

**BEVERLEY TOWN COUNCIL**  
**Town Clerk – Helen Watson FSLCC**  
**12 Well Lane, Beverley, HU17 9BL**  
**Tel 01482 874096**

3<sup>rd</sup> April 2019

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 8<sup>th</sup> April 2019** to commence at 6.30pm.

Yours sincerely

*H Watson*

Helen Watson FSLCC

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. (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.
3. Welcome to the new Deputy Town Clerk, Mr Matthew Snowden.
4. To confirm and sign the minutes of the Full Council Meeting on 25th February 2019
5. To receive and sign the minutes of the:
  - (i) Planning Property & Services on the 4th March 2019 approved at Planning Property & Services on the 26<sup>th</sup> March 2019.
  - (ii) Personnel on 5<sup>th</sup> March 2019 approved at Personnel on 19<sup>th</sup> March 2019.
  - (iii) Grants – 18<sup>th</sup> March 2019.
  - (iv) Personnel – 19<sup>th</sup> March 2019.
  - (v) Planning Property & Services on the 26<sup>th</sup> March 2019.
6. To note the minutes of the Christmas Lights Working Group held on the 12<sup>th</sup> March 2019
7. To receive a review of the recorded actions from the previous minutes – see attached report
8. Mayor's Announcements – Cllr Pearson to report

9. To inform members that Helen Watson, Town Clerk, has been elected as a SLCC Director to represent the North of England on the national body
10. To adopt and sign the NALC/ERNLLCA Standing Orders 2019
11. To receive, review, adopt and sign the:
  - i) Updated ERNLLCA Polices - please see attached
    - a) Bring your own Device Policy
    - b) Disciplinary Policy
    - c) Document Retention Policy
    - d) Grievance Policy
    - e) Leave Policy
    - f) Mascot Policies and Procedures
    - g) Minutes Policy
    - h) Recording of Meetings
    - i) Sickness Policy
    - j) TOIL Policy
    - k) Travel & Subsistence Policy
12. To report on request from Andy Gray for Helen Watson, the Town Clerk, to sit on the Visit Hull and East Yorkshire Advisory Group – please see attached paper
13. To consider entry to the 2019 NALC Star Council Awards – please see attached paper
14. To receive the draft Annual Town Minutes held on the 5th March 2019 and responses from queries raised at the Annual Town Meeting
  - (a) Commuted Sums
  - (b) Multi Use Games Area
  - (c) Twinning with Municipality of Fucecchio, Italy
15. To respond to NALC’s consultation on Audit Practice – please see attached
16. The Town Clerk to report on:
  - (a) The Pancake Race – 3rd March 2019
  - (b) Remarkable East Yorkshire Tourism Awards 2019 - Food Experience and Tourism Event
  - (c) Brighter Beverley Tidy Day in line with the keep Britain Tidy campaign on Tuesday 9th April 2019 to meet at Coronation Gardens at 10am
  - (d) To thank present serving members for their commitment to Beverley Town Council in their term of office over the last four years
17. To consider the exclusion of the public from the meeting on the grounds that confidential information in relation to personnel and staffing matters, 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 personnel and staffing matters, shall be disclosed (Public Bodies (Admission of Meetings) Act 1960)*
18. Staffing Matters
  - (a) To update members on the appointment of the Deputy Town Clerk
  - (b) Town Clerk to update members on existing staffing matters
  - (c) Cllr Jack to update on the recent actions of the Personnel Committee on behalf of Beverley Town Council (Min Number 665 Full Council 25<sup>th</sup> February 2019)