

BEVERLEY TOWN COUNCIL

Full Council Meeting

9th January 2017

Present: Councillors: Robert Begnett (Mayor), Elaine Aird, Peter Astell, Tom Astell, Ben Cooper, Philip Dodsworth, Duncan Jack, Nick Machen, Paul McGrath, Bryan Pearson and Ann Willis

In attendance: Helen Watson (Town Clerk) and Carol Oliver (Deputy Town Clerk)
Mr Bill Hartley, Freemasons

4 Members of the Public
2 Members of the Press

The meeting was recorded.

Public Forum

Mr Gow thanked the Town Clerk for her reply to his comments expressed at the last Full Council.

292 To receive apologies for absence:

Apologies were received from Councillors Geoff Cooper, David Elvidge and Dominic Peacock.

293 (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.

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

The Mayor asked for permission to rearrange the Agenda in order to bring the item relating to the resolve for the investigation forward. Members agreed.

294 To resolve the local Investigation of Complaints: LA/SASC/138/139/140/141/142(a)-(w)/144/Peacock/East Riding of Yorkshire/ Beverley

The Mayor referred to the meeting of the Standards Committee of East Riding of Yorkshire Council: that the Committee resolved to recommend to the Town Council that the statements made by Councillor Dominic Peacock in relation to the Jo Cox Memorial Fund be condemned and that he be called upon to resign from the Town Council forthwith and the decision of the Town Council is reported to the Standard Committee.

Members agreed that repair work needs to commence in order for the reputation of the Town Council to be improved. Councillor Pearson condoned the comments of Councillor Peacock but said that he would not be voting and agreed repair work needs to be commenced both for the Town Council and Councillor Peacock to restore the reputation of the Town Council.

A recorded vote took place Councillors Robert Begnett, Elaine Aird, Peter Astell, Tom Astell, Ben Cooper, Philip Dodsworth, Duncan Jack, Nick Machen, Paul McGrath and Ann Willis were in favour and Councillor Bryan Pearson abstained.

Resolved – Members resolved that the statements made by Councillor Dominic Peacock in relation to the Jo Cox Memorial Fund are condemned and that he be called upon to resign from the Town Council forthwith and the decision of the Town Council is reported to the Standard Committee.

295 To confirm and sign the minutes of the Full Council Meeting and the Extra-Ordinary Full Council meeting both held on 28th November 2016.

Councillor McGrath said he had given his apologies to the Full Council Meeting and the Extra-Ordinary Full Council meeting both held on the 28th November 2016. The Town Clerk agreed to add these to the Minutes.

Resolved – Following the amendment by adding Councillor McGrath's apologies to the minutes, the minutes of Full Council Meeting and the Extra-Ordinary Full Council meeting both held on 28th November 2016 were confirmed and signed as a correct record of the meeting.

296 To receive, adopt and sign the minutes of the Planning, Property and Services meeting held on 3rd January 2017

Resolved - The minutes of Planning, Property and Services meeting held on 3rd January 2017 were confirmed and signed as a correct record of the meeting.

297 To note the Planning Property and Services minutes of the 29th November 2016 which were approved at Planning Property and Services meeting on the 3rd January 2017.

Resolved - The minutes of Planning, Property and Services meeting held on 29th November 2016 which were approved at Planning Property and Services on the 3rd January 2017 were noted.

298 To note the Youth Coalition notes of the 10th October 2016

Resolved - The Youth Coalition notes of the 10th October 2016 were noted.

299 To receive a review of the recorded actions from the previous minutes.

The Town Clerk updated members and the action plan was reviewed.

300 Mayor’s Announcements

The Mayor reported that he had attended 15 events with the Deputy Mayor attending 2 events.

301 To receive a brief presentation from Mr Bill Hartley regarding partnership community working with Beverley Town Council and to consider BTC involvement

Mr Hartley reported that a meeting with the Lord Mayor of Hull and the Leader of the East Riding Council to discuss joint working between the Freemasons, Hull City Council and the East Riding of Yorkshire Council had taken place. Mr Hartley is keen to bring the Beverley Town Council on board to work within the wards of Beverley.

Mr Hartley would welcome the Town Council’s advice on how the Beverley area could engage with the project as community engagement and partnership workings are effective service delivers.

Mr Hartley reported the Freemasons had already assisted at the Food Festival and the Christmas Festival of Food & Drink in 2016 and offered assistance at the 2017 events. The Mayor thanked the Freemasons for their support and said it made a difference to the event.

