Mr Paul Smith requested that Beverley BID be an Agenda item for Full Council in order that full discussion could take place. This is an initiative being put together by the Chamber of Trade. There will be significant impact on all businesses premises, East Riding of Yorkshire Council and the Town Council as there is a charge to all businesses in the town. This will be a 5 year legally binding contract. Each BID is unique to its town. The aim of the BID is to plug any gaps left by service providers and works with others who work within the town like, Destination Beverley. There is a ballot which will be run by the East Riding of Yorkshire Council election teams.

St Nicholas School

Miss Chloe Hopkins presented a petition to support the St Nicholas building being used as a community centre with drop in sessions. She felt that the St Nicholas building would make an ideal community centre and would ask the Town Council to consider this.

454 To receive apologies for absence:

Apologies for absence were received from Cllrs P Astell and Elvidge.

455 (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 Dodsworth declared a non-pecuniary interest in the Agenda item relating to the racking in the new BTC store.

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

No dispensations were given.

456 To approve the minutes of the Full Council Meeting Budget on the 20th November 2017 and the Extraordinary Full Council Meeting - Honorary Freeman on the 20th November 2017

Resolved: The minutes of the Full Council Meeting Budget on the 20th November 2017 and the Extraordinary Full Council Meeting - Honorary Freeman on the 20th November 2017 were approved.

457 i) To approve the minutes of the Planning Property & Services of the 2nd January 2018

Resolved: The minutes of the Planning Property & Services meeting of the 2nd January 2018 were approved.

ii) To approve the minutes of Personnel Committee on 3rd January 2018

Resolved: The minutes of the Personnel Committee meeting on the 3rd January 2018 were approved.

iii) To approve the notes of the Youth Coalition meeting on 2nd January 2018

Resolved: The notes of the Youth Coalition meeting on the 2nd January 2018 were approved.

iv) To note the minutes of the Planning Property & Services – 20th November 2017 which were approved at Planning Property & Services on the 2nd January 2018

Resolved: The minutes of the Planning Property & Services – 20th November 2017 which were approved at Planning Property & Services on the 2nd January 2018 were noted.

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

Resolved: The recorded actions from previous minutes were reviewed.

459 Mayor's Announcements and report from the 47 Squadron meeting sited in Beverley in 1916

The Mayor reported she had attended 14 civic events with the Deputy Mayor attending 2 civic events.

The Mayor went on to report that, she and the Town Clerk had met with a representative from the RAF 47 Squadron who reported on the forthcoming disbandment, possibly in 2018 and they would like to put a plaque/colours in the Beverley Minster in conjunction with the Beverley Town Council. The Town Clerk reported that it will be the 100th anniversary of the RAF on 1st April.

460 To consider the attached quote from Media & Marketing for the Beverley Food Festival and Beverley Guides

The Town Clerk handed out a selection of guides for members to look at. She reported the guides are handed out at our events and are web based. There is no cost as the company do all the selling. The guide is aimed at the residents of Beverley. In view of the election in 2019 members agreed to look to commence work on the Beverley Guide with a view to this being published in summer 2019, however this will be in the control of the newly elected Council.

Resolved: The Beverley Guide is to be published in summer 2019 following the 2019 election, however this will be in the control of the newly elected Council.

Although this was not on the agenda, Cllr Begnett said that an app should also be considered for visitors to the Town. Members agreed that the app should be considered alongside the guide. After lengthy discussion it was agreed that a working group be set up in order to obtain all the information relating to costs of setting up and updating the app. Members of the app working group are Cllrs Aird, T Astell, Begnett and Willis. The date of the first app working group is to be sorted as soon as possible in order a proposal for Full Council can be prepared. It was agreed this work would have no impact on Council staff workloads.

Resolved: Members of the app working group are Cllrs Aird, T Astell, Begnett and Willis and are to meet as soon as possible with a proposal to come back to Full Council.

The Town Clerk reported that quote for the Beverley Food Festival brochure need not be considered as this is undertaken by a local company and the 2018 Food Festival may not have a brochure.

461 To consider the attached correspondence received in relation to St Nicholas School

The Mayor opened the agenda item relating to the former St Nicholas School building, which is being sold as a commercial concern. Members had a lengthy discussion on this matter. Members stated that at the Annual Town Meeting Mr Menzies had indicated that any business plan for community use would be considered by the East Riding of Yorkshire Council for the St Nicholas school building. Cllr Willis reported that the costs for purchase and transforming the redundant school building, to the use of a community building were estimated to be very costly, possibly more so than building a new community building and a large loan would be required if it was to go forward. A lengthy discussion perused regarding the possible use, costs and needs for a community use building with transformation costs. It was agreed that the Town Clerk is to contact Mr Menzies to request a meeting to be attended by the Mayor and Town Clerk to

discuss the estimated operational costs and building/project management costs required for the former St Nicholas School building to become a possible community use building.

