

BEVERLEY TOWN COUNCIL

FULL COUNCIL

21st May 2018

At 12 Well Lane, Beverley at 6.30pm

Present: Councillors Bryan Pearson (Mayor), Duncan Jack (Deputy Mayor), Elaine Aird, Rob Begnett, Geoff Cooper, David Elvidge, Nick Machen, Paul McGrath, Dominic Peacock and Ann Willis.

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

3 members of the public were present.

The Mayor reported that Jonathan Middleton who was an East Riding of Yorkshire Council Planning Officer had passed away. Beverley Town Council offered its condolences to the family and East Riding of Yorkshire Council officers who worked with Mr Middleton.

The members of the public did not wish to speak.

529 To receive apologies for absence

Apologies were received from Councillor Peter Astell, Councillor Ben Cooper and Councillor Philip Dodsworth.

530 Councillor Duncan Jack to accept and sign his declaration of office as Deputy Mayor

Resolved : Councillor Duncan Jack accepted and signed his declaration of office as Deputy Mayor.

531 (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.

Councillor Dominic Peacock declared a non-pecuniary interest in Agenda item "To consider a request from WO M. Hayward from Defence School of Transport, Leconfield to create a RAF flower bed at Hengate Gardens in commemoration of the centenary of the RAF" as this has been discussed by the Royal British Legion previously when he was Chair.

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

No dispensations were given.

Councillor Nick Machen arrived at 1840.

532 To confirm and sign the minutes of the Full Council Meeting on 9th April 2018

Cllr Peacock proposed and Councillor Aird seconded that the minutes of Full Council Meeting on 9th April 2018 be confirmed and signed. All agreed.

Resolved: The Minutes of the Full Council Meeting held on the 9th April 2018 were approved and signed.

533 To receive and sign the minutes of the following Committees:

- (i) Policy – 30th April 2018**
- (ii) Planning Property & Services – 15th May 2018**

Councillor Jack proposed and Councillor Elvidge seconded that the Minutes of the Policy Meeting held on the 30th April 2018 and Planning Property & Services Meeting held on the 15th May 2018 were approved and signed. All agreed.

Resolved: The Minutes of the Policy Meeting held on the 30th April 2018 and Planning Properties & Services Meeting held on the 15th May 2018 were approved and signed.

534 To note the working group minutes of Beverley in Bloom – 25th April 2018

Resolved: The minutes of Beverley in Bloom dated 25th April 2018 were noted.

535 To note the minutes of Planning Property & Services meetings held on the 17th April 2018 approved on the 15th May 2018

Resolved: The minutes of Planning Property & Services meetings held on the 17th April 2018 approved on the 15th May 2018 were noted.

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

Resolved: A review of the recorded actions took place.

537 Mayor's Announcements.

The Mayor announced he had attended Pocklington Mayor Making.

The Mayor read a letter that had been received from Church Lad Girls Brigade thanking the former Mayor, Councillor Ann Willis, for presenting the Young Persons Award to them. The Mayor thanked Councillor Ann Willis for her outstanding service whilst she was Mayor.

538 To receive and agree the proposed calendar for dates and times of committee meetings/working party meetings for the municipal year 2018/19.

Councillor Paul McGrath proposed that changes/additions to the calendar:

- Policy be moved from 23rd July 2018 to 16th July 2018
- An additional Policy be added on 1st October 2018
- Remove Policy on 7th January 2019
- Full Council is to be moved from 14th January 2019 to the 21st January 2019.

Members agreed to move Policy from the 23rd July to the 16th July, that the additional Policy would not be added and Policy be removed on 7th January 2019.

The Town Clerk reported the Full Council on the 14th January 2019 could not be moved as this coincided with the precept request which has to be made by the 18th January 2019. Members agreed Full Council is to remain on the 14th January 2019.

All the other dates were agreed and the dates of meetings are to be placed on the Town Council website.

