

BEVERLEY TOWN COUNCIL

Full Council Meeting

30th November 2015

Present: Councillors: Astell (Mayor), Begnett (Deputy Mayor), Aird, T Astell, B Cooper, G Cooper, Dodsworth, Elvidge, Jack, Machen, McGrath, Peacock, Pearson and Willis

In attendance: Helen Watson (Town Clerk) and Libby Woodhouse (Administrative Assistant)

1 Member of the Public.

The Mayor welcomed Councillors and 1 member of the public to the meeting. There was no request to speak in the public forum.

98 To receive apologies for absence:

There were no apologies for absence.

99 (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.

100 To receive a presentation from Tony Thurston regarding TASR Indoor Skatepark at Tokenspire Business Park, Woodmansey

Mr Thurston introduced himself and explained the reasons behind the setting up of the indoor Skatepark at Woodmansey. This was set up by himself as owner to give young people a positive, safe and friendly place to gather. There are 2000 registered users. The young people look after the Skatepark and this gives them a sense of community and ownership. Councillors were invited to visit. Mr Thurston informed members that there are scooters and skateboards to hire, games consoles, pool and football tables, comfy seating, a cafe, discos and charity events, along with trained and DBS checked staff. Woodmansey Youth Club has made the Indoor Skatepark their base with 96 members, 30 weekly users, the Youth club meetings are held there and there is a Christmas Disco. The membership is £20 with £6 entry fee but there is free entry one evening per week. The cost of upkeep is £5000 per year based on 100 participants. Members asked questions of Mr Thurston relating to it being a private enterprise, membership, and users' residential addresses and if any goals/learning outcomes were set.

The Mayor thanked Mr Thurston for attending the meeting.

101 To confirm the minutes of the Full Council Meeting on the 19th October 2015

Resolved – That the minutes of the Full Council Meeting on the 19th October 2015 were received, adopted and signed as an accurate record of the meeting.

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

- (i) **Policy – 2nd November 2015**
- (ii) **Personnel – 9th November 2015**

Resolved – That the minutes of Policy Meeting on 2nd November 2015 and Personnel meeting on the 9th November 2015 were received, adopted and signed as an accurate record of the meetings

103 To note the minutes of the Planning Property & Services meeting of the 27th October 2015 which were approved at the meeting of Planning Property & Services on the 24th November 2015

Resolved – That the minutes of the Planning Property & Services Committee meeting held on the 27th October 2015 were noted as these had been approved at Planning Property & Services Committee Meeting on the 24th November 2015.

104 To receive the minutes of the following Working Groups:

- (i) **Christmas Lights – 20th October 2015**
- (ii) **Beverley, Molescroft and Woodmansey meeting – 26th October 2015**
- (iii) **Christmas Lights – 17th November 2015**

Resolved – That the minutes of the Christmas Lights meeting held on the 20th October 2015, the minutes of the Beverley, Molescroft and Woodmansey meeting held on the 26th October 2015 and the Christmas Lights meeting held on the 17th November 2015 were all received

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

The Town Clerk reported that the Beverley, Molescroft and Woodmansey meeting is due to be arranged. Adam Toes (ERYC) has informed Council that they are looking at the Beverley Leisure Centre for new outdoor gym equipment as part of the 3 way Beverley, Woodmansey and Molescroft outdoor gym trail.

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

106 Mayor's Announcements

The Mayor reported he had attended 23 functions and the Deputy Mayor had attended 9 functions. The tombola, auction at the Christmas Festival of Food & Drink raised £289 and Santa donations were £47.34. Wilcos had donated £250 to the Mayor's charities when the Mayor opened Wilcos. The Mayor had also received £250 from the Hull Freemasons and a further donation from the Holderness Freemasons directly to the Cherry Tree Stoke Club.

The Mayor thanked officers for their hard work at the Christmas Festival of Food & Drink and the Christmas Lights Switch on and thanked the Beverley Lights Group for their work all year raising money.

Members considered the response to the ERNLLCA membership questionnaire on its governance structure 2015 and asked the Town Clerk to submit on 1st December 2015.

Resolved - The response to the ERNLLCA membership questionnaire on its governance structure 2015 was agreed and to be sent to ERNLLCA on 1st December 2015.

107 To consider the new Financial Regulations

Resolved - To approve the new Financial Regulations which the Mayor signed and dated.

108 To appoint the Mayor and one other Councillor as representatives for the Tour de Yorkshire 2016

Resolved - The Mayor and Councillor Jack were appointed to represent the Town Council for the Tour De Yorkshire 2016.

109 To receive the Creating Youth Provision Across the East Riding Report from Cllr Machen

Cllr Machen referred to his report which had been circulated with the Agenda. This tied in with what Mr Thurston presentation. Members discussed whether there is an appetite for extended youth services and members agreed to meet to discuss this further before the next meeting. Cllr Machen reported the deadline for the grant application process is January 2016. Cllr Astell reported that there is approximately £4000 in the All Weather Pitch accounts of which the Town Council are the guarantors. Cllr Astell asked that the Council write to the trustees. Members agreed a working group of Cllrs P Astell, T Astell, Begnett, Dodsworth, Jack, Machen, Pearson and Willis meet together to discuss youth services and complete the grant application form.

