

BEVERLEY TOWN COUNCIL

Town Clerk – Helen Watson FILCM
12 Well Lane, Beverley, HU17 9BL
Tel 01482 874096

15th May 2018

To All members of the Town Council

Dear Councillor

FULL COUNCIL MEETING OF BEVERLEY TOWN COUNCIL

You are hereby summoned to attend the Full Council Meeting of Beverley Town Council to be held in the Council Chamber, 12 Well Lane, Beverley on Monday 21st May 2018 to commence at 6.30pm.

Yours sincerely

H Watson

Helen Watson
Town Clerk

Public Forum at 6.30pm

Beverley Town Council supports the rights of anyone to record this meeting in so far as is possible within the constraints of the council's meeting rooms, but advises that no-one may disrupt the meeting in doing so. Anyone wishing to record council meetings should obtain the necessary legal advice to ensure they understand the rights of any members of the public who may be present who do not wish to be filmed or recorded

AGENDA

1. To receive apologies for absence
2. Councillor Duncan Jack to accept and sign his declaration of office as Deputy Mayor
3. (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.
4. To confirm and sign the minutes of the Full Council Meeting on 9th April 2018
5. To receive and sign the minutes of the following Committees:
 - (i) Policy – 30th April 2018
 - (ii) Planning Property & Services – 15th May 2018
6. To note the working group minutes of Beverley in Bloom – 25th April 2018
7. To note the minutes of Planning Property & Services meetings held on the 17th April 2018 approved on the 15th May 2018
8. To receive a review of the recorded actions from the previous minutes – see attached report
9. Mayor's Announcements.
10. To receive and agree the proposed calendar for dates and times of committee meetings/working party meetings for the municipal year 2018/19 – see attached calendar

11. To approve and sign the following Annual Audit documentation:
 - (i) The Risk Assessment - see attached document
 - (ii) The Annual Accounts - see attached documents
 - (iii) The Annual Return 2017/18 - see attached document
 - (iv) To receive the annual internal audit report for 2017/18 – see attached report
 - (v) To appoint the internal auditor for 2017/18
 - (vi) To consider the scope of audit required by Beverley Town Council
12. To consider the attendance at the 20th Anniversary visit/celebration of Twinning with Nogent sur Oise on 30th Nov – 2nd Dec 2018.
13. To consider and receive Data Protection Information:
 - (i) Proposed Privacy Notices - see attached documents
 - (ii) Email from East Riding of Yorkshire Council - see attached documents
 - (iii) Email from ERNLLCA - see attached documents
14. To discuss what will be happening, who will be organising and who will be volunteering at the planned Beverley Town Council events regarding the following:
 - i) To report back to Council following the Event Safety Advisory Group (ESAG) meeting on the 16th May 2018 – Bill Hartley and the Town Clerk
 - ii) Great Get Together - Saturday 23rd June – Coronation Gardens 11am - 4pm - Volunteers needed
 - iii) NGS Day – Sunday 15th July – Queensgate & Kitchen Lane 11am - 4pm - Volunteers needed
 - iv) Britain in Bloom – Up to mid-August - Various volunteers needed for town task force
 - v) Flower Festival- Civic Service – Sunday 12th August – help with refreshments- Volunteers needed
 - vi) Food Festival – Sunday 7th October 6am – 7pm – Various duties – Volunteers needed
 - vii) Great War Centenary – Another meeting is required
 - viii) Christmas Festival of Food & Drink – Saturday 24th November 7.30am – 5.00pm – Volunteers needed
 - ix) Christmas Lights – Sunday 25th November- Christmas Lights Committee
15. To consider the virement of funds from the grant to the Beverley Folk Festival to the Beverley Fringe Folk Festival following the cancellation of the Beverley Folk Festival – see attached document
16. To consider the purchase of the War Memorial Statues for Hengate Gardens - see attached interpretation pictures
17. To consider a request from WO M. Hayward from Defence School of Transport, Leconfield to create a RAF flower bed at Hengate Gardens in commemoration of the centenary of the RAF
18. To receive and consider new Standing Orders – see attached documents
19. Project for community in Beverley to choose and participate in – Cllr Begnett to report
20. To Review Policies of Beverley Town Council: (the following documents were circulated in Councillors' handbooks – if you require another copy, please contact the office prior to the meeting).
 - i) Standing Orders (14.10.13) and Scheme of Delegation (8.9.14)
 - ii) Insurance procedure
 - iii) The Council's Complaints Procedure
 - iv) The Council's Procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
 - v) The Council's Media and Publicity policy for communicating with the press
21. To receive for information:
 - (i) The statistics from Cherry Tree Association as at the 31st March 2018 – see attached paper
 - (ii) The statistics from Cherry Tree Association as at the 30th April 2018 – see attached paper