

Beverley Town Council

Beverley in Bloom Working Group

Wednesday 20th January 2016

Present: Liz Jones, Linda Freeman, David Ryley, Margaret Martin, Clive Waddington, Peter and Sue Dack, Christina Upton, Peter Tomkys, Mary Hutchinson, Sally Knapp, John and Margaret Dunn, Chris Worsdall and Diane Buxton.

In attendance – Carol Oliver (Deputy Town Clerk)

Mr Ryley chaired the meeting as Vice Chair in the absence of the Chair Councillor Peter Astell.

Mr Ryley welcomed the two new members, Chris Worsdall and Diane Buxton to the meeting. He said the main point of contact for members is Dr Waddington.

		Person to Action
35.	<p>To receive apologies for absence</p> <p>Apologies were received from Councillors P Astell and T Astell, Mr Ashby, Wendy Usher Bacon, Harold Bottomley, Penny Lynch and Mark Lynch.</p>	
36.	<p>To note the minutes of the meeting on the 9th September 2015</p> <p>The minutes of the meeting on the 9th September 2015 were noted.</p>	
37.	<p>Matters Arising not on the Agenda</p> <p>Min 27 – a meeting has not taken place to discuss the entry into Yorkshire in Bloom. It was agreed to discuss this in Any Other Business.</p> <p>Min 28</p> <p>Dr Waddington is to contact all members of Beverley in Bloom to obtain their size for a high vis vests and inform the Deputy Town Clerk who will order them. It was agreed that the wording should be “Beverley in Bloom Volunteer working with Beverley Town Council”.</p> <p>Min 30 – Mr Ryley said he had not received a letter that was to be sent to businesses. It was discussed whether a letter or a personal approach would be more effective. Dr Waddington has a contact that would be prepared to make personal contact with businesses. It was agreed that Dr Waddington would meet with the fund raising group to ascertain if a letter is required or to use the contact of Dr Waddington. All agreed.</p> <p>Mr Ryley indicated that many businesses have a community budget and encouraged members to approach businesses as these budgets can be lost if no applications are received. This can be discussed at the meeting of the fund raising group.</p> <p>Min 31- The Deputy Town Clerk reported that Councillor Peter Astell had asked for this to be removed from the Agenda as the planters were in the ownership of the Town Council. The meeting asked the Town Clerk to join the meeting to clarify this point. This should not have been removed from the Agenda as all members can ask for items to be placed on the Agenda.</p> <p>The Town Clerk joined the meeting at 1.50pm to clarify the ownership of the barrels/planters.</p> <p>The Town Clerk explained that when Beverley in Bloom became a working group of the Town Council, it was a group of volunteers who owned no equipment. The Town Council applied for grants and were successful and equipment was purchased. The Town Council allow the Beverley in Bloom working group to use this equipment.</p>	<p>Clive Waddington to email group.</p> <p>Clive Waddington to call a fund raising group meeting.</p> <p>Linda Freeman to</p>