Resolved - The Report from Cllr Machen regarding creating youth provision across the East Riding was received. Members agreed a working group of Cllrs P Astell, T Astell, Begnett, Dodsworth, Jack, Machen, Pearson and Willis meet together to discuss youth services and complete the grant application form.

Resolved - To move the agenda item regarding Brighter Beverley before discussion of the Budget. All agreed.

110 To receive a report regarding Brighter Beverley

The report from Cllr T Astell was received and discussed by members.

Resolved – Councillor T Astell to establish a working group and talk to volunteers. No budget line was allocated to the project at present.

111 To receive and consider the draft Budget 2016/17

Resolved - That staffing is discussed with the exclusion of the press and public at the end of the meeting.

	Budget 2014/15	Budget 2015/16	Spent so far - 31st October 2015	Notes	Draft Budget 2016/17	Comments
Staff Costs	-	-				
Salaries (Town Clerk (37 hrs p/w), Deputy Town Clerk (25 hrs p/w), Admin Assistant (15 hours p/w) Handyman (10 hrs p/w plus additional hours worked for watering over the summer period), Cleaner (1 hr p/w)	£62,386.00	£66,107.00		This is for whole year - Last year included HM at 25 hours and 2.2% pay increase as per NALC	£65,000.00	To be discussed at a Personnel Meeting
Local Food and Admin/Officer	£7,800.00	£7,918.00			£7,918.00	To be discussed at a Personnel Meeting
Youth Salaries		£6,767.00			£8,603.00	To be discussed at a Personnel Meeting
Staffing Contingency	£12,000.00	£10,000.00		Some is spent	£9,000.00	To be discussed at a Personnel Meeting

Employers NI @ 13.8%	£9,686.00	£9,123.00	£ 8,167.00	2016/17 figures awaited	£8,970.00	To be discussed at a Personnel Meeting
Employers Pension Contribution @24.8%	£17,407.00	£16,395.00	£ 14,676.00	2016/17 figures awaited	£16,120.00	To be discussed at a Personnel Meeting
Officer Training/Conference	£1,500.00	£1,500.00	£ 502.00	NALC conf Dec for Clerk /training at ERNLLCA for Clerk/Year End	£1,500.00	
Officer Travel	£1,000.00	£1,000.00	£ 19.00	Travel for Confs for Clerk	£1,000.00	
Recruitment Advertising		£2,000.00			£2,000.00	
Administration	-					
Insurance	£6,500.00	£5,940.00	£ 4,876.00		£5,940.00	These items were discussed and the Town Clerk is to look for cheaper options when Contracts are ended.
Stationery	£1,200.00	£1,250.00	£ 781.00		£1,250.00	
Photocopier	£3,000.00	£3,500.00	£ 2,053.00		£3,600.00	
Newsletter/Community Liaison	£1,000.00	£500.00			£500.00	
Telephone	£1,500.00	£1,500.00	£ 460.00		£1,500.00	
Staff Mobiles rental & 2 year contract	£270.00	£400.00	£ 195.00		£400.00	
Computer Equipment updating and training	£1,750.00	£1,800.00	£ 72.00	Annual Finance Software update awaited	£1,800.00	
Internet Access	£250.00	£500.00	£ 175.00		£500.00	
Postage	£1,200.00	£1,250.00	£ 873.00	Increased costs due to events	£1,500.00	
Publications/Subscriptions/Fees	-					
Newspapers	£30.00	£30.00	£ 39.00	Increased costs due to Hull Daily Mail	£70.00	
NALC/ERNLLCA	£1,100.00	£1,100.00	£ 1,375.00		£1,500.00	
SLCC	£500.00	£500.00	£ 601.00		£700.00	
Charter Towns	£150.00	£150.00	-		no charge	
Website	£400.00	£120.00	£ 120.00	Hosting Fee	£120.00	
Audit Fees	£2,500.00	£2,500.00	£ 1,197.00	6 month audit fee to be paid	£2,500.00	
Bank Charges						
Payroll processing fees	£400.00	£450.00	£ 219.00	2016/17 figures awaited	£450.00	
Accommodation	-					

