

BEVERLEY TOWN COUNCIL
Extra Ordinary Meeting of Full Council
15th December 2014

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

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

1268 To receive apologies for absence

Apologies were received from Councillors McGrath and Thorley.

1269 (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.

1270 To receive the Detached Youth Report and to consider the proposals from the Detached Youth Team regarding the budget 2014-15 – Phil Jackson to report (ERYC)

Mr Jackson reported on the documents and proposals distributed with the agenda. He said

- (a) That East Riding of Yorkshire Council no longer run traditional youth clubs following restructuring and are now called Youth & Family Support supporting challenging young people and families.
- (b) He had put two proposals together for Beverley Town Council (which had been distributed with the Agenda) to consider when budget setting is discussed later in the meeting for one night's detached youth work and two night's detached youth work.
- (c) Training and supervision of youth workers will be done by East Riding of Yorkshire Council for a management fee of £400.
- (d) A number of other Parish and Town Councils were funding youth workers.
- (e) That there had been a reduction in incidents at the Skatepark but this was probably due to the weather.
- (f) There is a grant available for the start up of a new Youth Club and handed a grant application form to the Town Clerk.
- (g) A grant has been received from £40000 from the Dewhirst Charitable Trust to enable young people to shape their own future services. There is a youth forum already with East Riding of Yorkshire Council. The youth forum is active in some towns already and there will be one in Beverley in the near future.

A discussion took place about working with adjoining parishes and the buildings available to youth workers. It was agreed that Beverley Town Council and East Riding of Yorkshire Council need to work in partnership. Members agreed to look at the youth provision at the budget part of the meeting. Mr Jackson thanked Beverley Town Council for their support over the last few years.

Mr Jackson was thanked for his attendance and left the meeting at 1845.

1271 To receive an update on the High-Street fund application

The Town Clerk reported that the offer letter was awaited however verbal confirmation had been received the High Street Fund application had been successful but certain conditions are to be attached. The offer letter will be distributed to all Councillors when it is received

Resolved – the offer letter from East Riding of Yorkshire Council regarding the High Street Fund application will be distributed to all Councillors when it is received.

1272 To consider and receive the Charter with Nogent-sur-Oise

The attached Charter with Nogent-sur-Oise was received by members. The Town Clerk reported the Mayor is not visiting Nogent-sur-Oise in January 2015 and a decision needs to be made when and where this is to be signed.

1273 To receive the evaluation from the Christmas Festival of Food & Drink 2014

The evaluation for the Christmas Festival of Food & Drink 2014 was received by members.

The agenda item regarding staff pay rise was brought forward in order to allow the information to feed into the budget consideration.

1274 To ratify the pay rise to staff of 2% from 1st April 2015 and approve the one off payment to staff on 1st December 2014

Councillor Pinder said the pay rise of 2% is effective from 1st January 2015. The one off payment to staff on the 1st December 2014 and pay rise of 2% to staff from 1st January 2015 were ratified by Council.

Resolved: The one off payment to staff on the 1st December 2014 and pay rise of 2% to staff from 1st January 2015 were ratified by Council.

1275 To consider the 2015/16 Budget – see attached draft budget sheet

The draft budget was considered.

	Budget 2014/15	Recommended Draft costs 2015-2016	From Extra Ordinary Council on 15/12/14	Comments
<u>Staff Costs</u>				
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	The Town Clerk reported there are staffing issues at present. A meeting between the Chairs of Council, Policy, Personnel and the Town Clerk are to meet to discuss these issues.
Continuation of LFC/AO role inc NI	£ 7,800.00	£7,918.00	£7,918.00	The Town Clerk reported there are staffing issues at present. A meeting between the Chairs of Council, Policy, Personnel and the Town Clerk are to meet to discuss this
Staffing Contingency	£ 12,000.00	£10,000.00	£10,000.00	£3000 spent already and £6000 allocated for staffing issues. This is to be transferred at year end.
Hours for events (to be balanced by income from events)				A discussion took place about having an additional line for hours to be worked at special events. An income line is required. A vote took place - 7 in favour and 5 against.
Employers NI @ 13.8%	£ 9,686.00	£9,123.00	£9,123.00	This may increase but information is awaited from Payroll.
Employers Pension Contribution @24.8%	£ 17,407.00	£16,395.00	£16,395.00	This may increase but information is awaited from Pension Fund.
Officer Training/Conference	£ 1,500.00	£1,500.00	£1,500.00	
Officer Travel	£ 1,000.00	£1,000.00	£1,000.00	
Recruitment Advertising		£2,000.00	£2,000.00	
<u>Administration</u>				

