

BEVERLEY TOWN COUNCIL

FULL COUNCIL

23rd October 2017 - Held at 6.30 pm at 12 Well Lane, Beverley

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

In attendance: Helen Watson (Town Clerk),

417 To receive apologies for absence

Apologies for absence were received from Cllr E Aird and Cllr B Cooper.

418 (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:

Councillor Peacock declared a non-pecuniary interest in agenda item 14 as his mother uses the Beverley Community Lift.

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

There were no dispensations

419 To confirm the minutes of the Full Council Meeting on 18th September 2017:

Resolved: The minutes of the Full Council Meeting on 18th September 2017 were confirmed and signed as a correct record.

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

- (i) Planning Property & Services – 26th September 2017**
- (ii) Planning Property & Services – 17th October 2017**

Resolved: The minutes of the Planning Property & Services meeting on the 26th September 2017 were confirmed and signed as a correct record. The minutes of the Planning Property & Services meeting on the 17th October 2017 were amended in that Councillor Ben Cooper was recorded as present when he had sent apologies to the meeting. The minutes were then confirmed and signed as a correct record.

421 To note the working group minutes:

- (i) 3rd October 2017 – Christmas Lights**
- (ii) 11th October 2017 – Beverley in Bloom**

Resolved: The minutes of the Christmas Lights Meeting on the 3rd October 2017 and Beverley in Bloom Meeting on the 11th October 2017 were noted.

Councillor Jack reported that following the Full Council Meeting of 18th September Minute number 414 (ii), further analysis of the proposed purchase had taken place. The Christmas Lights Committee had reviewed all plans and will keep spending within the original budget and that the additional reserves would not be required.

422 To receive a review of the recorded actions from the previous minutes:

The Council received a review of the recorded actions from previous minutes. The Mayor confirmed Councillor Jack's report from the Christmas Lights Committee.

423 Mayor's Announcements:

The Mayor had undertaken 9 engagements since the last meeting and the Deputy Mayor had undertaken 5. The Civic Service will be held on Sunday 19th November 2017 at 3 pm at St Nicholas Church, Beverley.

424 To consider and discuss:

(a) The request from the Twinning link person in Nogent's twin town in Italy, Fucecchio near Pisa, Italy who are interested in exploring links with Beverley:

Councillor McGrath thanked Mr Jim Whitfield for giving an explanation of what had been requested during the public forum. A friendship link would be welcomed but formal twinning is a long way off. The Mayor, Deputy Mayor and Councillors will be meeting visitors from Nogent on the weekend of 27th-29th October and will ask what will be required.

Resolved: to find out more information and report back to the next Full Council meeting.

(b) Programme of Nogentais visit to Beverley 27-30 October 2017 – Cllrs may attend; notice is need by 24th October 2017:

The Mayor reported on the programme for the visit. Councillors are able to attend the welcome reception at the Monks Walk on 27th October – Councillors P Astell, Pearson and McGrath may attend in addition to the Mayor and Deputy Mayor.

425 To consider and put forward a topic for the East Riding of Yorkshire Council's Overview and Scrutiny Committees to consider scrutinising over the next municipal year (2018/19). The deadline for submission is the 22nd December 2017:

Resolved: to request the Overview and Scrutiny Committee consider that as the Police have withdrawn from duties they used to perform, for example traffic/parking is now undertaken by ERYC, a review of what duties the Police undertake is done and what other duties are likely to be withdrawn.

Resolved: to ask the PCC Engagement Team to come to a Full Council Meeting.

426 (a) To complete the Membership Survey from ERNLLCA regarding Officer Attendance at district committee meetings- deadline is 16th November 2017:

Resolved: a response to the Membership Survey was agreed including Officer Attendance at once visit per year.

(b) To consider members and officers attendance at the ERNLLCA Annual Conference and training day on 17 November:

Resolved: Councillor Begnett will attend.

