

BEVERLEY TOWN COUNCIL

FULL COUNCIL

25th FEBRUARY 2019

AT 6.30PM AT 12 WELL LANE BEVERLEY

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

In attendance: Helen Watson, Town Clerk and Carol Oliver, Deputy Town Clerk

2 Members of the Public

Public Forum

Linda Johnson from Toll Gavel United Church promoted "How to go Greener Day" on the 30th March 2019 at Toll Gavel Church from 10am to 4pm. The day involves speakers in the morning and workshops/activities in the afternoon to help attendees explore how we can tread more lightly on the earth, how to re-purpose/ recycle and change the way items are valued. There is a vegan lunch.

650 To receive apologies for absence

Apologies were received from Councillor B Cooper, Begnett, Dodsworth and McGrath.

651 (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.

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

No dispensations given.

653 To confirm and sign the minutes of the Full Council Meeting on the 14th January 2019

Councillor P Astell proposed and Councillor Peacock seconded and

Resolved: The minutes of the Full Council Meeting on 14th January 2019 were signed as a true and correct record.

654 To receive and sign the minutes of the:

- (i) **Planning Property & Services on the 8th January 2019 approved at Planning Property & Services on the 29th January 2019.**

Councillor Aird proposed and Councillor Machen seconded and

Resolved: Planning Property & Services on the 8th January 2019 approved at Planning Property & Services on the 29th January 2019 were signed as a true and correct record.

- (ii) **Personnel on the 14th January 2019 approved at Personnel on the 30th January 2019.**

Councillor Aird proposed and Councillor Jack seconded and

Resolved: Personnel on the 14th January 2019 approved at Personnel on the 30th January 2019 were signed as a true and correct record.

(iii) Planning Property & Services on the 29th January 2019 approved at Planning Property & Services on the 12th February 2019

Councillor Aird proposed and Councillor Machen seconded and

Resolved: Planning Property & Services on the 29th January 2019 approved at Planning Property & Services on the 12th February 2019 were signed as a true and correct record.

(iv) Personnel on the 30th January 2019

Councillor Aird proposed and Councillor Jack seconded and

Resolved: Personnel on the 30th January 2019 were signed as a true and correct record.

(v) Planning Property & Services on the 12th February 2019

Councillor Aird proposed and Councillor Machen seconded and

Resolved: Planning Property & Services on the 12th February were signed as a true and correct record.

655 To note the minutes of the Beverley in Bloom Working Group held on the 13th February 2019

Resolved: The minutes of the Beverley in Bloom Working Group held on the 13th February 2019 were noted.

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

The Town Clerk reported that the East Riding of Yorkshire Council had held an evening for the public who are interested in becoming Councillors which she had attended. It was a well-attended event.

Councillor Elvidge recommended Councillors are available after the Annual Town Meeting on the 5th March 2019 for 30 minutes to speak to potential Councillors should any are at the Annual Town Meeting. All members agreed.

Resolved: The recorded actions were reviewed. Some members agreed to attend the Annual Town Meeting on the 5th March 2019 for 30 minutes to speak to potential Councillors.

657 Mayor's Announcements

The Mayor reported on the Civic events he had attended both locally and further afield. He made particular reference to Broadside On which was excellent.

The Pensioners lunch had taken place and this was a success.

The Deputy Mayor and the Town Clerk had given a presentation to the Rotary Club. The Town Clerk reported a volunteer from the group had come forward to assist with Brighter Beverley/Beverley in Bloom.

658 CCTV Swinemoor

Councillor P Astell reported that Humberside Police would like 3 mobile CCTV cameras to be available for use in Beverley. These could be moved around the town or into Woodmansey and Molescroft as required.

The Police Crime Commissioner has a fund for CCTV which the Town Council would be eligible to apply for. The Town Council would need to make a contribution. Discussion took place and member's requested that the Town Clerk contact Molescroft and Woodmansey Parish Councils if they would be prepared to contribute. The cost of the cameras and associated equipment would need to be obtained from Humberside Police.

Councillor Pearson proposed and Councillor Peacock seconded that the application form is requested from the Police Crime Commissioner, both Molescroft and Woodmansey Parish Councils are contacted to find out if they are willing to make a contribution and the costs from Humberside Police are obtained for 3 mobile CCTV cameras. On receipt of the above information and completion of the application form, Full Council will consider mobile CCTV cameras. All agreed.

