

BEVERLEY TOWN COUNCIL

Full Council

26th May 2015

Present: Councillors: Peter Astell (Mayor), Robert Begnett (Deputy Mayor), Elaine Aird, Peter Astell, Tom Astell, Ben Cooper, Geoff Cooper, Philip Dodsworth, David Elvidge, Duncan Jack, Dominic Peacock, Bryan Pearson and Ann Willis.

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

5 members of the public were present.

The Mayor welcomed Councillors and members of the public to the meeting.

No items were raised in the public forum.

13 To receive apologies for absence

Apologies for absence were received from Councillor Nick Machen.

14 (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 of interest were received.

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

No dispensations were given.

15 To confirm the minutes of the Full Council Meeting on the 7th April 2015 and the Extra Ordinary Meeting of Full Council Meeting of Beverley Town Council – Honorary Freewomen and Freeman Ceremony on the 27th April 2015

Resolved - The minutes of the Full Council Meeting on the 7th April 2015 and the Extra Ordinary Meeting of Full Council Meeting of Beverley Town Council – Honorary Freewomen and Freeman Ceremony on the 27th April 2015 were received, adopted and signed as an accurate record.

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

Policy 20th April 2015
Planning, Property & Services 21st April 2015

Resolved – That the minutes of Policy and Planning Property & Services Committees were received, adopted and signed as accurate records.

17 To receive the note the minutes of the following Working Group:

Christmas Lights 21st April 2015

Resolved – That the minutes from the above Working Group were received.

18 To receive a review of the recorded actions from the previous minutes

Resolved - The Report circulated with the agenda was received.

19 For information, to receive reports of external organisations, meetings attended and correspondence received (already distributed by email to existing Councillors):

- (a) Commemoration of WW1 in Beverley 15th January 2015
- (b) Beverley Renaissance Partnership meeting dates for 2015/16
- (c) Community Payback help
- (d) East Yorkshire Local Town Network minutes of 25th March 2015
- (e) Parish Council Liaisons Meeting 2015
- (f) NALC's Local Government Ombudsman & Larger Parish Councils
- (g) NALC – Councillors' travel allowances
- (h) NALC – The Code of recommended practice on local authority publicity (England)
- (i) Email from ERNLLCA regarding Request to Promote Community Ownership & Management of Assets Prog. (COMA) To Members Councils In Your Areas
- (j) Heart Town Meeting Notes of the 16th April 2015
- (k) Letter from NALC Chair to Councillors
- (l) Yorkshire Wolds Cycle Challenge dates
- (m) Flood Liaison Group – 20th March 2015
- (n) Briefing on the Reopening of the Beverley to York Rail Line

Resolved – The above papers were received and noted.

20 Mayor's Announcements

The Mayor announced his charities as Beverley Community Lift and Stroke Victim Support Group.

The Mayor announced his consorts would be his partner and his son.

The Mayor reported the lock on the mayoral chain case is broken and asked for permission for the Town Clerk to repair or replace the case. All agreed.

Resolved - Members agreed to the Town Clerk repairing or replacing the mayoral chain case.

21 (i) To elect members of the following committees:

a) Policy Committee (8 Members)

Proposals were received on block for Policy Committee. Voting began to take place on block and it became apparent this was fundamentally flawed and it was agreed to vote for councillors individually.

Cllrs T Astell, Begnett, G Cooper, Dodsworth, Elvidge, Jack, Machen, McGrath, Peacock, Pearson and Willis were nominated to be members of the Policy Committee.

Resolved – Cllr Begnett, G Cooper, Dodsworth, Elvidge, Jack, McGrath, Peacock and Pearson were elected to be members of the Policy Committee.

b) Planning, Property and Services (8 Members)

Cllrs Aird, T Astell, Begnett, B Cooper, G Cooper, Dodsworth, Elvidge, Machen, Pearson and Willis were nominated to be members of the Planning Property & Services Committee.

Resolved - Cllrs Aird, Begnett, B Cooper, G Cooper, Dodsworth, Elvidge, Pearson and Willis were elected as members of the Planning Property & Services Committee.

c) Personnel Committee (4 Members)

Cllr Aird, Jack, McGrath and Pearson were nominated to be members of the Personnel Committee.

Resolved – Cllrs Aird, Jack, McGrath and Pearson were elected as members of the Personnel Committee.

d) Grievance Committee (3 Members)

Resolved - it was agreed that the Grievance Committee would be three members of Council who are not on the Personnel Committee. The Town Clerk is to consult with the Chair of Council in forming the Grievance Committee.

The Mayor asked the members of the public to remain silent.

e) Grants (2 Members per Ward)

Cllrs Aird, T Astell, B Cooper, G Cooper, Dodsworth, Elvidge, Jack, Peacock, Pearson and Willis were nominated.

