

# BEVERLEY TOWN COUNCIL

## Full Council

28<sup>th</sup> November 2016

**Present:** Councillors: Robert Begnett (Mayor), Elaine Aird, Tom Astell, Ben Cooper, Philip Dodsworth, David Elvidge, Duncan Jack, Nick Machen, Bryan Pearson and Ann Willis.

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

Four members of the public were present.

### Public Forum:

Ian Gow referred to the Code of Conduct, Minutes of last meetings and an article in the Daily Mail which has a readership of 1.8m regarding the comment made by a Councillor. He believes this has dragged on for over 5 months bringing both the town and the Council into disrepute. He knows the Councillor is still a Councillor with Beverley Town Council and by default the Town Council are associating themselves with this comment.

He asked:

1. Will Council consider a mechanism to actually expel a Councillor immediately when their actions bring the town and the Council into disrepute?
2. Have all Councillors undertaken social media training as referred to in Minutes of meetings? There is an agenda item which refers to social media on the Agenda. Will the ERNLLCA policy fit for purpose?
3. Will the Code of Conduct adopted in 2012 be revised and updated to avoid this situation occurring again?

Mr Gow said he was happy to receive a written reply to his questions and handed the Town Clerk a copy of his notes. The Town Clerk to respond to Mr Gow's questions in writing.

### 270 Apologies for absence

Apologies were received from Councillors Peter Astell, Geoff Cooper and Paul McGrath.

### 271 (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 received.

### 272 To confirm and sign the minutes of the Full Council Meeting on 17<sup>th</sup> October 2016

**Resolved** – The minutes of Full Council Meeting on 17<sup>th</sup> October 2016 were confirmed and signed as a correct record of the meeting.

### 273 To receive, adopt and sign the minutes of the following Committee:

- (i) Personnel – 7<sup>th</sup> November 2016
- (ii) Planning, Property and Services – 8<sup>th</sup> November 2016

**Resolved** – The minutes of the Personnel Meeting on 7<sup>th</sup> November 2016 and Planning Property and Services on 8<sup>th</sup> November 2016 were received, adopted and signed as correct record of the meeting.

### 274 To note working group notes/ minutes:

- (i) Christmas Lights – 18<sup>th</sup> October 2016
- (ii) Christmas Lights – 8<sup>th</sup> November 2016

**Resolved** - The minutes of the Christmas Lights working groups held on the 18<sup>th</sup> October 2016 and 8<sup>th</sup> November 2016 were noted.

**275 To note the minutes of the Planning Property and Services meeting held on 18<sup>th</sup> October 2016 and approved at the Planning Property & Services meeting held on the 8<sup>th</sup> November 2016**

**Resolved** - The minutes of the Planning Property and Services meeting held on the 18<sup>th</sup> October 2016 and approved at the Planning Property & Services meeting held on the 8<sup>th</sup> November 2016 were noted.

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

The Town Clerk gave an update of the recorded action plan.

Cllr T Astell enquired when Councillors would be invited to the Youth Coalition meeting. Cllr Begnett explained that one meeting had taken place with the major stakeholders and another one was planned in the New Year. Cllr Dodsworth said he is going to contact the Youth Groups. Cllr Dodsworth reported that deadline for the PAG funding is the 27<sup>th</sup> January 2017. Cllr Begnett is to forward to the Town Clerk the notes from the meeting for distribution to all Councillors. It was agreed this is an Agenda item for next Full Council.

**Resolved** – The Youth Coalition Notes to be sent to the Town Clerk by the Mayor and Youth Coalition is to be an Agenda item for next Full Council in January 2017.

**277 Mayor’s Announcements**

The Mayor reported he had attended fourteen events and the Deputy Mayor had attended three.