Resolved: The application form from Police Crime Commissioner, the cost and information is to be obtained for mobile CCTV cameras for next Full Council in order to progress this, along with Molescroft and Woodmansey Parish Councils being contacted to see if they will contribute in costs to the scheme.

659 To consider attendance on 28th-30th June 2019 to celebrate the 40th anniversary of the partnership between Lemgo, Beverley and Vandoeuvre as part of the Strohsemmelfest

Councillor P Astell proposed and Councillor T Astell seconded and

Resolved: That the incoming Mayor (or if the incoming Mayor is unavailable, the Deputy Mayor) and Town Clerk attend the 40th anniversary of the partnership between Lemgo, Beverley and Vandoeuvre as part of the Strohsemmelfest on the 28th to the 30th June 2019.

660 To receive, review and adopt the:

i) NALC/ERNLLCA Standing Orders 2018 – Review of highlighted text

A review of the highlighted text took place and was agreed. If Councillors do not have any further amendments, the Standing Orders will be adopted at Full Council in April 2019.

ii) Updated ERNLLCA Polices:

a. Equal Opportunities Policy

Resolved: The Equal Opportunities Policy was received, reviewed and adopted.

b. Complaints Procedure

Resolved: The Complaints Procedure was received, reviewed and adopted.

c. Dignity at Work/Anti-Bullying & Harassment Policy

Resolved: The Dignity at Work/Anti-Bullying & Harassment Policy was received, reviewed and adopted.

d. Members/Officer Protocol

Resolved: The Members/Officer Protocol was received, reviewed and adopted.

e. Professional Development Policy

Resolved: The Professional Development Policy was received, reviewed and adopted.

f. Press and Media Policy

Resolved: The Press and Media Policy was received, reviewed and adopted.

g. Social Media Policy

Resolved: The Social Media Policy was received, reviewed and adopted.

h. Policy on Access to Council Services & Dealing with Vexatious Customers

Resolved: The Policy on Access to Council Services & Dealing with Vexatious Customers was received, reviewed and adopted.

i. Lone Working Policy

Resolved: The Lone Working Policy was received, reviewed and adopted.

661 To receive updated Code of Conduct information and to discuss and comment on:

(i) From the East Riding of Yorkshire Council regarding Committee For Standards in Public Life that formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the council as a whole, rather than the clerk in all but exceptional circumstances

Resolved: Members noted the advice from East Riding of Yorkshire Council regarding the conduct of a parish councillor towards a clerk.

(ii) From NALC re: strengthening the standards regime for 100,000 Councillors

Resolved: Members noted the information from NALC re: strengthening the standards regime for 100,000 Councillors.

662 To receive for information:

(a) Town and Parish Council Communication Review Panel Report Review

The Town Clerk reported the Town Council had been consulted and informed members it was a positive way forward.

Resolved: The Town and Parish Council Communication Review Panel Report was noted and received.

(b) Review of Public Places Protection Orders 2019

Resolved: The Review of Public Places Protection Orders 2019 was received.

(c) R-evolution's request for Tour de Yorkshire request for bicycles

Resolved: The R-evolution's request for Tour de Yorkshire for bicycles was received.

663 The Town Clerk to report on:

(a) Annual Town Meeting

The Town Clerk reported the Annual Town Meeting will take place on Tuesday, 5th March 2019 at 6.30pm at East Riding College, Armstrong Way, Beverley.

(b) To consider a request for a School Governor from Manor Road Nursery School

It was agreed to add the role of School Governor to the list of committees and external committees that Councillors are invited to be members of.

Resolved: Members noted the request for a School Governor and agreed this would be added to the list of committees and external committees that Councillors are invited to be members of.

(c) The Pancake Race

The Town Clerk reported the Pancake Race is taking place on 3rd March 2019 and volunteers and teams are needed. The registration is 11am with the race commencing at 11.30am. There is the best prize for the best fancy dress and best time. Councillors Aird, Dodsworth and Jack agreed to help. Councillor Willis is available from approximately 12 noon.