Resolved – Cllrs Aird, B Cooper, Dodsworth, Elvidge, Jack, McGrath, Peacock and Pearson were elected to the Grants Committee.

f) Beverley in Bloom (3 Members)

Resolved – Councillor Astell was elected to be on the Beverley in Bloom Committee.

g) Beverley Christmas Lights (3 Members)

Resolved - Councillor Willis was elected to be on the Beverley Christmas Lights Committee.

Two members of the public left the meeting.

(ii) To elect substitutes for the following committees:

a) Policy

Resolved - the substitutes elected for Policy Committee were Cllrs Machen T Astell and Willis.

b) Planning, Property and Services

Resolved – the substitutes elected for Planning Property & Services Committee were Cllrs T Astell and Machen.

(iii) To approve participation in and elect representatives to the following external organisations:

a) Beverley Renaissance Partnership (2 Voting Members and 1 additional non-voting representative)

b) Renaissance Partnership Management Committee

c) Business and Visitor Economy Group

d) Town Improvement Group

e) Beverley & Rural Community Partnership (1 Member)

f) Beverley & Rural Community Partnership - Heart town (1 Member)

Resolved - it was agreed that as the Renaissance Partnership is under review at the present time, representatives for the above groups/partnership would be elected at a future Full Council once the review has taken place.

g) ERNLLCA Central District Committee (2 Members)

The Mayor explained what ERNLLCA is and what their duties are for the benefit of new Councillors. Cllrs Astell and Begnett were nominated. Cllr Begnett is to discuss the duties with the Town Clerk before making a decision.

Resolved – Cllr Astell was elected to be the Town Council's representative at ERNLLCA and Cllr Begnett will make a decision about being the second representative once he has discussed this with the Town Clerk.

h) Charter Town Council & Charter Trustees Association (1 Member)

Members discussed the benefit of being members of the Charter Trustees and agreed that membership would not be renewed. Cllr Pearson agreed to be the Charter Town Council and Charter Trustees Association representative.

Resolved – Membership of the Charter Town Council & Charter Trustees and would not be renewed. Cllr Pearson agreed to be the Charter Town Council and Charter Trustees Association representative.

i) East Riding Town Councils Network (Mayor & Town Clerk)

Resolved – That the Mayor and the Town Clerk represent the Town Council at the East Riding Town Councils Network.

- j) Beverley Memorial Hall Liaison (2 Members)

Resolved – Cllr P Astell and Cllr T Astell were elected as the representative at the Beverley Memorial Hall.

- k) Flood Liaison (1 Member)

Cllr Machen and Peacock were nominated to be the Flood Liaison representative.

Resolved – Cllr Machen was elected as the Flood Liaison representative.

- l) Festival of Christmas (3 Members)

No members required to be elected as this event is organised by the East Riding of Yorkshire Council.

- m) Schools Liaison Group (1 Member)

Resolved - Cllr T Astell was elected as the Schools Liaison representative.

- n) Community Hospital

Resolved - Cllr Willis was elected as the Community Hospital representative.

- o) Chamber of Trade Representative (1 Member)

Cllrs Begnett and Elvidge were nominated to be Chamber of Trade representatives.

Resolved – Cllr Begnett was elected to be Chamber of Trade representative.

- n) ERYC Parish/Town Liaison (1 Member)

Resolved – Cllr Astell agreed to be the ERYC Parish/Town Liaison representative.

22 To receive and agree the proposed calendar for dates and times of committee meetings/working party meetings for the municipal year 2015/16

The proposed calendar was received and agreed. Members agreed that Council Meetings would commence at 6.30pm.

Resolved - The proposed calendar was agreed with committee meetings commencing at 6.30pm.

23 To consider attendance at training events

- a) **At Being a Good Councillor training provided by ERNLLCA**
- b) **To consider attendance at the Electronic working with the Planning Service evening provided by East Riding of Yorkshire Council**
- c) **To consider attendance at the Code of Conduct training provided by East Riding of Yorkshire Council on Tuesday, 9 June 2015, County Hall, Beverley at 700pm.**

Resolved – Councillors are to inform the Clerk of which courses they wish to attend as soon as possible in order that they can be booked.

24 To receive a report on the Local Produce monthly market

Resolved – the Local Produce Monthly Market reports were received.

25 To set a date for the Annual Town Meeting (before the 30th June 2015).

The Mayor explained the purpose of the Annual Town Meeting was to give the residents of Beverley the opportunity to raise their views. All Town Councillors are at the Annual Town Meeting as residents of Beverley. The Mayor chairs the meeting. The Town Clerk said there is a room available on the 16th June 2015 at the Peter Harrison Room,

Beverley Minster Parish Hall, Highgate, Beverley at 7pm. All agreed the 16th June 2015 was the date for the Annual Town Meeting.

