

# BEVERLEY TOWN COUNCIL

## Meeting of Full Council

12<sup>th</sup> January 2015

**Present:** Councillors: McGrath (Mayor), Gray (Deputy Mayor), Aird, Astell, Bottomley, Boynton, Elvidge, Jack, Pearson, Pinder, Sweet, Thorley and Whitfield

**In attendance:** Helen Watson (Town Clerk); Carol Oliver (Deputy Town Clerk) and Mr Jackson of Partnerships & Participation Strategic Lead Youth and Family Support Children, Families and Adult Service, East Riding of Yorkshire Council.

2 members of the public were present. It was noted that a member of the public informed some Councillors she was recording the meeting.

No public forum was required.

### 1279 To receive apologies for absence

Apologies were received from Cllr Cox.

### 1280 (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.

### 1281 To confirm the minutes of the Full Council Meeting on the 24<sup>th</sup> November 2014 and the Extra Ordinary Full Council/Budget Meeting on the 15<sup>th</sup> December 2014 are correct records of that which took place.

Cllr Pinder said as a point of order due to the content in Minute 1246 in the Minutes of the 24<sup>th</sup> November 2014 referring to green paper, these Minutes should be discussed in a closed session. After discussion, it was agreed that the Minutes of the Town Council Meeting of the 24<sup>th</sup> November 2014 be withdrawn and all copies handed to the Town Clerk. The Minutes of the 24<sup>th</sup> November 2014 are to be discussed in a closed session at the next Full Council Meeting.

The Minutes of the Extra Ordinary Full Council/Budget Meeting on the 15<sup>th</sup> December 2014 were received, adopted and signed as an accurate record.

**Resolved** - It was agreed that the Minutes of the Town Council Meeting of the 24<sup>th</sup> November 2014 be withdrawn and all copies handed to the Town Clerk. The Minutes of the 24<sup>th</sup> November 2014 are to be discussed in a closed session at the next Full Council Meeting. The Extra Ordinary Full Council/Budget Meeting on the 15<sup>th</sup> December 2014 were received, adopted and signed as an accurate record.

### 1282 To receive and adopt the minutes of the following Committees:

Planning Property & Services 18<sup>th</sup> November 2014

Planning Property & Services 16<sup>th</sup> December 2014

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

### 1283 To note the minutes of the following Working Groups:

Beverley in Bloom 12<sup>th</sup> November 2014

**Resolved** – That the minutes from the above Working Groups were received.

**1284 To receive a review of the recorded actions from the previous minutes**

**Resolved** - The Report circulated with the agenda was received.

The Mayor of Beverley requested that the presentation from Mr Jackson of Partnerships & Participation Strategic Lead Youth and Family Support Children, Families and Adult Services, East Riding of Yorkshire Council in connection with the progressing of the detached work contract and to discuss the potential TUPE arrangements and Beverley Town Council liabilities be brought forward. All agreed.

**1285 To receive a presentation from Mr Jackson of Partnerships & Participation Strategic Lead Youth and Family Support Children, Families and Adult Services in connection with the progressing of the detached work contract and to discuss the potential TUPE arrangements and Beverley Town Council liabilities**

Mr Jackson reported that the East Riding of Yorkshire Council no longer deliver youth provision through youth workers or youth centres. The current Detached Youth Worker Contract between East Riding of Yorkshire Council and Beverley Town Council expires on the 31<sup>st</sup> March 2015. East Riding of Yorkshire Council would offer support to the Town Council with recruitment, training, planning and evaluation of sessions, equipment loan service and supervision of Youth Workers but are unable to employ them. Whilst the Burden Road property is a Family Support Centre, Mr Jackson assured Councillors that the Youth Workers would have a base in that property. The current Youth Workers would need to be TUPE'd over to Beverley Town Council should Council decide to continue with detached youth work. Councillors were concerned about the liabilities of TUPE to the Town Council. Councillors requested full information of the costs of TUPE to the Town Council to enable a decision to be made.

The Mayor thanked Mr Jackson for attending. He left the meeting at 1855.