Resolved: Members agreed to move Policy from the 23rd July 2018 to the 16th July 2018, that the additional Policy would not be added, Policy be removed on 7th January 2019 and Full Council is to remain on the 14th January 2019. All other dates were agreed.

Councillor Jack asked Members if the meeting time could be changed from 6.30pm to 6.00pm. Some Members would be unable to make that time. It was agreed that meetings' start time would remain at 6.30pm.

Resolved: Members agreed that meetings' start time would remain at 6.30pm.

539 To approve and sign the following Annual Audit documentation:

(i) The Risk Assessment

Resolved: The risk assessment was approved and signed by the Town Clerk and Mayor.

(ii) The Annual Accounts

Resolved - That the Annual Accounts were approved and signed by the Mayor and the Town Clerk.

(iii) The Annual Return 2017/18

Resolved -That the Annual Return 2017/18 was approved and signed by the Mayor and the Town Clerk and returned to P K Littlejohns.

(iv) To receive the annual internal audit report for 2017/18

Resolved - That the annual internal audit report for 2017/18 was approved.

(v) To appoint the internal auditor for 2018/19

Resolved - **Mr Alan Johnson of AJAC Services** was appointed as the internal auditor for 2018/19

The Town Clerk reported that a new auditor would be needed from 2019/20 as Mr Alan Johnson was retiring.

(vi) To consider the scope of audit required by Beverley Town Council

Resolved – The scope of audit required by Beverley Town Council is six monthly and annual audits for 2018/2019 and the Town Clerk is to inform **Mr Alan Johnson**.

540 To consider the attendance at the 20th Anniversary visit/celebration of Twinning with Nogent sur Oise on 30th Nov –2nd Dec 2018.

Members agreed the Mayor and the Town Clerk are to attend the 20th Anniversary visit/celebration of Twinning with Nogent sur Oise from the 30th November to the 2nd December 2018. The Mayor is to pay personally for the Mayoress to attend with him. The Town Clerk is to find out further information regarding travel/accommodation.

Resolved: The Mayor and the Town Clerk are to attend the 20th Anniversary visit/celebration of Twinning with Nogent sur Oise from the 30th November to the 2nd December 2018. The Town Clerk is to find out further information regarding travel/accommodation.

541 To consider and receive Data Protection Information:

- (i) Proposed Privacy Notices**
- (ii) Email from East Riding of Yorkshire Council**
- (iii) Email from ERNLLCA**

Resolved: The proposed Privacy Notices, emails from East Riding of Yorkshire Council and ERNLLCA were received and noted.

542 To discuss what will be happening, who will be organising and who will be volunteering at the planned Beverley Town Council events regarding the following:

The Mayor reported that each event will be considered with a lead Councillor who will work with other Councillors and volunteers and to co-ordinate the event with the Town Clerk or appropriate officers as advised by the Town Clerk.

i) To report back to Council following the Event Safety Advisory Group (ESAG) meeting on the 16th May 2018

The Town Clerk reported that BTC had been advised that any events staged in the town has to be in consultation with the Event Safety Advisor Group (ESAG) at East Riding of Yorkshire Council. The Town Clerk reported it was an in depth meeting and more information needed to be obtained. The Mayor, the Town Clerk and Bill Hartley are to attend a further ESAG meeting once the information requested by ESAG is available.

ii) Great Get Together - Saturday 23rd June – Coronation Gardens 11am - 4pm

The Town Clerk reported that Mr Allenby has volunteered his music services, and this year the theme of Alice in Wonderful and the Mad Hatter Pop Up Picnic Tea Party is being organised in conjunction with St Mary's Church.

Lead Councillor – The Mayor – Councillor Pearson.

Other Councillor Volunteers – Councillors Aird, Begnett, Elvidge and Willis.

Resolved: Councillor Pearson and the Town Clerk are to organise the Great Get Together, with the support of Cllrs Aird who will organise the rota of Cllrs Begnett, Elvidge, Willis, Pearson and herself on the day.

iii) **NGS Day – Sunday 15th July – Queensgate & Kitchen Lane 11am - 4pm - Volunteers needed**

Lead Councillor – Councillor Aird.