Insurance	£ 6,500.00	£5,940.00	£5,940.00	Reduced to loss of MUGA
Stationery	£ 1,200.00	£1,250.00	£1,250.00	Increase
Photocopier	£ 3,000.00	£3,500.00	£3,500.00	Increase in rental - look for alternative provider
Newsletter/Community Liaison	£ 1,000.00	£500.00	£500.00	Paper copies of document issued should be available in the library and office if residents wish to collect them.
Telephone	£ 1,500.00	£1,500.00	£1,500.00	
Staff Mobiles rental & 2 year contract	£ 270.00	£400.00	£400.00	Increase
Computer Equipment updating and training	£ 1,750.00	£1,800.00	£1,800.00	Increase
Internet Access	£ 250.00	£500.00	£500.00	Increase in line rental from provider
Postage	£ 1,200.00	£1,250.00	£1,250.00	Increase
Publications/Subscriptions/Fees				
Newspapers	£ 30.00	£30.00	£30.00	
NALC/ERNLLCA	£ 1,100.00	£1,100.00	£1,100.00	
SLCC	£ 500.00	£500.00	£500.00	
Charter Towns	£ 150.00	£150.00	£150.00	
Website	£ 400.00	£120.00	£120.00	Consider looking for new provider.
Audit Fees	£ 2,500.00	£2,500.00	£2,500.00	
Bank Charges				
Payroll processing fees	£ 400.00	£450.00	£450.00	BACS to be considered for paying staff. Unity Bank gave a presentation at Officer training who have specialist accounts for Town and Parish Councils and the Town Clerk is to invite them to a future meeting.
Accommodation				
Handyperson accommodation/storage	£ 750.00	£3,000.00	£3,000.00	Notice has been given to Wykeland. Beverley 24 storage is costing £50 per week.
Office rent	£ 14,500.00	£14,000.00	£14,000.00	
Room Hire (external room hire)	£ 1,000.00	£500.00	£500.00	Discussion took place. It was proposed to reduce the budget line to £500. 8 Councillors were in favour.
Rates	£ 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	Reduced by £1000 in view of current year's spend
Decoration	£ 150.00			
Alarm Maintenance	£ 1,000.00	£1,000.00	£1,000.00	There is an anticipated cost of a new coder for the Town Council Office and also an alarm on the Queensgate building.
Civic and Democratic				
Mace Bearer	£ 500.00	£500.00	£500.00	

Councillor Training/Conference	£ 1,500.00	£2,000.00	£2,000.00	Increase due to elections and new Councillor training
Civic Budget	£ 4,000.00	£4,000.00	£4,000.00	This covers the Civic Dinner, Civic Service, Honorary Freeman, Wreath and £300 to Mayor of Beverley
Mayoral Allowance to Mayor	£ 1,500.00	£1,500.00	£1,500.00	Paid to Mayor directly
Deputy Mayor expenses		£200.00	£200.00	Budget line the Deputy Mayor can claim expenses against
Twining/Travel/Hospitality	£ 2,500.00	£2,500.00	£2,500.00	Discussion took place about reducing this line. It was agreed to keep the twinning line the same.
Members Allowance	£ 3,500.00	£3,500.00	£3,500.00	
Councillor Astell left the meeting at 2005.				
Robes/Civic Maintenance	£ 500.00	£100.00	£100.00	KG made a request for a proper chain for the Deputy Mayor with the Beverley badge on. Council agreed to find out the cost of the new chain for Deputy Mayor.
Councillor travel and subsistence	£ 500.00	£1,000.00	£1,000.00	
Election Provision	£ 9,000.00	£4,000.00	£4,000.00	TC unable to get costs from ERYC as its totalled after the election by ERYC
Grants				
Pensioners Lunches	£ 1,000.00	£1,000.00	£1,000.00	
SLA Cherry Tree	£ 5,000.00	£5,000.00	£5,000.00	Discussion took place on the use of Cherry Tree Centre. KG stated it is used by political parties. JW stated that Cherry Tree Centre constitution makes a fair provision to all sections of the community - Cherry Tree has stayed neutral. A recorded vote took place, For: MP, MC, JW, HB, DJ, DE, EA, BP, DS and DB. Against: KG
Grants	£ 15,000.00	£15,000.00	£15,000.00	Discussion took place on whether to incorporate a separate budget line for events/festivals in the town which would allow the grants line to be for community projects. Discussion took place about the terms and conditions of the grant application fund. This was not agreed. Discussion took place on whether to increase the grants budget line. This was not agreed.
Cycle Race		£750.00	£750.00	Only give funding for 2 years as per grants application terms and conditions. It was agreed to give £750