Mr Hartley said a joint small charity working group in Hull has been set up which is inter-generational, multi gender and geographic specific, and this has received a very positive response and that is something which will be progressed next year with the groups actively wishing to engage.

Another project Mr Hartley is developing is to look at educating children and parents in specific areas including Downs Syndrome, Autism and Child/Teenage cancer in schools, youth environment outlets and meetings for adults to attend. This would include educating adults in Domestic based violence and child “e” safety for social media use – all these things can be accessed through the groups and charities the Freemasons are currently working with.

Mr Hartley said he is working with a local drama group in Hull who would be keen to do some joint work in Beverley, involving the youth and local music talent.

It was agreed Mr Hartley would send information regarding the work undertaken in the past by the Freemasons to enable Councillors to consider this further.

302 To discuss and resolve the 2017/18 Budget (precept request is required by ERYC by 20th Jan)

	2014/15 Budget	2015/16 Budget	2016/17 Budget	Full Council 28/11/16 comments	Full Council 28/11/16	Full Council 09/01/2017	Full Council 09/01/2017 comments
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)	£62,386.00	£66,107.00	£65,000.00		£60,995.00	£60,995.00	
Additional hours required to underwrite the operation of Food Festivals/Town Events (if funding is not received due to City of Culture)	£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.	£5,000.00	£5,000.00	Members agreed to provide an underwriting cost for the Food Festival for the year 2017/18 in case funding is difficult to obtain due to it being the City of Culture year in Hull. Members also agreed to look at the use of an intern from the Universities before employing a temporary officer.
External Contractors for hanging baskets, grass cutting, watering and possible future services (as requested at Full Council 28/11/2016)					£3,000.00	£3,000.00	Members agreed to provide a fund for contingencies to support the handyman in his activities and to obtain Specialist skills from Contractors.
Youth Salaries		£6,767.00					
Staffing Contingency	£12,000.00	£10,000.00	£9,000.00	Used for HR issues, sickness cover, redundancies and additional hours	£9,000.00	£9,000.00	
Employers NI @ 13.8%	£9,686.00	£9,123.00	£8,970.00		£8,420.00	£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	£16,834.00	
Officer Training/Conference	£1,500.00	£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	£1,000.00	

Recruitment Advertising		£2,000.00	£2,000.00		£2,000.00	£2,000.00	Members agreed to keep this budget line in case recruitment is needed.
Administration							
Insurance	£6,500.00	£5,940.00	£5,940.00		£5,940.00	£5,940.00	
Stationery	£1,200.00	£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	
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	£1,500.00	
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	£1,500.00	
Publications/Subscription Fees							
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	£1,500.00	
SLCC	£500.00	£500.00	£700.00		£700.00	£700.00	Cllr P Astell reported that a recommendation from NALC is awaited regarding Town Councils paying for the SLCC as this is the union fee for Clerks. Members agreed this budget line to remain.
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	£1,800.00	
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	£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	£550.00	
Accommodation							
Office rent	£14,500.00	£14,000.00	£14,000.00		£14,000.00	£14,000.00	The Town Clerk reported this is a fixed rent and there is a break clause.

							Following a vote of the motion to seek alternative room for Full Council Meetings, it was decided look at alternative rooms for Full Council meetings as the current room does not have disabled access/gets over crowded with members of the press and public.
Room Hire (external room hire)	£1,000.00	£500.00	£500.00		£500.00	£2,500.00	
Rates	£7,000.00	£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	£4,000.00	
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	Cheaper accommodation to be sought if possible	£3,000.00	£3,000.00	Members agreed this budget line to remain the same. If suitable alternative accommodation becomes available the Mayor and Town Clerk to act quickly with the balance to come from reserves.
Civic and Democratic							
Mace Bearer	£500.00	£500.00	£1,000.00		£1,000.00	£1,000.00	
Councillor Training/Conference	£1,500.00	£2,000.00	£1,000.00		£1,000.00	£1,000.00	
Mayoral Allowance to Mayor	£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	
Members Allowance	£3,500.00	£3,500.00	£2,000.00		£1,750.00	£1,750.00	
Councillor travel and subsistence	£500.00	£1,000.00	£1,000.00		£1,000.00	£1,000.00	