(d) Remarkable East Yorkshire Tourism Awards 2019 - Food Experience

(e) Remarkable East Yorkshire Tourism Awards 2019 – Tourism Event

The Town Clerk reported the Food Festivals are finalists in the Remarkable East Yorkshire Tourism Awards 2019 - Food Experience and Remarkable East Yorkshire Tourism Awards 2019 – Tourism Event. The Awards evening is on the 14th March 2019 at the Bonus Arena. Two free tickets are available. It was noted the cost of the tickets at £65 each were very expensive.

Resolved: Councillor and Mrs Jack as Deputy Mayor and Deputy Mayoress, along with the Town Clerk are to attend the Remarkable East Yorkshire Tourism Awards.

(f) Minster Glass Screens for use by BTC

The Town Clerk reported the Minster Glass Screens are to be removed from the Minster and these pictured historic images of Beverley. Beverley Minster had offered these to the Town Council. The Town Council thanked the Beverley Minster for this offer.

Resolved: Members agreed to accept the offer of the Minster Glass Screens and would store these until a suitable location is found for them.

(g) The Great Get Together – 21st-23rd June 2019

It was agreed the Great Get Together would be in the same format as 2018. The Town Clerk is to contact St Mary's Church to find out if they are participating this year.

Resolved: The Great Get Together is to take place as 2018 on 22 June 2019.

(h) To receive Yorkshire in Bloom confirmation and Judging Dates of 1st to 21st July 2019

Resolved: Members noted the judging dates of 1st to 21st July for the Yorkshire in Bloom judging.

664 To consider the exclusion of the public from the meeting on the grounds that confidential information in relation to personnel and staffing matters, 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 personnel and staffing matters, shall be disclosed (Public Bodies (Admission of Meetings) Act 1960)

Resolved: The public were excluded from the meeting on the grounds that confidential information in relation to personnel and staffing matters, shall be disclosed (Public Bodies (Admission of Meetings) Act 1960)

The members of the public left the meeting at 7.20pm.

665 Staffing Matters

The Chair of Personnel, Cllr Duncan Jack reported 5 applications had been received for the role of Deputy Town Clerk, 4 of which are to be interviewed.

He stated that matters have been reported to him both verbally and in writing where legal employment advice is needed. It relates to matters from the previous the Council administration which was resolved after causing stress, anxiety and health issues to the officers.

He continued to explain these matters having been raised again are causing difficult employment issues in the workplace for officers. As an employer, the Town Council has a duty of care to ensure all officers are fully protected.

After discussion, a vote took place all members agreed that appropriate action should be taken, with Personnel Committee taking this action forward. Members agreed the Chair of Personnel prepares a letter of the employment issues which is to be sent to ERNLLCA, to seek legal employment advice either from ERNLLCA or a specialist lawyer.

Resolved: Cllr Jack on behalf of Beverley Town Council is to write a letter to ERNLLCA for legal employment advice either from ERNLLCA or a recognised HR legal specialist/solicitor in relation to officers' employment as discussed in this minute. Members agreed that appropriate action should be taken, with Personnel Committee taking this action forward.

The meeting closed at 7.30pm.

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

Action Plan - Full Council 25th February 2019

Action	Person Responsible	Due By
656 - Members to attend Annual Town Meeting to speak with potential Councillors	All Councillors	5th March 2019
658 - Mobile CCTV - obtain application from Police Crime Commissioner, obtain costs and speak to Molescroft and Woodmansey Parish Councils	Councillor Astell/Town Clerk	8th April 2019 - Full Council
660 - Standing Orders	All Councillors	8th April 2019 - Full Council
663 (a) Annual Town Meeting	All Councillors	5th March 2019
663 (b) School Governor	Town Clerk	Full Council after Elections 2019
663 © - Pancake Race	Officers, Councillor, Aird, Dodsworth, Jack and Willis	3rd March 2019
663 (d)/(e) - REYTA Awards Evening	Councillor Jack	14th March 2019
663 (f) - Minster Screens	Town Clerk	When available
663 (g)- Great Together	Officers/Members	23rd June 2019
663 (h) - Yorkshire in Bloom Judging	Officers/Members	21st July 2019
664 - Letter to ERNLLCA/Appropriate action to be taken	Councillor Jack and Personnel Committee	As soon as possible