427 (i) To receive a brief interim verbal report on the Food Festival:

The Town Clerk gave a short report and thanked all volunteers, community and otherwise, who helped on the day; some were off sick but this was not known until Saturday. It was a busy morning setting up and there were a few difficulties however the crowds came despite the rain. Stallholder takings were reportedly as normal and the Mayor's Charity stall raised in the region of £1,000. More detailed analysis will be reported once the data from the evaluation forms has been input.

(ii) To request support from Councillors regarding duties (Christmas Festival of Food & Drink):

The Mayor will hold a charity tombola. A request for support from Councillors was made – Councillors Begnett and Jack will help with marshalling. Councillors are also required for the Town Council stall.

428 To consider the Beverley Christmas Lights Appeal Group's request to borrow the Town Council Gazebo and the tombola drum for the Beverley Festival of Christmas Victorian Market:

Resolved: Beverley Christmas Lights Appeal Group's request to borrow the Town Council Gazebo and the tombola drum for the Beverley Festival of Christmas Victorian Market was agreed. The Council resolved to give the Town Clerk delegated authority to authorise permission in future.

429 To consider hosting a Festive Great Get Together:

Councillor Begnett reported that he would like to build on the success of the Get Together in the summer by holding an event between Christmas and New Year. The Council was made aware that Town Councillors would be required to run it as staff members are currently overstretched due to issues. The Council will leave this until the summer next year when it will be discussed again as it would be easier to organise and lovely to do in the summer months.

430 To support Beverley Community Lift:

Councillor Begnett commented on proposals that will require organisations to have professional drivers which would increase costs considerably for organisations such as the Community Lift. A letter of support would be considered as and when required and ERYC had already agreed to write to MPs.

Resolved: that the Council will organise an information evening with Beverley Community Lift and the ERYC Transport Manager to gain a better understanding of what the requirements would be.

431 To consider changing the date of Full Council/Honorary Freeman on the 4th December to the 20th November 2017 in place of the Policy meeting:

Resolved: The Council agreed to the changing the date of Full Council/Honorary Freeman from the 4th December 2017 to the 20th November 2017 in place of the Policy meeting.

432 Town Clerk to report on Unit 2, Beverley Business Park, Old Beck Road and to sign the lease:

The Town Clerk reported that following on from the remit from Council to look at units which would better serve the Council's purpose, a unit at Beverley Business Park had been acquired as from 1st November and notice had been given on the Belprin Road site. The lease on the new site was signed.

The Town Clerk will undertake a review of what the Council has and what is needed moving forward. A complete assessment will be undertaken.

433 To receive and approve the external auditor's report for 2016/17 accounts:

Resolved: The external auditor's report for the 2016/17 accounts was received and approved.

434 To consider the accounts and grant funding of the Track Fitness Boxing Club deferred from September Full Council:

Financial paperwork from the Track Fitness Boxing Club had been submitted to the Council.

Resolved: To defer this to the next Full Council meeting and refer this back to the Track Fitness Boxing Club. The Grants Committee recommendation was for approval of the grant subject to financial information as detailed in the grant application process (a copy of either audited accounts/budget for the relevant financial year must be forwarded with the application).

435 To consider the 2018-2019 draft budget for information and consideration:

The end of World War 1 Centenary was discussed and it was recognised that a budget would need to be put aside for this. Councillor Pearson will speak to the Pasture Masters with regard to the possibility of having a beacon on the Westwood. Details of events for next year were discussed however an informal meeting in the New Year would be required.

The Council noted the draft budget for reference.