**1286 For information, to receive reports of external organisations, meetings attended and correspondence received (already distributed by email):**

- i. **Email from Estuary TV – distributed by email**
- ii. **Beverley Heart Town – 2<sup>nd</sup> October 2014 – distributed by email**
- iii. **2014 Humber People Winter newsletter from the NHS – distributed by email**
- iv. **Email from Yorkshire Water regarding bills falling as investment continues in Yorkshire distributed by email**
- v. **Letter from ERNLLCA regarding the replacement of the Quality Status Award - distributed by email**
- vi. **NHS involve patient network - distributed by email**
- vii. **Beverley Heart Town – 11<sup>th</sup> December 2014 – distributed by email**
- viii. **Beverley & Rural Community Partnership - 15<sup>th</sup> December 2014 regarding Defibrillators - distributed by email**
- ix. **Charter Towns Annual General Meeting to be held on 6<sup>th</sup> March 2015 in Beverley – distributed by email**
- x. **Beverley WW1 Commemoration Meeting – 25<sup>th</sup> November 2015 – distributed by email**
- xi. **Project Brief World One Website/App Project from Mr Snowden – distributed by email**
- xii. **To receive the date of the Skatepark meeting between East Riding of Yorkshire Council and Beverley Town Council as the 26<sup>th</sup> February 2015 at 9.30am at 12 Well Lane – distributed email**

**Resolved** – The above papers from 1285 (i) to 1285 (xii) were received and noted.

**1287 Mayor's Announcements**

The Mayor reported that he had been very busy over the festive period. He had enjoyed the many events he had attended. The Mayor thanked the Deputy Mayor for her assistance in covering some of the events.

(a) The Mayor reported he had been approached by two Councillors to put forward the Georgian Festival for the East Riding of Yorkshire Council Chair Awards. All agreed.

(b) The Mayor reported a meeting had taken place between Beverley Town Council, Molescroft Parish Council and Woodmansey Parish Council to discuss common areas the Councils could work together on. The items discussed were cycle paths, housing and applications to Commuted Sums. The Town Clerk was instructed to write to

the Commuted Sums Officer to ask for a date for a presentation to be made to all three Councils about the application process for Commuted Sums. The Town Clerk reported she has contacted the Commuted Sums Officer and is awaiting a date. The Town Clerk will notify the Clerks of the Councils and Beverley Town Councillors when this date is received.

**1288 To receive the brainstorming notes from the 24<sup>th</sup> September 2014**

**Resolved** - The brainstorming notes circulated with the agenda were received.

**1289 To consider and set the Budget for 2015-16**

	<b>Budget 2014/15</b>	<b>Recommended Draft costs 2015-2016</b>	<b>Extra Ordinary Full Council 15/12/14</b>	<b>Full Council 12/1/15</b>	<b>Notes</b>
<b><u>Staff Costs</u></b>					
The Deputy Town Clerk and members of the public were excluded from this part of the meeting on the grounds that confidential information in relation to the employment of staff would be disclosed (Public Bodies(Admissions of Meetings) Act 1960)					
Salaries (Town Clerk (37 hrs p/w), Deputy Town Clerk (25 hrs p/w), Admin Assistant (15 hours p/w) Handyman (25 hrs p/w), Cleaner (1 hr p/w)	£ 62,386.00	£66,107.00	£66,107.00	£66,107.00	The Town Clerk reported on the current staffing arrangements and personnel issues.
Continuation of LFC/AO role inc NI	£ 7,800.00	£7,918.00	£7,918.00	£7,918.00	
Staffing Contingency	£ 12,000.00	£10,000.00	£10,000.00	£10,000.00	
Hours for events (to be balanced by income from events)					
Employers NI @ 13.8%	£ 9,686.00	£9,123.00	£9,123.00	£9,123.00	
Employers Pension Contribution @24.8%	£ 17,407.00	£16,395.00	£16,395.00	£16,395.00	
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	£3,500.00	£3,500.00	
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	
Staff Mobiles rental & 2 year contract	£ 270.00	£400.00	£400.00	£400.00	

Computer Equipment updating and training	£ 1,750.00	£1,800.00	£1,800.00	£1,800.00	
Internet Access	£ 250.00	£500.00	£500.00	£500.00	
Postage	£ 1,200.00	£1,250.00	£1,250.00	£1,250.00	
<b><u>Publications/Subscriptions/Fees</u></b>					
Newspapers	£ 30.00	£30.00	£30.00	£30.00	
NALC/ERNLLCA	£ 1,100.00	£1,100.00	£1,100.00	£1,100.00	
SLCC	£ 500.00	£500.00	£500.00	£500.00	
Charter Towns	£ 150.00	£150.00	£150.00	£150.00	
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	£450.00	
<b><u>Accommodation</u></b>					
Handyperson accommodation/storage	£ 750.00	£3,000.00	£3,000.00	£3,000.00	
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	£1,000.00	
<b><u>Civic and Democratic</u></b>					
Mace Bearer	£ 500.00	£500.00	£500.00	£500.00	
Councillor Training/Conference	£ 1,500.00	£2,000.00	£2,000.00	£2,000.00	
Civic Budget	£ 4,000.00	£4,000.00	£4,000.00	£4,000.00	
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	
Twinning/Travel/Hospitality	£ 2,500.00	£2,500.00	£2,500.00	£2,500.00	
Members Allowance	£ 3,500.00	£3,500.00	£3,500.00	£3,500.00	