Resolved: It was agreed that the Town Clerk is to contact Mr Menzies to request a meeting to be attended by the Mayor and Town Clerk to discuss the estimated operational costs and building/project management costs required for the former St Nicholas School building to become a possible community use building.

462 To consider the attached correspondence from Prof Barbara English in relation to the Year 2021

Resolved: Members agreed to leave any event in the Year 2021 for the next Council after the election in 2019.

463 Beverley Pedestrian Signage project funding application to the High Street fund

Following on from a Renaissance meeting, the Town Clerk reported that smaller totem signs were the preferred option and the Town Council are not being asked for any funding.

Resolved: Members noted the information in relation to the Beverley Pedestrian Signage project.

464 To receive a report from Cllrs Jack on racking in the new BTC store at the cost of £1200

Cllr Jack reported on the racking required to store festive lighting in the new storage unit. All members agreed to proceed with the racking at the earliest opportunity.

Resolved: Members agreed to purchase racking for the new Beverley Town Council store at a cost of £1200. The Town Clerk to facilitate this action.

465 To arrange a WW1 working group meeting

The Town Clerk reported that the Royal British Legion and Mr Hartley are interested in being involved with the WW1 working group. Cllrs T Astell, R Begnett, P Dodsworth, Machen, Peacock and Pearson agreed to be members of the WW1 working group

Resolved: Cllrs T Astell, R Begnett, P Dodsworth, Machen, Peacock and Pearson agreed to be members of the WW1 working group with the Royal British Legion and Mr Hartley. The Town Clerk is to send out some possible dates for the first meeting to be held.

466 To receive for information:

(a) Cherry Tree Statistics

Resolved: The Cherry Tree Statistics were received.

(b) East Riding of Yorkshire Council's Chairman's Award 2018 nomination letter

Resolved: The East Riding of Yorkshire Council's Chairman's Award 2018 nomination letter was received.

(c) Interim Audit report

Resolved: Cllr Pearson proposed and Cllr T Astell seconded that the interim audit report was received. All Members agreed.

(d) List of Dates for Mayoral/Council Activities 2018/19

Resolved: The list of dates for Mayoral/Council Activities 2018/19 was received with thanks.

1 member of the press and 1 member of the public left the meeting at 7.35pm.

The Mayor said she was concerned that monies were being taken out of reserves when they should be a budget line for the expense. Cllr Aird reported that capping by the East Riding of Yorkshire Council will not take place in 2018/19.

467 To discuss and resolve the 2018/19 Budget (precept request is required by East Riding of Yorkshire Council 19th January 2018).

Cllr McGrath said as the majority of the budget lines were agreed at the last meeting, only the budget lines that needed further discussion are considered. The staff budget would be discussed after the exclusion of the public.

Members agreed.

	2014/15 Budget	2015/16 Budget	2016/17 Budget	2017/18 Budget	Draft 2018/19	Comments from Full Council 20.11.17	Full Council 08.01.2018	Comments from Full Council 08.01.2018
Officer Training/Conference	£1,500.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00	Invoices awaited for training - recommend maintaining the budget to allow for staff training and CPD	£1,500.00	The Town Clerk reported that there is new data protection training in May 2018.
Officer Travel	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£750.00	To be reduced.	£750.00	
Recruitment Advertising		£2,000.00	£2,000.00	£2,000.00		To be carried forward together with £2000 (budget lines can only be carried forward from current year		2018/19 budget line of £2000 to be carried forward to allocated reserves
Administration								
Insurance	£6,500.00	£5,940.00	£5,940.00	£5,940.00	£5,000.00	Town Clerk negotiated a reduced premium for 2 years	£5,000.00	
Stationery	£1,200.00	£1,250.00	£1,250.00	£1,250.00	£1,250.00		£1,250.00	
Photocopier	£3,000.00	£3,500.00	£3,600.00	£3,600.00	£3,600.00	Town Clerk negotiates to keep a reduced cost	£3,600.00	
Newsletter/Community Liaison	£1,000.00	£500.00	£500.00	£500.00	£500.00		£500.00	
Telephone	£1,500.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00		£1,500.00	
Internet Access	£250.00	£500.00	£500.00	£500.00	£500.00		£500.00	
Staff Mobiles	£270.00	£400.00	£400.00	£400.00	£400.00		£400.00	
Postage	£1,200.00	£1,250.00	£1,500.00	£1,500.00	£1,500.00		£1,500.00	
Publications/Subscriptions/Fees								
Newspapers	£30.00	£30.00	£70.00	£140.00	£140.00		£140.00	
NALC/ERNLLCA	£1,100.00	£1,100.00	£1,500.00	£1,500.00	£1,800.00	This needs to be increased to allow for increase membership fee of ERNLLCA/NALC	£1,900.00	The Town Clerk reported an increase in fee is expected.
SLCC	£500.00	£500.00	£700.00	£700.00	£700.00		£700.00	
Charter Towns	£150.00	£150.00	£0.00		£0.00		£0.00	