	2014/15 Budget	2015/16 Budget	2016/17 Budget	2017/18 Budget	
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	70220.00
Additional costs required to underwrite the operation of Town Events or pay for events	£7,800.00	£7,918.00	£3,296.00	£5,000.00	5000.00
External Contractors				£3,000.00	3000.00
Youth Salaries		£6,767.00			
Staffing Contingency	£12,000.00	£10,000.00	£9,000.00	£9,000.00	9000.00
Employers NI @ 13.8%	£9,686.00	£9,123.00	£8,970.00	£8,420.00	9690.00
Employers Pension Contribution @ 23.3%	£17,407.00	£16,395.00	£16,120.00	£16,834.00	16361.00
Officer Training/Conference	£1,500.00	£1,500.00	£1,500.00	£1,500.00	1500.00
Officer Travel	£1,000.00	£1,000.00	£1,000.00	£1,000.00	1000.00
Recruitment Advertising		£2,000.00	£2,000.00	£2,000.00	2000.00
Administration					
Insurance	£6,500.00	£5,940.00	£5,940.00	£5,940.00	5000.00
Stationery	£1,200.00	£1,250.00	£1,250.00	£1,250.00	1250.00
Photocopier	£3,000.00	£3,500.00	£3,600.00	£3,600.00	3600.00
Newsletter/Community Liaison	£1,000.00	£500.00	£500.00	£500.00	500.00
Telephone	£1,500.00	£1,500.00	£1,500.00	£1,500.00	1500.00
Internet Access	£250.00	£500.00	£500.00	£500.00	500.00
Staff Mobiles	£270.00	£400.00	£400.00	£400.00	400.00
Postage	£1,200.00	£1,250.00	£1,500.00	£1,500.00	1500.00
Publications/Subscriptions/Fees					2340.00
Newspapers	£30.00	£30.00	£70.00	£140.00	140.00
NALC/ERNLLCA	£1,100.00	£1,100.00	£1,500.00	£1,500.00	1500.00
SLCC	£500.00	£500.00	£700.00	£700.00	700.00
Charter Towns	£150.00	£150.00	£0.00		0.00
Computer Equipment updating and training	£1,750.00	£1,800.00	£1,800.00	£1,800.00	1800.00
Website	£400.00	£120.00	£120.00	£120.00	120.00

Audit Fees	£2,500.00	£2,500.00	£2,500.00	£2,500.00	2500.00
Bank Charges					
Payroll processing fees	£400.00	£450.00	£450.00	£550.00	550.00
Accommodation					
Office rent	£14,500.00	£14,000.00	£14,000.00	£14,000.00	14000.00
Room Hire (external room hire)	£1,000.00	£500.00	£500.00	£2,500.00	650.00
Rates	£7,000.00	£7,000.00	£7,000.00	£7,000.00	7000.00
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	4000.00
Decoration	£150.00				
Alarm Maintenance	£1,000.00	£1,000.00	£1,000.00	£750.00	750.00
Handyperson accommodation/storage	£750.00	£3,000.00	£3,000.00	£3,000.00	5000.00
Civic and Democratic					
Mace Bearer	£500.00	£500.00	£1,000.00	£1,000.00	1000.00
Councillor Training/Conference	£1,500.00	£2,000.00	£1,000.00	£1,000.00	1000.00
Twinning/Travel/Hospitality	£2,500.00	£2,500.00	£2,500.00	£0.00	2000.00
Mayoral Allowance to Mayor	£1,500.00	£1,500.00	£1,500.00	£1,500.00	1500.00
Deputy Mayor expenses		£200.00	£200.00	£200.00	200.00
Members Allowance	£3,500.00	£3,500.00	£2,000.00	£1,750.00	1750.00
Councillor travel and subsistence	£500.00	£1,000.00	£1,000.00	£1,000.00	1000.00
Robes/Civic Maintenance	£500.00	£100.00	£100.00	£300.00	300.00
Civic Budget	£4,000.00	£4,000.00	£4,000.00	£4,000.00	4000.00
Election Provision	£9,000.00	£4,000.00	£4,000.00	£4,000.00	4000.00
Grants					
Pensioners Lunches	£1,000.00	£1,000.00	£1,000.00	£1,000.00	1000.00
Beverley FM - payment for the What's On Guide		£1,200.00	£1,200.00	£1,200.00	1200.00
Grant to Cherry Tree	£5,000.00	£5,000.00	£5,000.00	£5,000.00	5000.00
Grants	£15,000.00	£15,000.00	£10,000.00	£12,500.00	12500.00
Cycle Race		£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	2500.00