Robes/Civic Maintenance	£ 500.00	£100.00	£100.00	£100.00	
Councillor travel and subsistence	£ 500.00	£1,000.00	£1,000.00	£1,000.00	
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	
SLA Cherry Tree	£ 5,000.00	£5,000.00	£5,000.00	£5,000.00	
Grants	£ 15,000.00	£15,000.00	£15,000.00	£15,000.00	
Cycle Race		£750.00	£750.00	£750.00	
Detached Youth Workers	£ 6,767.00	£6,767.00	£6,767.00	£6,767.00	Discussion took place - Cllr Whitfield proposed and Cllr Pinder seconded this line be increased to £20000. A recorded vote took place, in favour DS, MP, PMc and JW. Against KG, DE, DB, PA, EA, DJ, BP and HB. Cllr Pearson proposed and Cllr Jack seconded this line remain as is, a recorded vote took place, in favour KG, DE, BP, EA, DJ and HB. Against DS, JW, PA, MP and PMc.
The Deputy Town Clerk and one member of the public returned to the room. One member of the public left.					
Beverley Against Poverty	£ 500.00				
Youth Town Council	£ 200.00				
<b>Town Maintenance</b>					
Skatepark	£ 500.00	£4,000.00	£4,000.00	£4,000.00	
Town Council Plants	£ 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	
Litter/Salt Bins and associated items (salt/grit),	£ 5,000.00	£2,500.00	£2,500.00	£2,500.00	

Notice Boards					
Transport (Van plus fuel)	£ 4,000.00	£4,000.00	£4,000.00	£4,000.00	
Replacement Van				£3,500.00	Add £3500 to the budget for a one year hire of a short wheel base van should Council require this in next financial year.
SLA Street Lights	£ 17,500.00	£17,850.00	£17,850.00	£17,850.00	
Streetlighting improvements	£ 4,000.00	£4,000.00	£4,000.00	£4,000.00	
CCTV Town	£ 7,110.00	£6,660.00	£6,660.00	£6,660.00	
CCTV Cherry Tree	£ 3,000.00	£2,640.00	£2,640.00	£2,640.00	
Wi-Fi in Beverley	£ 1,000.00	£0.00			
<b><u>Facilities</u></b>					
Cost of acquisition	£ -				
<b><u>Town Events</u></b>					
Town Event					
Beverley Bonfire - Erection and Dismantle - ERYC	£ 1,800.00	£1,800.00	£1,800.00	£1,800.00	
Christmas Lighting	£ 5,000.00	£7,500.00	£7,500.00	£7,500.00	
Beverley in Bloom	£ 2,000.00	£2,000.00	£2,000.00	£2,000.00	
Food Festival					Food Festival should be self funding. Cllr Whitfield said there should be a line in the Food Festival. Cllr Aird indicated there is balance in the Field to Table Project - funded by Big Lottery Fund, Local Food – Changing Spaces for sustainability and should be used for the Food Festival. All agreed up to £10,000 should be used for the Food Festival from the

					Field to Table Project - funded by Big Lottery Fund, Local Food – Changing Spaces account.
Beverley FM				£1,200.00	Agreed this line be added for the Community Board sponsorship
<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	
Community Allotment Plot					
Annual Allotment - Lairgate and Keldgate Rental	£ 170.00	£170.00	£170.00	£170.00	
Skip Hire	£ 600.00	£600.00	£600.00	£600.00	
Waterpipe/maintenance at Sparkmill Terrace Allotments					
<b>Total Precept</b>	<b>£273,776.00</b>	<b>£273,770.00</b>	<b>£273,770.00</b>	<b>£278,470.00</b>	
Less Council Tax grant from ERYC	£ -	-	-	-	
<b>Precept</b>	<b>£273,766.00</b>	<b>£273,770.00</b>	<b>£273,770.00</b>	<b>£278,470.00</b>	

**(a) To receive from East Riding of Yorkshire Council the Council Tax base for 2015/16**

**Resolved** – The letter from East Riding of Yorkshire Council setting the Tax base for 2015/16 for Beverley as £5857.12 for a band D property was noted.