Resolved – That the Annual Town Meeting date was set as 16th June 2015 at the Beverley Minster Rooms at 7pm.

26 To Review Policies of Beverley Town Council:

a) Standing Orders (14.10.13) and Scheme of Delegation (8.9.14)

Resolved – That the Standing Orders and Scheme of Delegation were reviewed at a later date.

b) To review the Council's Complaints Procedure

Resolved – That the Complaints Procedure is to be reviewed and discussed at the next Policy Committee with a view to adopting the ERNLLCA Code of Practice for Local Councils in Handling Complaints.

c) To review the Council's Procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

Resolved - The Council's Procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 is to be reviewed and discussed at the next Policy Committee with a view to adopting the ERNLLCA's advisory note.

d) To review the Council's Media and Publicity policy for communicating with the press – see circulated document

Members discussed the Council's Media and Publicity policy for communicating with the press. Members agreed press releases are to be made by and through the Town Clerk. The Town Clerk is able to report without political bias. It was agreed that the Town Council's profile should be raised in the press.

Resolved – The Media and Publicity policy be amended to reflect that press releases are to be made by and through the Town Clerk with a view to raising the Town Council's profile.

27 To consider the invitation to attend twinning visits on the 27th June-28th June 2015 in Lemgo and 4th-7th July 2015 in Nogent-sur-Oise.

Members discussed the costs of twinning visits and agreed to fund the Mayor to attend both twinning visits. If any other Councillor wishes to attend this should be done from their personal funds.

Resolved – That the Mayor is to be funded to attend twinning visits in Lemgo and Nogent-sur-Oise. Councillors wishing to attend twinning events would fund themselves.

28 To debate the framing of the Street Shrines and seek solutions to recreate the original framework which was taken down and preserved in the Treasure House

Discussion took place in connection with the framing of the Street Shrines. Members agreed that the Street Shrines should be framed and the Town Clerk is to obtain three prices for hard wood frames and glass and bring back to Full Council as these frames would need to be purchased from reserves.

Resolved - Members agreed that the Street Shrines should be framed and the Town Clerk is to obtain three prices for hard wood frames and glass and bring back to Full Council as these frames would need to be purchased from reserves.

29 To discuss volunteering opportunities between the Town Council, Longcroft School and ERVAS on 15th July 2015 and during the summer of 2015.

The Town Clerk explained that Longcroft School are looking for a volunteering opportunity that a group of about 50 young people can achieve. Councillors were asked members to provide any ideas to her so she can pass these to Longcroft.

30 To consider the exclusion of the public from the meeting on the grounds that confidential information in relation to the employment of staff 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 the engagement of staff shall be disclosed (Public Bodies (Admission of Meetings) Act 1960)

Resolved - the public were excluded from the meeting on the grounds that confidential information in relation to the engagement of staff shall be disclosed (Public Bodies (Admission of Meetings) Act 1960).

The remaining three members of public left the meeting.

31 To extend the existing temporary contract (ending 26th June 2015) of the Administration Assistant until 31st March 2016.

Resolved – That the Administration Assistant temporary contract is extended to the 31st March 2016.

Action Plan

Action	Who is Responsible	Report back date
Min 8 – repair/replace mayoral chains box	Town Clerk	As soon as possible
Min 9 (iii)(a)-(f) – appoint representatives to the Partnership Meeting	East Riding of Yorkshire Council/Town Clerk	As and when the review of the Partnership has taken place
Min 9 (h) – do not renew Charter Town membership	Town Clerk	When the membership comes to an end at the end of 2015
Min 11 – Councillors to notify Town Clerk if they wish to attend training courses.	Town Councillors	As soon as possible
Min 13 – Book room for Annual Town Meeting on 16 th June 2015	Town Clerk	As soon as possible
Min 14 (b) – review complaints procedure policy	Town Clerk	Next Policy
Min 14 (c) - review Freedom of Information request policy	Town Clerk	Next Policy
Min 14 (d) – review the Media Policy to allow press releases to be made by and through the Clerk	Town Clerk	Next Policy
Min 15 – Twinning visits – notify Town Clerk if Councillors wish to attend at their own expenses	Town Councillors	As soon as possible
Min 16 – Framing the Street Shrines – three prices are to be obtained	Town Clerk	Full Council
Min 17 Longcroft School/ERVAS volunteering opportunities	All Councillors	As soon as possible
Min 18 – Extend Contact of an employee to the 31/03/2016	Town Clerk	