**278 To discuss the 2017/18 Budget**

Members considered the draft budget

	2014/15 Budget	2015/16 Budget	2016/17 Budget	Full Council 28/11/16	Full Council 28/11/16
<b>Staff Costs</b>					
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)		£66,107.00	£65,000.00		£60,995.00
Seasonal Worker	£7,800.00	£7,918.00	£3,296.00	Discussion took place about the type of seasonal worker - Food Festival or assistance over summer for Handyman. Town Clerk to provide details of additional hours required for Food Festival by intern.	£4,000.00
Youth Salaries		£6,767.00			
Staffing Contingency	£12,000.00	£10,000.00	£9,000.00	Used for HR issues, annual leave cover, sickness cover	£9,000.00

				and redundancies	
Employers NI @ 13.8%	£9,686.00	£9,123.00	£8,970.00		£8,420.00
Employers Pension Contribution @ 27.6%	£17,407.00	£16,395.00	£16,120.00	Increase due to work place pensions from 1/5/17	£16,834.00
Officer Training/Conference	£1,500.00	£1,500.00	£1,500.00		£1,500.00
Officer Travel	£1,000.00	£1,000.00	£1,000.00		£1,000.00
Recruitment Advertising		£2,000.00	£2,000.00		£2,000.00
<b><u>Administration</u></b>					
Insurance	£6,500.00	£5,940.00	£5,940.00		£5,940.00
Stationery	£1,200.00	£1,250.00	£1,250.00		£1,250.00
Photocopier	£3,000.00	£3,500.00	£3,600.00		£3,600.00
Newsletter/Community Liaison	£1,000.00	£500.00	£500.00		£500.00
Telephone	£1,500.00	£1,500.00	£1,500.00		£1,500.00
Internet Access	£250.00	£500.00	£500.00		£500.00
Staff Mobiles	£270.00	£400.00	£400.00		£400.00
Postage	£1,200.00	£1,250.00	£1,500.00		£1,500.00
<b><u>Publications/Subscriptions/Fees</u></b>					
Newspapers	£30.00	£30.00	£70.00		£140.00
NALC/ERNLLCA	£1,100.00	£1,100.00	£1,500.00		£1,500.00
SLCC	£500.00	£500.00	£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
Website	£400.00	£120.00	£120.00		£120.00
Audit Fees	£2,500.00	£2,500.00	£2,500.00		£2,500.00
Bank Charges					
Payroll processing fees	£400.00	£450.00	£450.00	Increase costs due to work place pensions from 1/5/17	£550.00
<b><u>Accommodation</u></b>					
Office rent	£14,500.00	£14,000.00	£14,000.00		£14,000.00
Room Hire (external room hire)	£1,000.00	£500.00	£500.00		£500.00
Rates	£7,000.00	£7,000.00	£7,000.00		£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
Decoration	£150.00				
Alarm Maintenance	£1,000.00	£1,000.00	£1,000.00		£750.00

Handyperson accommodation/storage	£750.00	£3,000.00	£3,000.00	Cheaper accommodation to be sought if possible	£3,000.00
<b>Civic and Democratic</b>					
Mace Bearer	£500.00	£500.00	£1,000.00		£1,000.00
Councillor Training/Conference	£1,500.00	£2,000.00	£1,000.00		£1,000.00
Mayoral Allowance to Mayor	£1,500.00	£1,500.00	£1,500.00		£1,500.00
Deputy Mayor expenses		£200.00	£200.00		£200.00
Members Allowance	£3,500.00	£3,500.00	£2,000.00		£1,750.00
Councillor travel and subsistence	£500.00	£1,000.00	£1,000.00		£1,000.00
Twining/Travel/Hospitality	£2,500.00	£2,500.00	£2,500.00	No spend in 2016/17 - allocate as reserve in 2017/18	
Robes/Civic Maintenance	£500.00	£100.00	£100.00		
Civic Budget	£4,000.00	£4,000.00	£4,000.00	Request from Macebearer about replacing or refurbishment of Macebearer's robes	£4,000.00
Election Provision	£9,000.00	£4,000.00	£4,000.00		£4,000.00
<b>Grants</b>					
Pensioners Lunches	£1,000.00	£1,000.00	£1,000.00		£1,000.00
Grant to Cherry Tree	£5,000.00	£5,000.00	£5,000.00	A SLA Agreement to be drawn up with Cherry Tree and annual accounts to be requested	£5,000.00
Grants	£15,000.00	£15,000.00	£10,000.00		£10,000.00
Cycle Race		£750.00	£750.00		£750.00
Detached Youth Workers	£6,767.00				
Beverley Against Poverty	£500.00				
Youth Town Council (Coalition)	£200.00			Change Name to Youth Coalition	
<b>Town Maintenance</b>					
Skatepark	£500.00	£4,000.00	£2,500.00		£2,500.00
Town Council Plants	£1,000.00	£1,000.00	£1,000.00	This is in addition to the work undertaken by Beverley in Bloom	£1,000.00
Maintenance	£3,000.00	£3,000.00	£3,000.00		£3,000.00
Litter/Salt Bins and associated items (salt/grit),	£5,000.00	£2,500.00	£2,500.00		£2,500.00
Transport (Van plus fuel)	£4,000.00	£4,000.00	£4,000.00		£4,000.00