	<p>The Town Clerk suggested that the working group look into applying for a grant from the Town Council to replace barrels in celebration of the Queen's birthday or the Tour De Yorkshire as these are special events in the town.</p> <p>The Town Clerk explained that the Town Council purchase items for Beverley in Bloom and it was decided by Council in 2011 to consider setting an amount in the annual budget to Beverley in Bloom working group. This is considered on an annual basis. The Town Clerk confirmed that in the 2016/17 budget £2000 has been set for the Beverley in Bloom working group.</p> <p>Dr Waddington has received an offer of a free supply of summer plants and this would release funds that are usually used for the purchase of plants. Members agreed that the funds now available from the free supply of plants be used to contribute towards the purchase of the new planters. There is also the £1400 from Beverley Lions for the North Bar Within replacement planters in memory of their past president. All agreed.</p> <p>The Town Clerk said that funding bids are becoming more difficult to get.</p> <p>Dr Waddington said that ERVAS newsletter had a list of funders. He is going to read through this and ascertain whether any apply to Beverley in Bloom.</p> <p>The Town Clerk reported that the Town Council are delighted with the work undertaken by Beverley in Bloom.</p> <p>The Town Clerk left the meeting at 2.10pm.</p> <p>Mr Ryley reported that Dr Waddington had applied for a grant from Tesco Local Community Scheme. He explained that the carrier bag charge is to be given to local community groups and charities to improve green spaces in the community. He said that by the end of January, the group will be notified of the outcome. If successful the group will go to the customer vote as to whether it is £8,000, £10,000 or £12,000.</p> <p>Min 34 – Dr Waddington is clarifying the ownership of the triangle near the cemetery. He is making contact with the East Riding of Yorkshire Council.</p>	<p>apply to Beverley Town Council grants committee for a grant.</p> <p>Clive Waddington to go through ERVAS newsletter.</p> <p>Clive Waddington to make contact with East Riding of Yorkshire.</p>
<p>38.</p>	<p>To discuss an election of a Secretary</p> <p>After discussion it was agreed the secretarial duties would be minimal and a secretary is a requirement of the Constitution and also for any grant applications made. The secretary would be required to work with the Coordinator.</p> <p>Peter Tomkys proposed and Linda Freeman seconded that Christina Upton be appointed as the secretary for the group. All agreed.</p>	
<p>39.</p>	<p>To receive comments on the Beverley Town Council Health & Safety of Volunteers</p> <p>Members discussed the Health & Safety of Volunteers provided and asked the Deputy Town Clerk to ask the Town Clerk to remove two points from this.</p> <p>Mr Tomkys proposed and Mr Ryley seconded that the following be removed from the Health & Safety of Volunteers "<i>Roadside working also requires the use of traffic cones and signs</i>" and the last point "<i>If it is unavoidable that volunteers be left to work alone they must have a mobile phone available to them and be contactable by other members of the group/staff.</i>"</p> <p>All members agreed.</p>	<p>The Deputy Town Clerk is to inform the Town Clerk.</p>
<p>40.</p>	<p>To receive a statement of finances</p> <p>The Deputy Town Clerk reported as at the 5th January 2016 the bank balance is £4330.46. There is a deposit of £170 from the accordion evening and purchases of £44.61 – items purchased through the Town Council's petty cash and £615 for the three planters. As agreed with East Riding of Yorkshire Council a 50% contribution is to be made for the three planters purchase. Dr Waddington said he thought the Town Council were purchasing the</p>	<p>The Deputy Town Clerk to check who is purchasing the three planters.</p>