Computer Equipment updating and training	£1,750.00	£1,800.00	£1,800.00	£1,800.00	£3,600.00	Microsoft Office friendly tablet to be purchased to install Allotment software. Need budget for new computer if an officer's computer fails. Recommend increasing budget line for external storage of computer data.	£3,600.00	
Website	£400.00	£120.00	£120.00	£120.00	£120.00		£120.00	
Audit Fees	£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	£450.00	£450.00	£550.00	£550.00		£550.00	
Accommodation								
Office rent	£14,500.00	£14,000.00	£14,000.00	£14,000.00	£14,000.00		£14,000.00	
Room Hire (external room hire)	£1,000.00	£500.00	£500.00	£2,500.00	£650.00	Reduce this line for the hire of Guildhall for Mayor Making, Hon Freeman, Remembrance Sunday	£650.00	
Rates	£7,000.00	£7,000.00	£7,000.00	£7,000.00	£7,000.00	Exempt small business rates apply for the new unit.	£7,000.00	
Utilities/Maintenance (water, gas, electricity, paint, light bulbs, water cooler, recycling costs/refuse collection)	£5,000.00	£4,000.00	£4,000.00	£4,000.00	£4,000.00		£4,000.00	
Decoration	£150.00					£1000 Decorating costs to come from reserves		£1000 to be allocated to allocated reserves
Alarm Maintenance	£1,000.00	£1,000.00	£1,000.00	£750.00	£1,000.00	Alarm maintenance increased	£1,000.00	

Handyperson accommodation/storage	£750.00	£3,000.00	£3,000.00	£3,000.00	£5,000.00	Handyman accommodation 2017/18 garage on Well Lane £80, 24/7 Storage Barmston Road £220 (plus VAT) and Christmas Lights container £40 (plus VAT) totalling £340. Proposed 2018/19 budget is £80 garage on Well Lane and Unit 2 £350 (plus VAT)	£5,000.00	
Civic and Democratic								
Mace Bearer	£500.00	£500.00	£1,000.00	£1,000.00	£1,000.00		£1,000.00	
Councillor Training/Conference	£1,500.00	£2,000.00	£1,000.00	£1,000.00		Recommend this budget line remains for continuing Councillor training and Councillor pack preparation	£1,000.00	
Twinning, travel, hospitality	£2,500.00	£2,500.00	£2,500.00	£0.00		Invoice awaited for twinning and balance to be carried forward. Nogent-sur-Oise has 20 year celebration in 2018/19 and the Mayor and Consort are invited. The invitation had been extended to all Cllrs and the Clerk. It had been agreed previously that Mayor, Consort and Clerk would be paid for.		£2350 or underspend at 31.3.18 to be carried forward to allocated reserves
Mayoral Allowance to Mayor	£1,500.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00		£1,500.00	
Deputy Mayor expenses		£200.00	£200.00	£200.00	£200.00		£200.00	
Members Allowance	£3,500.00	£3,500.00	£2,000.00	£1,750.00	£1,750.00	Reserves to be used if additional Cllrs claim their members allowance	£1,750.00	
Councillor travel and subsistence	£500.00	£1,000.00	£1,000.00	£1,000.00		Recommend this budget line is maintained	£1,000.00	