				Discussion took place about increasing the pot. A recorded vote took place to leave the budget as it is For: DB, BP, EA, DE, DJ, HB and KG. Against DS, JW, MC, MP.
Detached Youth Workers	£ 6,767.00	£6,767.00	£6,767.00	
Beverley Against Poverty	£ 500.00			No request received
Youth Town Council	£ 200.00			Replaced by ERYC Youth Forum
<u>Town Maintenance</u>				
Skatepark	£ 500.00	£4,000.00	£4,000.00	It was proposed this line be increased to £4000
Town Council Plants	£ 1,000.00	£1,000.00	£1,000.00	£2090 income from baskets
Maintenance	£ 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	
Notice Boards				£10500 to come out of reserves
Transport (Van plus fuel)	£ 4,000.00	£4,000.00	£4,000.00	
Replacement Van				The TC reported that the van got through MOT this year. It was agreed to investigate contract hire costings for replacement van.
SLA Street Lights	£ 17,500.00	£17,850.00	£17,850.00	Notification received from East Riding of Yorkshire Council of 2% increase.
Streetlighting improvements	£ 4,000.00	£4,000.00	£4,000.00	
CCTV Town	£ 7,110.00	£6,660.00	£6,660.00	Notification received from East Riding of Yorkshire Council of 5% increase on 60/40 split.
CCTV Cherry Tree	£ 3,000.00	£2,640.00	£2,640.00	Contribution of £20.40 per month to Lightstream
Wi-Fi in Beverley	£ 1,000.00	£0.00		
<u>Facilities</u>				
Cost of acquisition	£ -			Delete line
<u>Town Events</u>				
Town Event				
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	Discussion took place about increasing to £10000. This was not agreed. Proposal that this budget line be increased to £7500 and this was agreed. Cllrs Pearson and Jack declared an interest as their wives are members of the Christmas Lights Appeal Group. 8 in favour. Income is received from Christmas Lights Appeal Group.
Beverley in Bloom	£ 2,000.00	£2,000.00	£2,000.00	Beverley in Bloom not entering Yorkshire in Bloom. If Town Council do want to

				enter Yorkshire in Bloom they are able to and Beverley in Bloom planters can be judged.
Food Festival				There is money an account from the FTTT from the lottery. This funding was to sustain the projects started. A meeting between the Chairs of Council, Policy, Personnel and the Town Clerk are to meet to discuss this
Allotments				
Allotments Upkeep	£ 2,000.00	£2,000.00	£2,000.00	
Allotments - Queensgate Rental	£ 1,200.00	£1,200.00	£1,200.00	
Community Allotment Plot				This line has been added.
Annual Allotment - Lairgate and Keldgate Rental	£ 170.00	£170.00	£170.00	
Skip Hire	£ 600.00	£600.00	£600.00	
Water pipe/maintenance at Sparkmill Terrace Allotments				Delete line
Total Precept	£273,776.00	£273,770.00	£273,770.00	
Less Council Tax grant from ERYC	£ -	-	-	
Precept	£273,766.00	£273,770.00	£273,770.00	

Band D

Provisional Tax Base for Band D property		£5,857.12		£46.74
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It was agreed that income should be shown.

Income Events:			
Food Festival			£10,820.00
Christmas Festival of Food & Drink			£3,970.00
Income Allotments			£2,000.00
Income Town Council Plants			£2,090.00
Income for Lighting			£5,725.00
Income Photocopying			£152.00
Total Income			£24,757.00

1276 To receive a report on the bank balances of the Beverley Town Council

This Agenda item was deferred to the next meeting due to lack of time.