Other Councillor Volunteers – Councillors Machen, Peacock and Willis (afternoon only).

The Town Clerk reported that more support is needed to manage this event on the day as at least 5 people are required on site all day .

Resolved: Councillor Aird is to meet with the Town Clerk regarding the NGS Day.

iv) **Britain in Bloom – Up to mid-August**

The Town Clerk reported on the positive effect of being a Britain in Bloom finalist and the increase in volunteers in the town. She reported that there are 2 new litter tidy teams and they are preparing a map of litter picking for the Britain in Bloom portfolio. The Town Clerk reported on the progress of the projects and responsibilities of ERYC which would need attention prior to the judging date, such as weeds, detritus, street furniture, various railings, and the Syntan model . The HM Wolds Prison service is making hedgehog boxes, bird boxes and bat boxes along with conservation advice from Bishop Burton College. The Town Clerk reported on the excellent hard work of the Beverley in Bloom group. Lastly the Town Clerk reported that she will be prioritising her efforts on the Britain in Bloom project, judging route, portfolio and presentation until August when the judges have visited. Councillor Peacock reported the drain between Hull Bridge Road and the Parklands needs attention. Councillor Jack suggested all Councillors go around the town and send details of any areas that need attention to the Town Clerk.

Councillor Jack suggested this is launched through Beverley Life and Beverley FM to ask for volunteers to allot them specific tasks. Councillor Jack and the Town Clerk are to meet to prepare a press release and arrange tidy job days.

The Mayor and the Town Clerk are to meet with Alan Menzies from East Riding of Yorkshire Council to inform them what is required for Britain in Bloom.

Lead – The Town Clerk

Other Councillor Volunteers – Councillors Jack, McGrath, Peacock and Pearson

Resolved: All Councillors are to report to Town Clerk of any areas that need attention. The Town Clerk and Councillor Jack are to meet to prepare a press release. The Mayor and the Town Clerk are to meet with Alan Menzies from East Riding of Yorkshire Council to inform them what is required of them.

v) **Flower Festival- Civic Service – Sunday 12th August**

Lead Volunteer - Councillor Aird

Other Councillor Volunteers – Councillor Peacock, Councillor and Mrs Pearson

Resolved: Councillor Aird is to see the Town Clerk regarding the Civic Service.

vi) **Food Festival – Sunday 7th October 6am – 7pm**

Lead Volunteer – Councillor Aird

Other Councillor Volunteers – Councillor Aird, Councillor Begnett and Councillor Pearson agreed to volunteer all day. Councillor Jack agreed to volunteer in the morning. Councillors Machen, McGrath and Willis agreed to volunteer in the afternoon.

Resolved: Councillor Aird is to see the Town Clerk regarding organising a Volunteer rota for the Food Festival.

vii) **Great War Centenary**

The Town Clerk is to hold a meeting with the Vicar and Music Director and then send proposed dates for a meeting of the Great War Centenary working group.

Resolved: The Town Clerk to hold a meeting with the Vicar and Music Director and send proposed dates for a meeting of the Great War Centenary working group.

viii) Christmas Festival of Food & Drink – Saturday 24th November 7.30am – 5.00pm

Lead Volunteer – Councillor Aird

Councillor Volunteers – Councillor Begnett, Councillor G Cooper, Councillor Elvidge, Councillor Peacock and Councillor Willis

Resolved: Councillor Aird is to see the Town Clerk regarding organising a Volunteer rota for the Food Festival.

ix) Christmas Lights – Sunday 25th November

Resolved: This is managed by the Christmas Lights Committee/Christmas Lights Appeal Group/Beverley Lions and Beverley Westwood Lions

543 To consider the virement of funds from the grant to the Beverley Folk Festival to the Beverley Fringe Folk Festival following the cancellation of the Beverley Folk Festival

The Beverley Fringe Folk Festival takes place 15th-17th June 2018. Councillor Begnett reported:

- Atom Beers are the sponsor
 - A number of public houses are acting as venues as well as making a contribution.
 - They have more artists than venues
- Councillor Pearson offered the Grosvenor Club as a venue.