Town Council Plants/Hanging baskets	£1,000.00	£1,000.00	£1,000.00	£1,000.00	1000.00
Maintenance	£3,000.00	£3,000.00	£3,000.00	£3,000.00	3000.00
Litter/Salt Bins and associated items (salt/grit),	£5,000.00	£2,500.00	£2,500.00	£2,500.00	2500.00
Transport (current Van MOT, insurance, servicing and tax together with fuel)	£4,000.00	£4,000.00	£4,000.00	£4,000.00	4000.00
Replacement Van		£3,500.00	£2,000.00	£2,000.00	2000.00
SLA Street Lights	£17,500.00	£17,850.00	£18,000.00	£18,000.00	18000.00
Streetlighting improvements	£4,000.00	£4,000.00	£4,000.00	£4,000.00	4000.00
CCTV Town 40% maintenance and power costs	£7,110.00	£6,660.00	£7,000.00	£8,200.00	13600.00
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	1800.00
Christmas Lights	£5,000.00	£7,500.00	£7,500.00	£15,000.00	10000.00
Brighter Beverley			£1,000.00		
Town Event					
WW1					
Events Budget			£2,000.00	£2,000.00	2000.00
Agincourt					
Beverley in Bloom	£2,000.00	£2,000.00	£2,000.00	£2,000.00	3000.00
Food Festival					5000.00
Allotments					
Allotments Upkeep	£2,000.00	£2,000.00	£2,000.00	£2,000.00	2000.00
Allotments - Queensgate Rental	£1,200.00	£1,200.00	£1,200.00	£1,200.00	1200.00
Community Allotment Plot					
Annual Allotment - Lairgate and Keldgate Rental	£170.00	£170.00	£170.00	£170.00	180.00
Skip Hire	£600.00	£600.00	£600.00	£900.00	900.00
Waterpipe/maintenance at Sparkmill Terrace Allotments				£500.00	500.00
Total Precept	£273,776.00	£278,470.00	£256,236.00	£267,469.00	£287,451.00
Tax Base for Band D property	£5,731.15	£5,857.12	£5,929.90	£6,079.20	
Band D	£47.77	£47.54	£43.21	£44.00	

436 To receive for information:

(i) Cherry Tree Statistics for September

Resolved: The Cherry Tree Statistics for September were received.

(ii) Response from Northern Rail in connection with the Beverley-Sheffield line

The response from Northern Rail in connection with the Beverley-Sheffield line was received. The rail company had stated that they will do the fence over time.

(iii) To remind Cllrs that nominations for proposed Hon Freeman need to be submitted to the Town Clerk in November

Councillors were reminded that nominations for proposed Hon Freeman need to be submitted to the Town Clerk in November

(iv) For Information – The Town Clerk and Mayor have been invited to speak and take a workshop at the NALC Larger Councils Conference on local economic growth

Council noted the Town Clerk and Mayor have been invited to speak and take a workshop at the NALC Larger Councils Conference on local economic growth.

Meeting closed at 8 pm.

Action Plan – Full Council 23rd October 2017

Action	Person Responsible	Due by
Minute 424 - Find out more information regarding the request for a twinning link with Fucecchio in Italy	Cllrs, Town Clerk	Full Council
Minute 425 – submit the topic to the ERYC Overview and Scrutiny Committee	Town Clerk	Operational
Minute 425 – Invite PCC Community Engagement Team to a Full Council Meeting	Town Clerk	Operational
Minute 426 – Submit ERNLLA survey	Town Clerk	Completed
Minute 426 – Cllr Begnett to attend ERNLLCA Conference and Training on 17 th November 2017	Town Clerk/Cllr Begnett	Operational
Minute 430 – Organise an information evening with Beverley Community Lift and ERYC Transport Manager	Town Clerk	Operational
Minute 432 – Assessment of what the Council has and what it requires with regard to storage and units	Town Clerk	Operational
Minute 434 – refer accounts back to Track Fitness Boxing Club and defer to next Full Council meeting	Town Clerk	Operational
Minute 435 – budget for next Full Council Meeting	Town Clerk/Cllrs	Operational