Replacement Van		£3,500.00	£2,000.00	Allocated in reserves	£2,000.00
SLA Street Lights	£17,500.00	£17,850.00	£18,000.00		£18,000.00
Street lighting improvements	£4,000.00	£4,000.00	£4,000.00		£4,000.00
				RB, BC and PD to visit the police station and talk to Insp Coulthard about quality of CCTV. Defer to next meeting	
CCTV Town	£7,110.00	£6,660.00	£7,000.00		
CCTV Cherry Tree	£3,000.00	£2,640.00			
Wi-Fi in Beverley	£1,000.00				
<b>Facilities</b>					
Cost of acquisition					
<b>Town Events</b>					
Beverley Bonfire - Erection and Dismantle - ERYC	£1,800.00	£1,800.00	£1,800.00		£1,800.00
				Seek sponsorship from local businesses	
Christmas Lights	£5,000.00	£7,500.00	£7,500.00		£12,000.00
				No spend in 2016/17 - allocate as reserve in 2017/18	
Brighter Beverley			£1,000.00		
Town Event					
WW1					
				To be used for Tour de Yorkshire but dependent on what role Beverley play.	
Events Budget			£2,000.00		£2,000.00
Agincourt					
				Excellent work in the town and thanks expressed to the group.	
Beverley in Bloom	£2,000.00	£2,000.00	£2,000.00		£2,000.00
Food Festival					
				An excellent radio station who supports Beverley	
Beverley FM		£1,200.00	£1,200.00		£1,200.00
<b>Allotments</b>					
Allotments Upkeep	£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
				No precept for this line as the work is undertaken by a charity. The charity could	
Community Allotment Plot					

				apply for grants.	
Annual Allotment - Lairgate and Keldgate Rental	£170.00	£170.00	£170.00		£170.00
Skip Hire	£600.00	£600.00	£600.00		£600.00
Water pipe/maintenance at Sparkmill Terrace Allotments					£500.00
<b>Total Precept</b>	<b>£273,776.00</b>	<b>£278,470.00</b>	<b>£256,236.00</b>	<b>£0.00</b>	<b>£247,169.00</b>
Tax Base for Band D property	<b>£5,731.15</b>	<b>£5,857.12</b>	<b>£5,929.90</b>	<b>£6,079.20</b>	<b>£6,079.20</b>
Band D	<b>£47.77</b>	<b>£47.54</b>	<b>£43.21</b>	<b>£0.00</b>	<b>£40.66</b>

- a) The Clerks are to calculate hours the intern worked on food festival, calculate handyman hours of work over the summer.
- b) Allocate into reserves £2500 for twinning and £1000 for Brighter Beverley.
- c) Enquire the cost of refurbishment or replacement robes for Macebearer.
- d) Contact Cherry Tree re: what is the £5000 spent on to bring back to the next meeting along with a request annual accounts.
- e) Youth Town Council account to change to Youth Coalition.
- f) Defer budgeting for CCTV until meeting with Police has taken place before the next Full Council meeting to enable the budget to be set in January 2017.

A letter from Council is to be sent to the businesses for sponsorship/funding for Christmas Lights appeal group in the future to generate income.

**279 To receive the Update on council tax referendum principles campaign from NALC and consider the request to write to the Member of Parliament**

The Town Clerk informed the meeting this letter had been sent due to the deadline for the letter to be received.

**Resolved** – Members noted the Town Clerk had taken appropriate action, and had written to the Member of Parliament regarding council tax referendum principles campaign from NALC.

**280 Review of committee structure**

Cllr Begnett reported there are two options:

- (a) Abandon all committees
- (b) Maintain committee but with proportional representation on each committee as per Council.

Cllr Elvidge said in view of the expenditure when setting up the committee structure, and suggested a third proposal as being maintained in its present format.

