

# BEVERLEY TOWN COUNCIL

## Full Council Meeting

4<sup>th</sup> April 2016

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

**In attendance:** Helen Watson (Town Clerk), 1 member of the press and 3 members of the public.

The Mayor welcomed everyone to the meeting and opened public forum.

**151. To receive apologies for absence**

Apologies for absence were from Cllrs Phil Dodsworth, Paul McGrath and Nick Machen.

**152. (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.

**153. To confirm the minutes of the Full Council Meeting on the 22<sup>nd</sup> February 2016 and the Extra Ordinary Honorary Freeman Ceremony on 15<sup>th</sup> March 2016**

**Resolved** – That the minutes of the Full Council Meeting on the 22<sup>nd</sup> February 2016 and Extra Ordinary Honorary Freeman Ceremony on the 15<sup>th</sup> March 2016 were received, adopted and signed as an accurate record of the meeting.

**154. To receive and adopt the minutes of the following Committee:**

- (i) **Planning, Property and Services - 1<sup>st</sup> March 2016**
- (ii) **Policy – 7<sup>th</sup> March 2016**
- (iii) **Grants – 21<sup>st</sup> March 2016**
- (iv) **Personnel – 29<sup>th</sup> March 2016**

**Resolved** – That the minutes of the Planning Property and Services of the 1<sup>st</sup> March 2016, Policy of the 7<sup>th</sup> March 2016, Grants of the 21<sup>st</sup> March 2016 and Personnel of the 29<sup>th</sup> March 2016 were received, adopted and signed as an accurate record of the meetings.

**155. To note the minutes of the Planning Property & Services meeting of the 2<sup>nd</sup> February 2016 which were approved at the meeting of Planning Property & Services on the 1<sup>st</sup> March 2016**

**Resolved** – That the minutes of the Planning Property & Services Committee meeting held on the 2<sup>nd</sup> February 2016 were noted as these had been approved at Planning Property & Services Committee Meeting on the 1<sup>st</sup> March 2016

**156. To consider the working group minutes:**

- (i) **Christmas Lights – 1<sup>st</sup> March 2016**
- (ii) **Tour de Yorkshire Notes – 3<sup>rd</sup> March 2016**

**(iii) Tour de Yorkshire Notes – 22<sup>nd</sup> March 2016**

**Resolved** – That the minutes of Christmas Lights meeting held on the 1<sup>st</sup> March 2016 and Tour de Yorkshire Notes of the 3<sup>rd</sup> March 2016 and 22<sup>nd</sup> March 2016 were received as an accurate record.

**157. To receive a review of the recorded actions from the previous minutes – report was circulated**

**Resolved** – That the review of the recorded actions from the previous minutes as circulated with the Agenda were noted.

**158. Mayor's Announcements.**

The Mayor reported on the well-attended Annual Town Meeting and thought it was a good idea to hold this at East Riding College. The Mayor reported on the civic events attended since last Full Council and updated members on the forthcoming Civic Dinner on 21<sup>st</sup> April at East Riding College and the Pensioners Lunch on 27<sup>th</sup> April at Armstrong's Social Club. All Councillors were invited to both events.

**159. To receive the interim audit report from the internal auditor**

**Resolved:** The interim audit report from the internal auditor was received and accepted as a correct record unanimously.

**160. To receive an update on the Tour de Yorkshire plans**

Cllr Jack reported on the forthcoming Tour de Yorkshire start in Beverley on 29<sup>th</sup> April 2016. He updated members on the present situation and that:

- i) Beverley Firefighters had offered help to decorate the town as requested, however more volunteers are needed.
- ii) Field art is being planned for Beverley Westwood and Golf course using yellow and blue plastic sheeting, which can be removed easily after the race has passed through.
- iii) The Town Clerk had found some flags that could be decorated by school children and brought to the event to be displayed by the schools.
- iv) We are asking the community to help decorate the town in yellow and blue.
- v) We are asking the community and school children to dress up in yellow and blue for the day.
- vi) The Chamber of Trade has had flyers printed for information for businesses and dwellings along the route to encourage decoration along the route.
- vii) The Chamber of Trade will be picking up the plywood bikes decorated last year in the schools to display along the route.
- viii) The Georgian Quarter have organised a co-ordinated approach to decorating their area.
- ix) Cllr Jack informed members that the Market Place and North Bar would be closed from 6am on the day of the race, with a big screen being placed in Saturday Market, surrounded by other activities from ERYC.
- x) The Town Clerk reported on the cost of a customised BTC hand waving flag.

**Resolved** – Members resolved that up to £1000 can be used from the Queens 90<sup>th</sup> Birthday budget line to fund the Tour de Yorkshire town decoration and activities.