Handyperson accommodation/storage	£750.00	£3,000.00	£ 1,400.00		£3,000.00	
Office rent	£14,500.00	£14,000.00	£ 7,040.00		£14,000.00	
Room Hire (external room hire)	£1,000.00	£500.00	£ 334.00		£500.00	
Rates	£7,000.00	£7,000.00	£ 3,444.00		£7,000.00	
Utilities/Maintenance (water, gas, electricity, paint, light bulbs, water cooler, recycling costs/refuse collection)	£5,000.00	£4,000.00	£ 1,776.00		£4,000.00	
Decoration	£150.00					
Alarm Maintenance	£1,000.00	£1,000.00	£ 86.00		£1,000.00	
<u>Civic and Democratic</u>	-					
Mace Bearer	£500.00	£500.00	£ 500.00		£1,000.00	Increase from £500 to £1,000
Councillor Training/Conference	£1,500.00	£2,000.00	£ 385.00	NALC conf Dec for Mayor/restructuring costs/New Councillor training events	£1,000.00	Reduce from £2,000 to £1,000
Civic Budget	£4,000.00	£4,000.00	£ 1,645.00		£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	
Twinning/Travel/Hospitality	£2,500.00	£2,500.00	£ 297.00		£2,500.00	Need last year's figures.
Members Allowance	£3,500.00	£3,500.00	£ 2,000.00		£3,500.00	Got to be able to provide members allowances if members want to claim this. Discussion on the reduction from £3,500 to £2,000.
Robes/Civic Maintenance	£500.00	£100.00	-		£100.00	
Councillor travel and subsistence	£500.00	£1,000.00	£ 690.00		£1,000.00	
Election Provision	£9,000.00	£4,000.00	-		£4,000.00	
<u>Grants</u>	-					
Pensioners Lunches	£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	£ 4,980.00		£10,000.00	Reduce from £15,000 to £10,000
Cycle Race		£750.00	£ 750.00		£750.00	
Detached Youth Workers	£6,767.00			Transferred to salary budget line		
Beverley Against Poverty	£500.00					

Youth Town Council	£200.00					Reinstate Youth Town Council to work with schools. No budget added
<u>Town Maintenance</u>	-					
Skatepark	£500.00	£4,000.00		Increased in 2015/16 due to large scale vandalism	£2,500.00	
Town Council Plants	£1,000.00	£1,000.00	£ 287.00	Income £2280 - expenditure £2567 - cost of removal awaited	£1,000.00	
Maintenance	£3,000.00	£3,000.00	£ 302.00		£3,000.00	
Litter/Salt Bins and associated items (salt/grit),	£5,000.00	£2,500.00	£ 673.00	£1820 invoices outstanding	£2,500.00	
Transport (Van plus fuel)	£4,000.00	£4,000.00	£ 633.00		£4,000.00	
Replacement Van		£3,500.00			£2,000.00	
SLA Street Lights	£17,500.00	£17,850.00	£ 16,726.00	Awaited	£18,000.00	
Streetlighting improvements	£4,000.00	£4,000.00	£ 5,950.00	b/f £2000 from last year as worked carried out over year end	£4,000.00	
CCTV Town	£7,110.00	£6,660.00	£ 6,896.00	Increase in power costs	£7,000.00	
CCTV Cherry Tree	£3,000.00	£2,640.00	£ 674.00		£3,000.00	Needs to be replaced for better viewing of coverage. Look at withdrawing.
Wi-Fi in Beverley	£1,000.00					
<u>Facilities</u>	-					
Cost of acquisition						
<u>Town Events</u>	-					
Brighter Beverley					£1,000.00	Thought needs to be given to if a small budget is needed to start the project or funding comes from external sources.
Town Event						
WW1			£ 545.00	Paid from HLF/frames to be funded		
Yorkshire Day			£ 1,588.00		£2,000.00	
Agincourt			£ 3,714.00			
Beverley Bonfire - Erection and Dismantle - ERYC	£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						
Beverley FM		£1,200.00	£ 1,200.00		£1,200.00	
Allotments						
Allotments Upkeep	£2,000.00	£2,000.00	£ 1,635.00		£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	£ 435.00	Another skip ordered	£600.00	
Waterpipe/maintenance at Sparkmill Terrace Allotments						
Total Precept	£273,776.00	£278,470.00	£120,355.00		£0.00	£279,461.00

Tax Base for Band D property	£5,731.15	£5,857.12	£5,857.12		£5,929.90	£5,929.90
Band D	£47.77	£47.54			£47.13	£0.00

Members requested that the actual expenditure figures for 2014/15 to be sent to them.

112. 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)

Resolved - 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)

Cllr Dodsworth discussed the lights switch on event and it was agreed that a meeting would be held in February 2016 of the Christmas Lights committee when all aspects of the event would be discussed

Members discussed staff costs and the Town Clerk is to obtain information and figures requested for the next personnel meeting.

Signed Date.....

FULL COUNCIL 30th NOVEMBER 2015 ACTION PLAN

Action	Who is Responsible	Report back date
109 Creating Youth Provision Across the East Riding application Members agreed a working group of Cllrs P Astell, T Astell, Begnett, Dodsworth, Jack, Machen, Pearson and Willis meet together to discuss youth services and complete the grant application form. Cllr Begnett to arrange the meeting	Cllrs P Astell, T Astell, Begnett, Dodsworth, Jack, Machen, Pearson and Willis	Full Council
110 Brighter Beverley Councillor T Astell to establish a working group and talk to volunteers. No budget line was allocated to the project at present.	Cllr T Astell	Operational
111 Draft Budget 2016/17 Prepare figures as requested for the Personnel Committee. Send last year's budget spend to Cllrs	Town Clerk Personnel Committee members	Personnel Committee