Cllr T Astell said that there was an Agenda item to dissolve Policy Committee and suggested this as a fourth option.

Members felt that proportional representation as per Council on the current Committee Structure was the way forward and agreed that a meeting would be held by Councillors to agree proportional representation on all committees before Mayor Making.

Cllr Elvidge withdrew his suggestion of being maintained in its present format.

Cllr T Astell withdrew his suggestion to dissolve the Policy Committee.

Cllr Jack proposed and Cllr T Astell seconded that the committee structure is maintained but with proportional representatives on each committee. All agreed.

**Resolved** – The Committee Structure is to be maintained in its present format but with proportional representatives on each committee as per Council and that a meeting would be held by Councillors to agree proportional representation on all committees before Mayor Making.

**281 To discuss and adopt the ERNLLCA Social Media Policy**

The Mayor said a Social Media Policy is required for Council. The papers distributed with the Agenda are for guidance only and the Town Clerk is in the process of arranging Social Media Training with East Riding of Yorkshire Council to which all Councillors will be invited to attend. The East Riding of Yorkshire Council Social Media Policy will be considered and the Policy will be prepared for discussion and adoption at a future Full Council Meeting.

**Resolved** – The Town Clerk to arrange Social Media Training as soon as possible with the East Riding of Yorkshire Council and prepare a Social Media Policy for discussion and adoption at a future Full Council.

**282 To dissolve Policy Committee – Cllr T Astell**

**Motion - To dissolve policy Committee with the relevant standing orders, and to rescind the Policy Committee scheme of delegation, placing this in the control of Full Council.**

**Resolved** – The motion was withdrawn in view of the decision made at Minute Number 280 - Review of committee structure.

**283 To consider and discuss the request from East Riding of Yorkshire Council’s Overview and Scrutiny Committees are keen to hear from town and parish councils who would like to put forward a topic for the committees to consider scrutinising over the next municipal year (2017/18)**

**Resolved** - The use of mobile telephones whilst driving motor vehicles is to be put forward to the East Riding of Yorkshire Council’s Overview and Scrutiny Committees.

**284 To consider supporting the “Save our MIU at the hospital at 11am on Saturday 10 December and submit the Response to East Riding CCG Consultation on Urgent Care 2016-17: Shaping a healthy future**

**Resolved** – Members agreed to submit the response to the East Riding CCG regarding saving the Minor Injury Units.

**285 To consider the letter received from Graham Stuart MP regarding safeguarding the Beverley and Holderness Constituency and to endorse the proposal to retain the current Beverley and Holderness constituency as part of the proposed new Parliamentary boundaries**

**Resolved** – Members agreed to endorse the proposal to retain the current Beverley and Holderness constituency as part of the proposed new parliamentary boundaries.

**286 To receive for information:**

**(i) Country Side Alliance- Rural Oscar Nomination - Beverley Food Festival**

**Resolved** – The County Side Alliance Rural Oscar Nomination for the Beverley Food Festival was noted.

All staff and volunteers both past and present were thanked as the Food Festival has grown year on year and is very successful for Beverley.

**(ii) Final Food Festival Report**

**Resolved** – The Final Food Festival Report was received.

**287 To approve payments in line with budget**

The Town Clerk reported on the payments to be approved in line with budget as follows:

Current				
Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
05/11/2016	East Riding Council	SO	£496.00	Rates for office
15/11/2016	Kingston Communications	DD	£30.00	Internet Access
15/11/2016	Kingston Communications	DD	£30.00	CCTV Town
15/11/2016	Kingston Communications	DD	£323.55	Photocopier
23/11/2016	Three.Co.Uk	DD	£24.25	Staff Mobiles
28/11/2016	Google Drive	DD	£3.42	Email storage