**161. To consider the request from Beverley Westwood Lions to use the Town Council Gazebo and other fund raising items for the Beverley Westwood Lions free Family Fun Day on Sunday 10<sup>th</sup> July 2016**

Cllr Jack gave a brief explanation of the forthcoming Beverley Westwood Lions Family Day and asked for the loan of the gazebo, hook a duck and splat the rat, along with any volunteers from Beverley Town Councillors who can offer help on the day

**Resolved:** The request from Beverley Westwood Lions to use the Town Council Gazebo and other fund raising games for the Beverley Westwood Lions free Family Fun Day on Sunday 10<sup>th</sup> July 2016 was granted.

**162. Cllr Peacock to put a motion forward: That this Council fully supports the Track and Fitness Boxing Club at its Burden Road site in its aims to provide fitness activities to all residents, not only on the Swinemoor Estate but also in Beverley through its boxing and other fitness classes – seconded by Cllr Elvidge.**

Cllr Peacock proposed and Cllr Elvidge seconded the above motion. Discussion took place on this motion and in general on the Track and Fitness Boxing Club. Cllr T Astell put forward an amended proposal and went on to retract his amended proposal and also some of his narrative during the discussions. Cllr P Astell asked the Town Clerk if she had any further information on this matter and she said that she had not. Cllr P Astell went on to put forward an amended proposal that this item be deferred until the Town Clerk has sought information from Alan Menzies regarding the Track and Fitness Boxing Club and the use of the building in the future. This was seconded by Cllr T Astell. Cllr P Astell reported that this motion can come back to June Full Council. A recorded vote took place on this motion. Cllrs P Astell, T Astell, Jack, Willis, Begnett and B Cooper voted in favour, Cllrs Peacock, G Cooper, Aird and Pearson voted against the motion. Cllr Elvidge abstained. Cllr Pearson then after voting left the meeting at 7.10pm. This became the substantive motion. Member voted 6 in favour, 3 against and 1 abstention.

**Resolved** - That this item be deferred until the Town Clerk has sought information from Alan Menzies, Director of Planning and Economic Regeneration at East Riding of Yorkshire Council, regarding the Track Fitness and Boxing Club and the use of the building in the future.

**163. To approve payments for payment as at the 31<sup>st</sup> March 2016**

<b>Payments made in March 2016</b>				
Date	Payee Name	Reference	£	Transaction Detail
<b>Current</b>				
17/03/2016	Esskays	BACS	£224.00	Culvert clearing on allotments and removal of rolls of honour
17/03/2016	Salaries	BACS	£4,840.38	March Salaries
17/03/2016	East Riding Council	BACS	£1,474.36	Pension contributions
17/03/2016	HMRC	BACS	£1,231.45	Tax and Ni
		Total	<b>£7,770.19</b>	
<b>Christmas Lights</b>				
17/03/2016	Festive Lighting	BACS	£3,339.78	Blizzards, brackets and strings of lighting (paid for by Fund Raising by Christmas Lights Appeal Group)
<b>Payments to be made</b>				
08/03/2016	Kingston Reprographics	DD	£200.86	Photocopier
11/03/2016	Yarrow Aggregate	Debit Card	£30.00	Aggregate for Kitchen Lane
14/03/2016	Post Office	Debit Card	£108.00	Postage
15/03/2016	Kingston Communications	DD	£30.00	Internet Access
15/03/2016	Kingston Communications	DD	£30.00	CCTV Town
15/03/2016	Yorkshire Water	DD	£37.13	Water
22/03/2016	Borken Blossom	Debit Card	£16.00	Flowers
23/03/2016	Three.co.uk	DD	£23.00	Staff Mobiles
24/03/2016	Amazon	Debit Card	£1.52	