							Allocate into reserves - PA would like to see the line remain in. Might want to entertain the twin towns and without the funding. RB funding is still there it as allocated.
Twining/Travel/Hospitality	£2,500.00	£2,500.00	£2,500.00	No spend in 2016/17 - allocate as reserve in 2017/18		£0.00	
Robes/Civic Maintenance	£500.00	£100.00	£100.00	New Macebearer's robes at a cost of £1300 or refurbishment in the sum of £300		£300.00	
Civic Budget	£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	Allocate £4000 to reserves for future elections
Grants							
Pensioners Lunches	£1,000.00	£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	Discussion took place at November budget meeting regarding funding Cherry Tree and a request of how the £5000 funded by BTC was spent. See associated papers.		£5,000.00	Members agreed to budget £5000 and a Grant or Service Level Agreement is to be drawn up and Cherry Tree are to be asked to provide details of what the budget line is spent on with regular reports.
Grants	£15,000.00	£15,000.00	£10,000.00		£10,000.00	£12,500.00	
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			Change Name to Youth Coalition			Mayoral charity will go into the Youth Coalition budget. Moneys have been received from Freemasons and Lions so far.
Town Maintenance							
Skatepark	£500.00	£4,000.00	£2,500.00		£2,500.00	£2,500.00	
Town Council Plants	£1,000.00	£1,000.00	£1,000.00		£1,000.00	£1,000.00	
Maintenance	£3,000.00	£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	£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	
Replacement Van		£3,500.00	£2,000.00	Allocate to reserves	£2,000.00	£2,000.00	Allocate to reserves.
SLA Street Lights	£17,500.00	£17,850.00	£18,000.00		£18,000.00	£18,000.00	
Streetlighting improvements	£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	RB, BC and HW to visited the police station and talked to Insp coulthard about quality of CCTV. See report. If this is to be maintained the budget line needs to be increased by £1200 to cover the cost of power and additional camera	£8,200.00	£8,200.00	The Mayor reported following a meeting with the Police and ERYC that the CCTV and its infrastructure are fit for purpose. ERYC agreed to look to having rotational cameras and to purchase two larger screens for monitoring. Quarterly report to be provided by Police.
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	
Christmas Lights	£5,000.00	£7,500.00	£7,500.00	It was suggested to seek sponsorship from local businesses however a letter is sent to businesses on an annual basis to ask them to contribute	£12,000.00	£15,000.00	Members agreed to increase this budget line. The erection costs of the lights and possible new lights are to be put out to tender.
Brighter Beverley			£1,000.00	No spend in 2016/17 - allocate as reserve in 2017/18			Allocate to reserves. Councillor T Astell said a Brighter Beverley meeting is to be arranged in the near future.
Town Event							

WW1							
Events Budget			£2,000.00		£2,000.00	£2,000.00	This is to assist Events which are outside of the food festival and pre planned activities.
Agincourt							
Beverley in Bloom	£2,000.00	£2,000.00	£2,000.00		£2,000.00	£2,000.00	
Food Festival							
Beverley FM - sponsorship of the What's On Guide		£1,200.00	£1,200.00		£1,200.00	£1,200.00	
Allotments							
Allotments Upkeep	£2,000.00	£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	£1,200.00	
Community Allotment Plot							
Annual Allotment - Lairgate and Keldgate Rental	£170.00	£170.00	£170.00		£170.00	£170.00	
Skip Hire	£600.00	£600.00	£600.00	Recommend an increase to £900 to allow for waste to be removed in order to maintain the allotments	£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	£0.00	£254,669.00	£267,469.00	
Tax Base for Band D property	£5,731.15	£5,857.12	£5,929.90	£6,079.20	£6,079.20	£6,079.20	
Band D	£47.77	£47.54	£43.21	£0.00	£41.89	£44.00	

The 2017/18 budget was set at £267,469. The Band D property for 2016/17 was £43.21 and the Band D property for 2017/18 is £44.00 representing an annual increase of 1.85% on Band D.

Resolved – A budget of £267,469 was set for 2017/18. The Band D property for 2016/17 was £43.21 and the Band D property for 2017/18 is £44.00 representing an annual increase of 1.56% on Band D.

303 To consider joining the 100 Years of Remembrance on 11th November 2018 for Battle's Over - A Nation's Tribute and WWI Beacons of Light

Members agreed in principle to support this and it is to be an Agenda item at a future Full Council Meeting. The Town Clerk is to obtain more information.

304 To receive a presentation from Councillor Dodsworth regarding a joint local charity fund raising project with the Track Fitness and Boxing Club and the Defence School of Transport, and to consider possible BTC involvement

The Mayor and Councillor Dodsworth are to meet to discuss the fund raising project. It is going to take place in August at Dunswell and report back at a future meeting. Councillor Dodsworth hoped this would raise between £12/£15000 and the funds from this would be donated to local charities. A way of distribution of the funds needs to be set up. This event is to

be advertised within the media. Councillor Dodsworth said the Track Fitness and Boxing Club are not benefiting in any way financially.