1277 To approve the attached payments to be made

The Town Clerk presented the following payments for approval:

Current Account				
Date Paid	Payee Name	Cheque Ref	Amount Paid	
03/11/2014	Wykeland Ltd	DD	£415.00	Rent Minster House
05/11/2014	Siemens	DD	£310.58	Photocopier Lease

05/11/2014	East Riding Council	DD	£483.00	Office Rates
13/11/2014	Bullguard Ltd	DEBIT CARD	£69.95	Internet Security annual fee
13/11/2014	Post Office	DEBIT CARD	£75.64	Postage
14/11/2014	Kingston Communications	DD	£15.01	Cherry Tree CCTV
14/11/2014	Murco Petrol Station	DD	£81.92	Fuel
14/11/2014	Kingston Communications	DD	£110.72	Telephone
14/11/2014	Kingston Reprographics Ltd	DD	£177.09	Photocopier
17/11/2014	Kingston Communications	DD	£44.40	Office Internet
17/11/2014	Kingston Communications	DD	£30.00	Town CCTV
17/11/2014	Yorkshire Water	DD	£116.29	Sparkmill Allotment Water
19/11/2014	Amazon	DEBIT CARD	£16.47	USB sticks
20/11/2014	J Clarke	4356	£400.00	WW1 Conference Speaker
20/11/2014	K Kennedy	4357	£400.00	WW1 Conference Speaker
20/11/2014	A Frayn	4358	£350.00	WW1 Conference Speaker
20/11/2014	J Garth	4359	£350.00	WW1 Conference Speaker
20/11/2014	C Millard	4360	£350.00	WW1 Conference Speaker
20/11/2014	Salaries	4361-4366	£5,271.36	Salaries November
20/11/2014	HMRC	4367	£1,063.74	Tax and NI November
20/11/2014	East Riding Council	4368	£1,468.30	Pension contributions November
23/11/2014	Three.co.uk	DD	£33.34	Staff Mobiles
27/11/2014	N Power	DD	£58.91	CCTV Town - Sat Market
27/11/2014	N Power	DD	£38.66	CCTV Town - Toll Gavel
28/11/2014	Yorkshire Water	DD	£42.12	Office Water
30/11/2014	CBA Accountants	DD	£37.44	Payroll fees
01/12/2014	Wykeland Ltd	DD	£300.00	Rent Minster House
01/12/2014	East Riding Council	4369	£80.73	Stationery
01/12/2014	Tony Cook Ltd	4370	£144.00	Skatepark repairs
01/12/2014	R & R Studio Ltd	4371	£378.00	WW1 Shrines
01/12/2014	P Nendick	4372	£56.16	Travel
01/12/2014	East Riding Council	4373	£399.00	Skatepark annual rental £66 and £333 Grant for Sport for Everyone
01/12/2014	Jewson	4374	£6.71	Skeleton Gun

01/12/2014	Countrywise Water Coolers Ltd	4375	£27.68	Water Cooler
01/12/2014	Petty Cash	4376	£400.00	Cash
01/12/2014	Sam Allon Contracts Ltd	4377	£1,812.00	Asbestos removal
01/12/2014	Beverley Minster	4378	£70.00	Donation for Twinning Visit
01/12/2014	Beverley Barge Society	4379	£30.00	Donation for Twinning Visit
01/12/2014	Countrywise Water Coolers Ltd	4380	£13.90	Water Cooler
01/12/2014	Jewson	4381	£42.57	Cable Ties and Blades
01/12/2014	Written incorrectly	4382	£0.00	
01/12/2014	PCC for Humberside	4383	£413.04	Cherry Tree CCTV - quarterly
01/12/2014	East Riding Council	4384	£20,164.34	Street Lighting SLA
01/12/2014	Written incorrectly	4385	£0.00	
01/12/2014	K Gray	4386	£12.48	Travel for Deputy Mayor
01/12/2014	Beverley Memorial Hall	4387	£400.00	WW1 Conference room hire
01/12/2014	G Jack & Son Ltd	4388	£265.00	WW1 Conference buffet
01/12/2014	Cherry Tree Association	4389	£20.40	Cherry Tree CCTV - contribution to Light Stream costs as agreed by Council
01/12/2014	Mark Lazenby	4390	£450.00	Repairs to allotments - stump removal and branch lopping
04/12/2014	N Power	DD	£240.70	Office electricity
14/12/2014	Kingston Communications	DD	£116.53	Telephone
14/12/2014	Kingston Communications	DD	£30.00	Town CCTV
14/12/2014	Kingston Communications	DD	£44.40	Office Internet
14/12/2014	Kingston Reprographics Ltd	DD	£361.83	Photocopier
15/12/2014	BMC Car and Commercials	4391	£81.77	Van repair
15/12/2014	Spitfire Services (Hull) Limit	4392	£146.40	Fire extinguishers annual service
15/12/2014	East Riding Council	4393	£7,200.00	CCTV contribution
15/12/2014	Murco Petrol Station	DDD	£143.53	Fuel
15/12/2014	D H Fletcher	4394	£475.00	Buildings Insurance for 12 Well Lane
15/12/2014	K Leaf	4402	£25.00	Allotment bond refund
15/12/2014	East Riding Council	4403	£189.00	Grant for Sport for Everyone