Councillor Begnett reported there is a meeting on Wednesday and would inform them of the offer.

The Town Clerk asked how the funds would be spent by the Beverley Fringe Folk Festival. Councillor Begnett requested the Town Council keeps the funds and invoices will be approved by the Beverley Fringe Folk Festival committee and submitted to the Town Council for payment by the Chair.

Resolved – Members agreed to the virement of funds from the grant in the sum of £1000 to the Beverley Folk Festival to the Beverley Fringe Folk Festival which sum will be held by the Town Council pending receipt of approved invoices from Beverley Fringe Folk Festival committee submitted to the Town Council for payment by the Chair.

544 To consider the purchase of the There But Not There (TBNT) or War memorial Statues for Hengate Gardens

Visuals were shown of the proposed statues. The Town Clerk reported the TBNT statues are temporary fixtures and fit in with the Britain in Bloom categories. The intention is to put the TBNT statues out from early June until Remembrance Day in 2018 and in 2019 from 1st October to Remembrance Day.

The TBNT statues are portable and can be moved. Locations were discussed and it was agreed this would need to be discussed with the Royal British Legion and St Mary's Church. The Town Clerk reported that the TBNT silhouettes are £620. A more permanent statue would need to be priced before any progress can be made, which could possibly come through a Commuted Sums bid. Councillor Elvidge suggested passing this matter to the Great War Centenary Working Party. It was agreed to use moneys from reserves for the purchase of the TBNT silhouettes and place them in appropriate places as decided by the WW1 Working Group.

Resolved: The Town Clerk is to look further into the costs of a permanent War Memorial statues. It was agreed that the WW1 Working Group will decide on the amount and location of the TBNT silhouettes and purchase from reserves.

545 To consider a request from WO M. Hayward from Defence School of Transport, Leconfield to create a RAF flower bed at Hengate Gardens in commemoration of the centenary of the RAF

Members agreed the request for a RAF flower bed needs to be discussed with the Royal British Legion as concerns were expressed about reducing the space for the Remembrance Day Service. Councillors Elvidge, Peacock and the Town Clerk to meet on Wednesday 23rd May 2018 at the Hengate Gardens at 5pm. This is to be passed to the WW1 Working Group.

Resolved: Councillors Elvidge, Peacock and the Town Clerk are to meet on Wednesday 23rd May 2018 at the Hengate Gardens at 5pm.

546 To receive and consider new Standing Orders

Councillor Machen referred to Section 3 i where members should stand when speaking. The Town Clerk reported these are model standing orders and Beverley Town Council does not follow this as section as the Chair permits members to be seated.

Under legislation the Standing Orders have to sit on the table for one month to allow for amendments.

Resolved – The Standing Orders be signed at a Full Council meeting following all amendments.

Councillor Jack asked if the quoracy of committee meetings could be discussed to ensure meetings can go ahead. Members agreed. The Town Clerk reported that it would be advisable to amend quorate numbers to facilitate efficient meetings, as some meetings had not been quorate in more recently.

After discussion it was agreed that the quoracy of the Policy and Planning Property & Services meeting be reduced to 4 and the Scheme of Delegation is to be amended to reflect this. The Scheme of Delegation is to be signed at next Full Council.

Resolved - The quoracy of the Policy and Planning Property & Services meeting is reduced to 4 and the Scheme of Delegation is to be amended to reflect this. The Scheme of Delegation is to be signed at next Full Council.

547 Project for community in Beverley to choose and participate in

Councillor Begnett reported he had been reading about the activities of another Town Council where Council set aside a sum of money in the budget for a public vote project. The public are asked to nominate projects. Council consider all projects nominated and three are chosen for the public to vote on. This is a way of engaging with the community.