305 Youth Coalition

The Mayor reported there is a lot of enthusiasm for the Youth Coalition and partnership working with East Riding of Yorkshire Council, PCSOs and other interested parties. It was agreed that this would be sponsored by the Town Council who would facilitate meetings and the administration. This would be a platform to deliver the activities with a significant input from the young people. A survey of young people is being prepared in order to obtain the youth people's opinions. Councillor Begnett is submitting a PAG grant by the end of January 2017. A meeting took place last week as all parties were available, the notes of which are being prepared. Councillor Begnett will make all Councillors aware of the date of the next meeting.

306 Social Media Training

The Town Clerk reported that the social media training by East Riding of Yorkshire Council is of 2 hours duration. The Town Clerk is awaiting dates from East Riding of Yorkshire Council. The Mayor said it is strongly recommended that all Town Councillors attend the social media training.

307 To receive for information:

(i) Copies of the power point presentation from ERNLLCA Conference are available upon request

Resolved – Copies of the power point presentation from ERNLLCA were received.

(ii) Results of British Food Fortnight Competition

Resolved – The results of the British Food Fortnight Competition were received.

(iii) Notification that Beverley Food Festival is a North of England regional finalist in the Countryside Alliance Rural Oscars in the Tourism Enterprise category

The Town Clerk reported that the judging takes place between now and the middle of February 2017.

Resolved – The Notification that Beverley Food Festival is a North of England regional finalist in the Countryside Alliance Rural Oscars in the Tourism Enterprise category was received.

(iv) Christmas Festival of Food & Drink Evaluation Report

Resolved – The Christmas Festival of Food & Drink Evaluation Report was received.

(v) NALC re: no extension of referendum principles

Resolved – The notification from NALC re: no extension of referendum principles was received.

(vi) Email from ERNLLCA regarding nominations for the Royal Garden Party at Buckingham Palace

Councillor Ben Cooper nominated and Councillor Bryan Pearson seconded Councillor Elaine Aird for nomination to ERNLLCA for the Royal Garden Party at Buckingham Palace.

Councillor Tom Astell nominated and Councillor Nick Machen seconded Councillor Peter Astell for nomination to ERNLLCA for the Royal Garden Party at Buckingham Palace.

Councillor Nick Machin nominated Councillor Duncan Jack for nomination to ERNLLCA for the Royal Garden Party at Buckingham Palace. Councillor Jack reported he had attended a Royal Garden Party. The Town Clerk reported the names are put into a hat as four Councillors can attend the Royal Garden Party from ERNLLCA area.

Resolved – Councillors Elaine Aird and Peter Astell be put forward to ERNLLCA for nomination for the Royal Garden at Buckingham Palace.

(vii) City of Culture Project - Hullywood Icons Light Installation to take place in Beverley on Saturday 14th January with projections taking place on Beverley Minster and St Marys Church from approx. 7pm– 9pm

Resolved – The City of Culture Project - Hullywood Icons Light Installation to take place in Beverley on Saturday 14th January with projections taking place on Beverley Minster and St Marys Church from approx. 7pm– 9pm was noted.

(viii) Welcome to Hull & East Yorkshire – Offer of the advert as the same price as 2016 is due

Resolved – This is to be an Agenda item at a future meeting before the end of the financial year.

The meeting closed at 8.40pm

FULL COUNCIL 9th JANUARY 2017 ACTION PLAN

Action	Who is Responsible	Report back date
Min 294 – send a letter to Councillor Peacock and the Standards Committee	The Town Clerk	Operational
Min 295 – Add Councillor McGrath's apologies to minutes of Full Council	The Town Clerk	Operational
Min 301 – Information to be received from Mr Bill Hartley regarding Freemasons' past event		Next Full Council
Min 303 – Light a Beacon – 11/11/18 More information to be obtained and Agenda item for Full Council	The Town Clerk	Next Full Council
Min 304 – Councillors Begnett and Dodsworth to meet to discuss funding activity	Councillors Begnett and Dodsworth	Next Full Council
Min 305 – Notify Councillors of Youth Coalition Meetings	Councillor Begnett	Next Full Council
Min 307 (vi) – send Councillors Aird and P Astell's nomination to ERNLLCA for the Royal Garden Party	The Town Clerk	Operational
Min 307 (viii) - Welcome to Hull & East Yorkshire advert to be an Agenda item for Full Council	The Town Clerk	Next Full Council