Robes/Civic Maintenance	£500.00	£100.00	£100.00	£300.00	£300.00	Deputy Mayor's robes need to be cleaned	£300.00	
Civic Budget	£4,000.00	£4,000.00	£4,000.00	£4,000.00	£4,000.00		£4,000.00	
Election Provision	£9,000.00	£4,000.00	£4,000.00	£4,000.00	£4,000.00	To be allocated for elections	£4,000.00	2017/18 Budget line of £4000 to be carried forward to allocated reserves
Grants								
Pensioners Lunches	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00		£1,000.00	
Beverley FM - payment for the What's On Guide sponsorship		£1,200.00	£1,200.00	£1,200.00	£1,200.00		£1,200.00	
Grant to Cherry Tree	£5,000.00	£5,000.00	£5,000.00	£5,000.00	£5,000.00		£5,000.00	
Grants	£15,000.00	£15,000.00	£10,000.00	£12,500.00	£12,500.00	Cllr Begnett commented on the information evening with Beverley Community Lift and ERYC regarding Community Transport. It is still in the consultancy stage at present, however they may apply for funding	£12,500.00	
Cycle Race		£750.00	£750.00	£750.00	£750.00		£750.00	
Detached Youth Workers	£6,767.00							
Beverley Against Poverty	£500.00							
Youth Town Council (Coalition)	£200.00							
Town Maintenance								
Skatepark	£500.00	£4,000.00	£2,500.00	£2,500.00	£2,500.00	Annual Inspection to take place in January	£2,500.00	

Town Council Plants/Hanging baskets	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	The income of £2100 is taken into account. This income is reducing year on year due to businesses not purchasing the hanging baskets. This figure does not allow for officer time or watering time. The Town Council facilitate the hanging baskets which businesses purchase and the lamp post planters.	£1,000.00	
Maintenance	£3,000.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00	New racking for warehouse to be purchased.	£3,000.00	
Litter/Salt Bins and associated items (salt/grit),	£5,000.00	£2,500.00	£2,500.00	£2,500.00	£2,500.00	Invoices awaited	£2,500.00	
Transport (current Van MOT, insurance, servicing and tax together with fuel)	£4,000.00	£4,000.00	£4,000.00	£4,000.00	£4,000.00		£4,000.00	
Replacement Van		£3,500.00	£2,000.00	£4,000.00	£2,000.00	£2000 Allocated reserves	£2,000.00	2017/18 budget line of £2000 to be carried forward to allocated reserves
SLA Street Lights	£17,500.00	£17,850.00	£18,000.00	£18,000.00	£18,000.00	There is no reduction available as the replacement LED lighting is assisting with reduction of costs	£18,000.00	
Street lighting improvements	£4,000.00	£4,000.00	£4,000.00	£4,000.00	£4,000.00		£4,000.00	
CCTV Town 40% maintenance and power costs	£7,110.00	£6,660.00	£7,000.00	£8,200.00	£13,600.00		£13,600.00	
CCTV Cherry Tree	£3,000.00	£2,640.00						
Wi-Fi in Beverley	£1,000.00							
Town Events								

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 Lights	£5,000.00	£7,500.00	£7,500.00	£15,000.00	£10,000.00	£10,000 will cover infrastructure cost. The Christmas Lights Appeal Committee will continue to raise money to purchase new lights.	£10,000.00
Brighter Beverley			£1,000.00				
Britain in Bloom (increased staffing and resources in 2018)							£6,278.00
Event - WW1							£2,000.00
Agincourt							
Beverley in Bloom	£2,000.00	£2,000.00	£2,000.00	£2,000.00	£3,000.00		£3,000.00
Food Festival						Self sustaining	
Allotments							
Allotments Upkeep	£2,000.00	£2,000.00	£2,000.00	£2,000.00		£2925 (117 bonds held). Potential rental income is £7000 if allotment sites are fully tenanted. This does not allow for any staff time and it may not be fully tenanted all year.	£2,000.00
Allotments - Queensgate Rental	£1,200.00	£1,200.00	£1,200.00	£1,200.00	£1,200.00		£1,200.00
Community Allotment Plot							
Annual Allotment - Lairgate and Keldgate Rental	£170.00	£170.00	£170.00	£170.00	£180.00		£180.00
Skip Hire	£600.00	£600.00	£600.00	£900.00		To come out of income for allotments	
Water pipe/maintenance at Sparkmill Terrace Allotments				£500.00	£500.00	To remove tree on Sparkmill allotment	£500.00

468 To consider the exclusion of the public from the meeting on the grounds that confidential information in relation to the staffing and contractual budget activity matters, and proposal of bestowing the title of Honorary Freeman updates shall be disclosed (Public Bodies (Admission of Meetings) Act 1960)

Motion: that the public be excluded from the meeting on the grounds that confidential information in relation to the staffing and contractual budget activity matters and proposal of bestowing the title of Honorary Freeman updates shall be disclosed (Public Bodies (Admission of Meetings) Act 1960)

Resolved: The public were excluded from the meeting on the grounds that confidential information in relation to the staffing and contractual budget activity matters, and proposal of bestowing the title of Honorary Freeman updates shall be disclosed (Public Bodies (Admission of Meetings) Act 1960)

2 members of the public left the meeting at 7.50pm.