**(b) To consider the request from Beverley FM for the Town Council to be a sponsor of the Beverley Community Notice Board Feature at a cost of £1200 plus VAT per annum (already live broadcasting since December 2014)**

**Resolved** – The request from Beverley FM for the Town Council to be a sponsor of the Beverley Community Notice Board feature was considered and agreed the sum of £1200 would be added to the budget.

**(c) To consider the purchase of Honorary Freeman badges at a cost of £42.18 plus VAT each**

**Resolved** – The purchase of Honorary Freeman badges at a cost of £42.18 plus VAT was considered and it was agreed these would be purchased from the 2014/15 budget. The Town Clerk to order in preparation for the ceremony on 27.4.15.

**(d) To consider van lease/sale costs**

The information circulated with the Agenda was considered and it was agreed to add £3500 to the budget for a one year for the hire of a van should Council require this in the next financial year.

**Resolved** – the van lease/sale costs were considered and £3500 was added to the budget for the hire of a van.

**(e) To consider Food Festival 2015 costs for Health & Safety to include first aid, crowd control trained marshalls and officer time to organise and attend the event**

The Food Festival 2015 costs for Health & Safety to include first aid, crowd control trained marshalls and officer times to organise and attend the event were considered. Councillors requested full staff costs for the Food Festival. The figures show the six weeks prior to the Food Festival and attendance by officers at the Food Festival. It was discussed the Food Festival should be self funding. Cllr Whitfield said there should be a budget line for the Food Festival. Council requested the costs of running the Food Festival including the amount of officers' time.

**(f) To consider the proposed visit to Lemgo from 25<sup>th</sup> to 30<sup>th</sup> June 2015**

**Resolved** –the proposed visit to Lemgo from 25<sup>th</sup> June to 30<sup>th</sup> June 2015 was noted but this is a decision for the next Council.

**(g) To set the 2015-16 Budget – this must be received by East Riding of Yorkshire Council by the 23<sup>rd</sup> January 2015**

The 2015/16 budget was set at £278,470.00. The Band D property has been reduced from £ £47.77 to £47.54 representing a decrease of 0.5% or £0.23 on last year.

**Resolved** – that a budget of £278,470.00 is set for the financial year 2015/16. The precept for a Band D property this year is £47.54 which represents a decrease of 0.5% or £0.23 on last year. The Mayor and Town Clerk signed the Local Precept Demand for £278,470.00.

**1290 To discuss staffing arrangements for a temporary Administrative Assistant – the Chair of Personnel and the Town Clerk to report**

Cllr Astell asked for a record of thanks to the Administrative Assistant, Mrs Joanna Render, to be minuted for all her hard work whilst at Beverley Town Council. All agreed. The Town Clerk reported on proposed staffing arrangements for a temporary Administrative Assistant and stated there is an experienced Clerk, who is available to do temporary work. The Town Clerk was instructed to replace the Administrative Assistant with a three month temporary Contract.

**Resolved** – A record of thanks was minuted to the Administrative Assistant, Mrs Joanna Render, for all her hard work. The Town Clerk is to replace the Administrative Assistant with a person on a three month temporary contract.

Cllr Astell left at 2010.

**1291 To receive information on the High-Street Fund and other local food activities**

The High Street information was received. The Town Clerk was instructed once all the conditions were met, the High-Street Fund is to be signed and accepted.

The report from the Local Food and Admin Worker was considered. Cllr Jack asked that Beverley in Bloom working in the Georgian Quarter be an Agenda item for the next Full Council Meeting. The following dates were agreed

26<sup>th</sup> July 2015 – NGS Open Day

4<sup>th</sup> October 2015 – Food Festival

28<sup>th</sup> November 2015 – Christmas Festival of Food & Drink.

The Town Clerk drew Councillors' attention to the meeting with the Local Food & Admin Worker on the 19<sup>th</sup> January 2015 at 1830 at the Town Council Office to put forward Council's ideas and requirements for consideration for a Big Lottery Funding application. The Town Clerk is to email the details of the meeting to all Councillors.