28/11/2016	Beverley News	DEBIT CARD	£31.50	Daily Newspapers
28/11/2016	East Riding Council	BACS	£15,000.00	Street Lighting SLA
28/11/2016	East Riding Council	BACS	£4,659.19	Street Lighting SLA
28/11/2016	Indicoll Limited	BACS	£24.00	VAT payment for website
28/11/2016	N Power	BACS	£92.04	CCTV Sowhill
28/11/2016	N Power	BACS	£92.89	CCTV North Bar
28/11/2016	Countrywise Water Coolers Ltd	BACS	£41.26	Water Cooler
28/11/2016	Jewson	BACS	£6.61	Screws
28/11/2016	D H Fletcher	BACS	£485.00	Buildings Insurance
28/11/2016	Yorkshire Water	BACS	£41.87	Allotment Water
28/11/2016	Wilkin & Chapman	BACS	£300.00	Planning Advice for 139 Keldgate planning application
28/11/2016	ERNLLCA	BACS	£204.00	Councillors' training - Conference
28/11/2016	PrintnPromote	BACS	£250.00	Civic Calendars
28/11/2016	East Riding Council	BACS	£7,560.00	CCTV Town-Council's contribution
28/11/2016	N Power	BACS	£34.66	CCTV Wednesday Market
28/11/2016	Salaries	BACS	£4,060.65	November Salaries
28/11/2016	East Riding Pension	BACS	£1,344.43	November East Riding Pension
28/11/2016	HMRC	BACS	£1,224.81	November Tax and NI
28/11/2016	Petty Cash	Cash	£200.00	Cash
28/11/2016	St Mary's Church Hall	BACS	£19.50	Remembrance Day Hall Hire
28/11/2016	ERNLLCA	BACS	£102.00	Officer Training - Conference
28/11/2016	N Power	DEBIT CARD	£58.44	CCTV Sat Market
28/11/2016	Beverley 24 hours storage	BACS	£264.00	Storage Unit
30/11/2016	N Power	DEBIT CARD	£44.53	CCTV Toll Gavel
30/11/2016	CBA	DD	£37.44	Payroll

Bloom				
28/11/2016	Earleys	470	£1317.79	Plants

Field to Table				
28/11/2016	East Riding of Yorkshire Council	BACS	£138.00	Erection of Banners in Toll Gavel
28/11/2016	The Grinnigogs	BACS	£300.00	Medieval Entertainment for Christmas Festival of Food & Drink
28/11/2016	All Occasions	BACS	£264.00	Trestle Table Hire for the Christmas Festival of Food & Drink



Skatepark				
28/11/2016	East Riding Council	BACS	£66.00	Skatepark Rental

Lights				
28/11/2016	Titan Containers	BACS	£46.44	Container Hire
28/11/2016	Lite and Illumination Technology	BACS	£2,640.00	1st year of 3 year hire
28/11/2016	Carvills Donkeys	180	£200.00	Donkeys for Switch on (50% to be refunded from Wykeland)
28/11/2016	Cresta Security	BACS	£316.80	Security for Switch on
28/11/2016	Cascare	BACS	£500.00	First Aid cover for Switch on

**Resolved** – the above listed payments in line with budget were approved.

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

FULL COUNCIL 28<sup>th</sup> November 2016

Min/Action	Person Responsible	Report back date
Public Forum Respond to Mr Gow's questions	The Town Clerk	Completed
Min 276 – Notes from Youth Coalition meeting to be sent in On receipt of notes, these are to be distributed to Councillors Youth Coalition to be an Agenda item for next Full Council	Cllr Begnett  The Town Clerk  The Town Clerk	As soon as possible.   Full Council January 2017
Min 278 – <ul style="list-style-type: none"> <li>• Calculate hours intern worked on food festival</li> <li>• Calculate handyman hours of work</li> <li>• Allocate £2500 for twinning</li> <li>• Costs of replacement robes for Macebearer</li> <li>• Contact Cherry Tree re: what is the £5000 spent on and draw up a SLA with them and request annual accounts</li> <li>• Youth Town Council to change to Youth Coalition</li> <li>• Defer budgeting for CCTV until meeting with Police has taken place</li> <li>• Letter from Council to businesses for sponsorship/funding for Christmas Lights appeal</li> </ul>	The Town Clerk , Deputy Town Clerk	Full Council January 2017/Operational
Min 281 – Arrange Social Media Training and prepare a Policy for discussion and adoption	The Town Clerk	Operational/on agenda
Min 283 – submit Use of Mobile Phones in motor vehicles to ERYC as a topic for scrutiny	The Town Clerk	Completed
Min 284 - respond to the East Riding CCG regarding saving the Minor Injury Units	The Town Clerk	Completed
Min 285 - to endorse the proposal to retain the current Beverley and Holderness constituency as part of the proposed new parliamentary boundaries	The Town Clerk	Completed