24/03/2016	Amazon	Debit Card	£8.18	
24/03/2016	Amazon	Debit Card	£62.30	
24/03/2016	D H Fletcher	SO	£4,200.00	Office rent
29/03/2016	24 Hour Storage	DD	£240.00	Handyman Storage
29/03/2016	CBA Sadofskys	DD	£37.44	Payroll
29/03/2016	Amazon	Debit Card	£3.99	Banquet Roll
29/03/2016	Amazon	Debit Card	£3.29	White plain unprinted flag
31/03/2016	Majestic	4781	£60.95	Refreshments for Honorary Freeman
31/03/2016	Jewson		£58.80	Aggregate for Kitchen Lane
31/03/2016	Beverley Male Voice Choir	4775	£600.00	Grant
31/03/2016	Beverley Chrysanthemum Society	4776	£350.00	Grant
31/03/2016	Beverley in Bloom	4777	£2,596.00	Grant
31/03/2016	St Mary's Church and Beverley Minster Two Churches One Town Story	4778	£1,596.00	Grant
31/03/2016	Beverley Pipe Band	4779	£1,400.00	Grant
31/01/2016	Beverley Rugby Football Union Club	4780	£1,500.00	Grant
31/03/2016	Kingston Communications	DD	£113.47	Telephone
31/03/2016	Pear Technology	4782	£1,890.00	Mapping services
31/03/2016	Hull Thursday Road Club	4783	£750.00	Grant
31/03/2016	Countrywise Water Coolers	BACS	£14.14	Water Cooler
31/03/2016	R & R Studios	BACS	£96.00	Framing Roll of Honour
31/03/2016	Jewson	BACS	£4.78	Latex Gloves
31/03/2016	Esskays	BACS	£87.50	Erection of Shrines
31/03/2016	Sent 2 Print	BACS	£49.80	Banners
31/03/2016	Crazy Domans	DEBIT CARD	£12.00	Food Festival domain
31/03/2016	Amazon	DEBIT CARD	£124.44	Various items pensioners lunches and Tour de Yorkshire
		<b>Total</b>	<b>£35,215.75</b>	
<b>Bloom</b>				
31/03/2016	Linfects	464	£90.00	New Logo
<b>From Field to Table</b>				
31/03/2016	ERYC	BACS	£138.00	Erection/Dismantle of FF banner
31/03/2016	Beverley Town Council	Transfer	£20,851.02	Payments made by BTC for the Food Festival/Christmas Food and Drink Festival.
		<b>Total</b>	<b>£20,989.02</b>	
<b>Lights</b>				
31/03/2016	ERYC	BACS	£4,140.43	Erection of Christmas Lights in Beverley

31/03/2016	LITE	BACS	£2,236.80	Snowflake collection, test and fully refurbish and replace 5 strobe lights
		<b>Total</b>	<b>£6,377.23</b>	

**Resolved:** The payments were approved for payment.

**164. To receive information and take necessary action as required:**

- (i) **That Agincourt 600 granted Beverley Town Council £5412.80 to pay for the venue hire, accommodation costs, banners, and demonstrations at the Beverley - Agincourt 600 event held in October 2015, has been received and banked.**

Members noted the information.

- (ii) **In connection with the PAG grant**

Cllr Begnett gave a brief update on the recent PAG application, which had been unsuccessful and said he would report back to BTC following the meeting with Phil Jackson on 18<sup>th</sup> April, when other possible youth forum routes can be explored.

- (ii) **To note that Beverley Food Festival won the Remarkable Large Event category in the REYTA's. To discuss a forthcoming meeting regarding the Food Festival and plans for 2016.**

The Town Clerk reported on the recent Large Event win at the REYTA's. Members were delighted and passed thanks to all involved. The Town Clerk reported that a meeting regarding the Food Festival 2016 will take place on Wednesday 13 April at 5pm at the Beverley Town Council office and asked Councillors to confirm their attendance.

- (iv) **To receive 2 year estimates from power suppliers**

The Town Clerk updated members on the quotes received.

**Resolved** – That the Town Clerk take the most efficient quote and action it operationally.

**165. 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:** That the public and press 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)

**166. To authorise the process and agree a strategy in relation to employment matters as requested by ERNLLCA.**

Cllr Jack updated members on the above situation that has been facilitated by ERNLLCA.

**Resolved** – Members unanimously agreed that ERNLLCA would continue to facilitate and advise on these employment matters, and members devolved authority to the Town Clerk to make payment as outlined in the ERNLLCA report on the employment matters discussed. Members also requested a report from the officers involved on the present situation with youth work and ideas for the future.

**167. To receive an update from Personnel Committee.**

Cllr Jack reported on personal matters as below:

- i) The appraisal process is complete and a simpler process may be used next year.
- ii) An employee had completed the contract and left to work elsewhere, so another member of temporary member of staff would be needed for administration and event work.
- iii) It was reported that sometimes the office may not be open or meetings may need to be cancelled if staff are ill.
- iv) The officers have been asked to cover the opening times and appointments will need to be made by Cllrs out of these times to see officers.
- v) Cllrs will consider the officer time in any proposals put forward to BTC, to ensure there is an officer available to carry out the work.
- vi) To seek volunteers to help support the Food Festival, NGS Day and any other events.

Signed ..... Date.....

**FULL COUNCIL 4<sup>th</sup> April 2016 ACTION PLAN**

<b>Min/Action</b>	<b>Who is Responsible</b>	<b>Report back date</b>
162. Town Clerk to information from Alan Menzies regarding the Track Fitness and Boxing Club and the use of the building in the future.	Town Clerk	Operational
164. (iv) Negotiate a new power contract	Town Clerk	Operational
166. Members unanimously agreed that ERNLLCA would continue to facilitate and advise on employment matters, and member's devolved authority to the Town Clerk to make payment as outlined in the ERNLLCA report on the employment matters discussed. Members also requested a report from the officers involved on the present situation with youth work and ideas for the future.	Town Clerk	Operational