The Mayor asked that the Honorary Freeman Update was brought forward. All agreed.

469 Honorary Freeman Update

The Town Clerk gave an update the Honorary Freeman and confirmed that she would make contact with the elected Honorary Freeman to inform them of dates and the position.

470 Staffing matters

Cllr Jack updated members on personnel matters.

471 To resolve the staffing budget line

The staffing budget line was resolved.

	2014/15 Budget	2015/16 Budget	2016/17 Budget	2017/18 Budget	Draft 2018/19	Comments from Full Council 20.11.17	Full Council 08.01.2018	Comments from Full Council 08.01.2018
Staff Costs								
Salaries (Town Clerk (37 hrs p/w), Deputy Town Clerk (25 hrs p/w), Admin Assistant (15 hours p/w) Handyman (10 hrs p/w) plus 150 additional hours worked for watering over the summer period), Cleaner (1 hr p/w) To consider additional administrative support throughout the year £8000	£62,386.00	£66,107.00	£65,000.00	£60,995.00		Members expressed concern at raising the staff costs. Council needs to work smarter and more efficiently. Council needs to ensure staff can work within their Contracts. Council needs to consider the impact of staff hours before taking on new activities. Councillors need to assist at activities. Food Festival is self-sustaining and any additional staffing costs relating to this should be added to stall fees. Staff costs are to be referred to a Personnel Meeting for discussion in relation to staff roles and hours before the January budget meeting	£63,000.00	This will maintain the present staffing structure as National Joint Council have made recommendations which are being discussed on the 23rd January 2018. It will not allow for additional staffing.

Additional costs required to under right the operation of Town Events or pay for events	£7,800.00	£7,918.00	£3,296.00	£5,000.00		Any underspend of £5000 - To be carried forward		2018/19 budget underspends of £5000 to be put into allocated reserves for Town Council events use.
External Contractors				£3,000.00	£3,000.00	Work undertaken but invoice awaited	£3,000.00	
Youth Salaries		£6,767.00						
Staffing Contingency	£12,000.00	£10,000.00	£9,000.00	£9,000.00		Additional Food Festival and Christmas Festival of Food and Drink additional hours paid from Festivals' income. £7500 to be carried forward	£5,000.00	2018/19 Budget line of staff contingency of £5,000 to be carried forward to 2018/19 in allocated reserves.
Employers NI @ 13.8%	£9,686.00	£9,123.00	£8,970.00	£8,420.00	£9,690.00	Subject to change following Personnel Meeting	£9,690.00	
Employers Pension Contribution @ 23.3%	£17,407.00	£16,395.00	£16,120.00	£16,834.00	£16,361.00	Subject to change following Personnel Meeting	£16,361.00	

The 2018/19 budget was set at £267,649 The Band D property for 2018/19 was £43.45 and the Band D property for 2017/18 is £267,469 representing an annual decrease of 1.27% on Band D.

Resolved – The 2018/19 budget was set at £267,649 The Band D property for 2018/19 was £43.45 and the Band D property for 2017/18 is £267,469 representing an annual decrease of 1.27% on Band D.

The meeting closed at 8.10pm.

FULL COUNCIL 8TH JANUARY 2018 ACTION PLAN

Action	Who is Responsible	Report back date
Min 460 – Town Guide Min 460 – App Working Group – arrange meeting for prepare proposal for Full Council	The Town Clerk Cllrs Aird, T Astell, Begnett and Willis	Summer 2019
Min 461 – Contact Alan Menzies re: St Nicholas School to arrange a meeting with Mayor and Town Clerk	The Town Clerk	Operational
Min 462 – 2021 to be an agenda item following elections - correspondence from Prof Barbara English in relation to the Year 2021	The Town Clerk	Summer 2019
Min 464 – purchase and install racking at new unit	Town Clerk and Cllr Jack	Operational
Min 465 – arrange a WW1 commemoration meeting with Bill Hartley and Rod Evans	Cllrs T Astell, R Begnett, P Dodsworth, Machen, Peacock and Pearson, Town Clerk	Operational
Min 471 – request precept in the sum of £267,469 be maintained	The Town Clerk	19 th January 2018