23/12/2014	Three.co.uk	DD	£33.34	Staff Mobiles
24/12/2014	D H Fletcher	SO	£4,200.00	Office rent
31/12/2014	CBA Accountants	DD	£37.44	Payroll fees
31/12/2014	Salaries	4395-4399	£5,912.26	Salaries December
31/12/2014	East Riding Council	4400	£1,572.47	Pension contributions December
31/12/2014	HMRC	4401	£1,383.04	Tax and NI December

Bloom				
01/12/2014	Earley Ornamentals Limited	444	£791.09	Autumn Plant order
01/12/2014	Current Account	445	£161.37	Items purchased from petty cash - ink, jeyes fluid, plants, keys and moss

From Field to Table				
01/12/2014	Burton's of Wilberfoss	83	£70.00	Stall refund
01/12/2014	Sent2print.co.uk	84	£235.80	Banners for Christmas Festival of Food & Drink
01/12/2014	East Riding Council	85	£132.00	Food Festival erection and take down of banners
01/12/2014	Current Account	86	£1,212.15	Overtime for Food Festival for Oliver, Robinson and Render
01/12/2014	Beverley Signs & Graphics Ltd	87	£84.00	Stickers and Banners
01/12/2014	AA Media Ltd	88	£518.40	Road Signs
01/12/2014	Beverley Minster PCC	89	£86.00	Catering and Licence Fee
01/12/2014	Written incorrectly	90	£0.00	
01/12/2014	All Occasions	91	£192.30	Trestle hire
01/12/2014	Current Account	92	£671.80	Overtime for Christmas Festival of Food & Drink for Robinson and Render
01/12/2014	Cresta Security Limited	93	£117.30	Security for Christmas Festival of Food & Drink
01/12/2014	M L Robinson	94	£32.24	Travel
15/12/2014	Les Gibbon Photography	95	£95.00	Photography for Christmas Festival of Food & Drink

15/12/2014	Rollits LLP	96	£108.00	Legal Advice for Food Festival claim
15/12/2014	Beverley Minster PCC	97	£553.53	Profit Share from the Christmas Festival of Food & Drink
15/12/2014	York Waits	98	£400.00	Entertainment for Christmas Festival of Food & Drink

Christmas Lights				
01/12/2014	Blachere Illumination	155	£354.00	Transport to site of snowflakes
01/12/2014	Titan Containers	156	£46.44	November container hire
01/12/2014	Festive Lighting Company	157	£2,598.78	Lights and Blizzards
01/12/2014	Rileys	158	£45.00	Tree refund
01/12/2014	Woodland Nurseries	159	£1,783.25	Christmas Trees
01/12/2014	Beverley & District Pipe Band	160	£50.00	Donation for Event
01/12/2014	Cascare Ltd	161	£500.00	First Aid for Event
01/12/2014	Cresta Security Limited	162	£183.60	Security for Event
01/12/2014	Titan Containers	163	£47.99	December container hire
15/12/2014	Pettits	164	£45.00	Tree refund

Resolved: the above listed payments were approved and members signed the cheques.

1278 To sign the following forms:

- (a) **New Standing Order for rent on 12 Well Lane Beverley**
- (b) **New Standing Order for Beverley 24 Hour Storage for Unit 94**
- (c) **Cancellation letter to cancel the direct debit to Wykeland for Minster House storage**

Resolved; The above standing order forms for the rent on 12 Well Lane and Beverley 24 hour storage for Unit 94 were signed together with the cancellation letter to cancel the direct debit to Wykeland for Minster House.

Action Plan

Minute / Action	Person Responsible	Time to be reported back
1271 – High Street Fund Offer letter to be distributed to all Councillors	Town Clerk	
1272 – Charter with Nogent-sur-Oise When and where is this to be signed	Town Clerk and Mayor	
1275 – Budget All members to consider for next meeting.	All Members	Next meeting 12 th January 2015

<p>(a) Chairs of Council, Policy and Personnel to meet to discuss staffing issues</p> <p>(b) Find out costs of new Deputy Mayor Chain</p> <p>(c) Find out costs of Contract Hire for Van</p> <p>(d) Food Festival – Chairs of Council, Policy and Personnel to meet to discuss costings</p> <p>(e) add income lines to budget</p>	<p>Town Clerk</p>	
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