Members asked how this works, what are the parameters, what are the thresholds set, what are the terms of reference and what is expected of the Town Council officers. Councillors agreed this is a valid project and more information is required and this could not be done this year. This would have to be considered at budget setting.

The Town Clerk recommended ERNLLCA is contacted to find out the legal position in connection with this type of project. Councillor Begnett agreed to find out more information.

548 To Review Policies of Beverley Town Council:

- i) Standing Orders (14.10.13) and Scheme of Delegation (8.9.14)**
- ii) Insurance procedure**
- iii) The Council's Complaints Procedure**
- iv) The Council's Procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**
- v) The Council's Media and Publicity policy for communicating with the press**

Resolved: The Standing Orders (14.10.13), Scheme of Delegation (8.9.14), Insurance Procedure, Council's Complaints Procedure, The Council's Procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and The Council's Media and Publicity policy for communicating with the press were all reviewed.

549 To receive for information:

- (i) The statistics from Cherry Tree Association as at the 31st March 2018**

Received: The statistics from Cherry Tree Association as at the 31st March 2018 were received.

- (ii) The statistics from Cherry Tree Association as at the 30th April 2018**

Received: The statistics from Cherry Tree Association as at the 31st March 2018 were received.

The meeting closed at 8.15pm

Action Plan – Full Council 21st May 2018

Action	Who is Responsible	Date to be achieved
Min 538 Calendar changes Calendar changes to be added to the website	Town Clerk/Deputy Town Clerk	Operational
Min 539 (iii) Send Annual Return to P K Littlejohns	Town Clerk/Deputy Town Clerk	Operational
Min 529 (v) Appoint Alan John of AJAC Services as auditor	The Town Clerk	Operational
Source a new Auditor for 2019/2020.	The Town Clerk	Operational
Min 540 Twinning in Nogent sur Oise – find out travel/accommodation	The Town Clerk	Operational
Min 542 (i) ESAG meeting	The Mayor/The Town Clerk/Bill Hartley	
Min 542 (ii) Great Get Together (23/6/2018) Volunteers	The Mayor/Councillors Aird/Begnett/Elvidge/Willis	As soon as possible
Min 542 (iii) NGS Day (15/7/18) Volunteers	Councillors Aird/Machen/Peacock/Willis	June 2018
Min 542 (iv) Britain in Bloom Volunteers	Councillors Jack/McGrath/Peacock/Pearson	As soon as possible
Min 542 (v) Flower Festival (12/8/18) Volunteers	Councillors Aird/Peacock/Pearson	July 2018
Min 542 (vi) Food Festival (7/10/18)	Councillors Aird/Begnett/Pearson (all day) Councillors Jack (morning) Councillors Machen/McGrath/Willis (afternoon)	September 2018
Min 542 (vii) Great War Centenary Working Party - Information from the Vicar Set Meeting Date	The Town Clerk/Councillors T Astell, R Begnett, P Dodsworth, Machen, Peacock and Pearson	As soon as possible
Min 542 (viii) Christmas Festival of Food & Drink	Councillors Aird/Begnett/G Cooper/Elvidge/Peacock and Willis	October 2018
All Councillors – please note the events you have volunteered for.		
Min 543 Beverley Fringe Folk Festival	Agreed virement of £1000 on provision of receipts from Chair of Beverley Fringe Folk Festival committee	Operational
Min 544 War Memorial Statues - Prices to be obtained and discussed at Great War Centenary Working Party	The Town Clerk	As soon as possible
Min 545 RAF Flower Bed – meeting with Councillors Elvidge and Peacock and Town Clerk on 23 rd May 2018 at 5pm	Councillors Elvidge and Peacock and Town Clerk	23 rd May 2018
Min 546 Standing Orders Amend Scheme of Delegation – quoracy as 4 for meetings – to be signed at next Full Council	The Town Clerk	Next Full Council
Min 547 Project for Beverley – find out more information	Councillor Begnett	Next Full Council