**Resolved** - On fulfilling all the conditions, the High Street Fund is to be signed and accepted. Beverley in Bloom working in the Georgian Quarter is to be an Agenda item for the next Full Council Meeting. The following dates are



set: 26<sup>th</sup> July 2015 for the NGS Open Day, 4<sup>th</sup> October 2015 for the Food Festival and the 28<sup>th</sup> November 2015 for the Christmas Festival of Food & Drink.

**1292 To receive a verbal report regarding the East Riding of Yorkshire Council Local Grant Fund of £3000 for the possible purchase of Defibrillators at a cost of £1250 each within the town – the Town Clerk to report (this follows from the Defibrillator meeting on the 15<sup>th</sup> December 2014).**

The Town Clerk verbally reported on the East Riding of Yorkshire Council Local Grant Fund of £3000 for the possible purchase of Defibrillators at a cost of £1250 each. The Town Clerk reported the next meeting regarding Defibrillators is on the 19<sup>th</sup> January 2015 at 3.30pm in the Town Council office. The Town Clerk is to apply for a grant for the purchase of defibrillators.

**Resolved** - The Town Clerk is to apply to the East Riding of Yorkshire Council Local Grant Fund for the purchase of defibrillators.

**1293 To consider the proposed visit to Lemgo from 25<sup>th</sup> to 30<sup>th</sup> June 2015 and to confirm attendance**

The visit was noted but it was a decision for the next Council.

**1294 To consider the request from Beverley Fair Trade to become more active within the Group.**

The Town Clerk reported that Council use fair-trade products for civic events.

**1295 To receive an update on the Yorkshire Day celebrations with the Beverley Minster**

The Town Clerk reported the Yorkshire Day Celebration on the 1<sup>st</sup> August 2015 may be part of the be a local community High-Street Fund pilot project, working with local partners of Beverley Minster and Beverley FM. Further information will be reported when received. All Members agreed.

**Resolved** – All members agreed to hold a local community celebration for Yorkshire Day on the 1<sup>st</sup> August 2015 working with local partners of Beverley Minster and Beverley FM.

**1296 To receive the date for a Potential New Member/Councillor training night as the 4<sup>th</sup> March 2015**

**Resolved** – The date for a ‘Potential New Member/Councillor information night’ was noted as the 4<sup>th</sup> March 2015 at the Beverley Minster Emmaus Rooms at 1830.

**1297 To sign the:**

**(a) Beverley Transport Strategy as agreed by Planning Property & Services Meeting**

**(b) Sign the Lease for Keldgate/Lairgate allotments, Beverley as agreed by Planning Property & Services Meeting**

**Resolved** – The Beverley Transport Strategy and Keldgate/Lairgate Lease allotments were signed by the Mayor of Beverley in the presence of the Town Clerk.

The member of the public and the Deputy Town Clerk left the meeting whilst a private item was discussed.

**Action Plan**

Minute / Action	Person Responsible	Time to be reported back
1281 – Minutes of 24 <sup>th</sup> November 2014 to be discussed in closed session	Town Clerk	Full Council February 2015
1287 – (a) Nomination to Chair of East Riding of Yorkshire Council Awards (b) Date of Commuted Sums presentation to Beverley Town Council, Molescroft and	Cllr Pinder and Cox  The Town Clerk	31 <sup>st</sup> January 2015  As soon as received

<b>Wodmansey Parish Council</b>		
<b>1289 (g) – To complete the precept form to send to East Riding of Yorkshire Council in the sum of £278470</b>		<b>Operational</b>
<b>1291 – Sign the High-Street Fund</b>	<b>The Town Clerk</b>	<b>On fulfilment of all conditions</b>
<b>Beverley in Bloom/Georgian Quarter to be an Agenda item</b>	<b>The Town Clerk</b>	<b>Full Council February 2015</b>
<b>Notify Councillors meeting on 19<sup>th</sup> January 2015 re: Big Lottery Funding requirements</b>	<b>The Town Clerk</b>	<b>13.1.15</b>
<b>1292 – Apply to East Riding of Yorkshire Local Grant Fund for grant for defibrillators</b>	<b>The Town Clerk</b>	<b>As soon as possible</b>
<b>1295 – Continue planning for Yorkshire Day</b>	<b>The Town Clerk</b>	<b>Operational</b>
<b>1296 – Book Minster Room for potential New Member/Councillor training night on 4<sup>th</sup> March 2015</b>	<b>The Town Clerk</b>	<b>As soon as possible</b>