	<p>planters. The Deputy Town Clerk to check with the Town Clerk.</p> <p>Members asked that a statement of the finances is circulated with the Agenda.</p>	The Deputy Town Clerk
41.	<p>To remind members of the Code of Conduct for Volunteers</p> <p>The Deputy Town Clerk reported this had not been adopted by the Town Council and had been sent in error.</p> <p>Mrs Freeman asked that she had asked for an item on the Agenda regarding the conduct of some Beverley in Bloom members. She said she was getting fed up of the “clique” and believes it is affecting the group. She explained before Christmas there were some nasty emails being sent. This needs to stop as the group is for the benefit of Beverley and to make Beverley beautiful. Beverley in Bloom should invite all members to all events and any matters should be discussed in a meeting to ensure all members are fully aware of what is happening.</p> <p>Dr Waddington said he thought this was in relation to a lack of attendance at events by members. All members should be invited to attend events and the decision whether to attend should be that of the member. The group said tickets should be bought by outsiders as the members already give their time on a voluntary basis to the group.</p> <p>Mr Ryley said that this is a voluntary group and it should be as friendly as possible and everyone should work together for the benefit of Beverley and work with all partners, i.e. the Town Council, East Riding of Yorkshire Council, Tesco/businesses and others. All agreed.</p> <p>Mr Tomkys said he believed the document was drawn up following a disagreement between him and the Town Council. Mr Tomkys had no grievance procedure to follow and was unhappy with the outcome. It was agreed that a grievance procedure should be prepared by the Town Clerk for the next meeting which solely related to volunteers. The Deputy Town Clerk to speak with the Town Clerk about this.</p>	The Deputy Town Clerk to speak with the Town Clerk regarding a grievance policy for volunteers
42.	<p>To receive reports:</p> <p>a) Coordinator's Quarterly Report</p> <p>The quarterly report distributed with the Agenda was received.</p>	
	<p>b) Fund raising report/Membership</p> <p>Thanks were given to the fund raising group for all their hard work in fund raising. Particular thanks were given to Mary Hutchinson for selling raffle tickets.</p> <p>Mary Hutchinson is to approach Andrew and Kevin to ask whether they would be interested in joining the fund raising group.</p> <p>Penny Lynch had received requests from a young man who was interested in the publicity side of the group and a lady who is prepared to make cakes for the group. Dr Waddington said that the group’s increase in membership may be more than 4 as set out in the report as there were 2 new members at this meeting.</p> <p>Mr Ryley suggested that the group could benefit from skills from young members and encouraged members to ask their children/grandchildren if they would be prepared to assist the group. Voluntary work is also very useful on the CVs of young people.</p>	Mary Hutchinson to contact Andrew and Kevin.
43.	<p>To consider the Fund Raising remit and receive fund raising concerns</p> <p>The Pie and Pea supper is to be cancelled as ticket sales are not going well. The group cannot afford to lose money on events. Mary Hutchinson to ensure this is cancelled. Dr Waddington to speak with Forestors Arms on the 22nd January.</p> <p>Dr Waddington had been in contact with East Riding Theatre about holding events there to enable the event to be advertised through East Riding Theatre. He said that East Riding</p>	Mary Hutchinson and Dr Waddington to ensure the pie and pea supper is cancelled.

	<p>Theatre has its own 2 charities each year and that fund raising is done through their performances.</p> <p>Fund raising had been discussed in other parts of the meeting.</p>	
44.	<p>To receive information on the Replacement planters</p> <p>The replacements planters' information circulated with the Agenda was received.</p> <p>It was agreed Beverley in Bloom would like to purchase 4 octagonal planters for North Bar, 1 large planter for Kemps Corner, 14 small barrel planters and 2 large barrel plants subject to a grant application to Beverley Town Council and funds already fund raised or received. It was agreed that plaques would be required on the planters in North Bar Within which were purchased from the monies received from the Lions in memory of a past president. Mr Tomkys is to provide the details.</p>	<p>Mr Tomkys to provide the details for plaques.</p>
45.	<p>Any other business</p> <p>Yorkshire in Bloom</p> <p>After discussion, it was agreed that Beverley in Bloom would support the Town Council's application into Yorkshire in Bloom with the Town Council undertaking the portfolio and administration of the entry and the Bloom Group to support by providing photographs of displays. The Deputy Town Clerk reported that Spring judging is from 4th March to 5th April and Summer judging is from 4th July to 24th July. Contributions for the portfolio will be required. The Deputy Town Clerk is to inform the Town Clerk.</p> <p>Newsletter</p> <p>The Deputy Town Clerk reported that she had received an email from Wendy User Bacon regarding needing articles for the newsletter. These were tips about planning your garden, organising pot plants, working on an allotment or anything else. The Deputy Town Clerk agreed to circulate the email to all members.</p> <p>Mr Tomkys thanked Mr Ryley for chairing the meeting effectively. Mr Tomkys said he was disappointed to note that in the Mayor's Christmas message in the newspaper, there was no mention of Beverley in Bloom but the Lights event was mentioned.</p> <p>Date of Next Meeting</p> <p>13th April 2016 at 2pm at 12 Well Lane Beverley.</p> <p>The meeting closed at 3.45pm.</p>	<p>The Deputy Town Clerk is to inform the Town Clerk.</p> <p>The Deputy Town Clerk to forward the email.</p>