

BEVERLEY TOWN COUNCIL

**Town Clerk – Helen Watson FILCM
12 Well Lane, Beverley, HU17 9BL
Tel 01482 874096**

20th May 2015

To All members of the Town Council

Dear Councillor

FULL COUNCIL MEETING OF BEVERLEY TOWN COUNCIL

You are hereby summoned to attend the Full Council Meeting of Beverley Town Council to be held in the Council Chamber, 12 Well Lane, Beverley on Tuesday **26th May 2015** to commence at 6.30pm.

Yours sincerely

H Watson

Helen Watson
Town Clerk

Public Forum from 6.15pm to 6.30pm

Beverley Town Council supports the rights of anyone to record this meeting in so far as is possible within the constraints of the council's meeting rooms, but advises that no-one may disrupt the meeting in doing so. Anyone wishing to record council meetings should obtain the necessary legal advice to ensure they understand the rights of any members of the public who may be present who do not wish to be filmed or recorded

AGENDA

1. **To receive apologies for absence**
2. **(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.**
(b) To note dispensations given to any member of the council in respect of the agenda items listed below.
3. **To confirm the minutes of the Full Council Meeting on the 7th April 2015 and the Extra Ordinary Meeting of Full Council Meeting of Beverley Town Council – Honorary Freewomen and Freemen Ceremony on the 27th April 2015**
4. **To receive and adopt the minutes of the following Committees:**

Policy	20 th April 2015
Planning, Property & Services	21 st April 2015
5. **To receive the note the minutes of the following Working Groups:**

Christmas Lights	21 st April 2015
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6. **To receive a review of the recorded actions from the previous minutes – see circulated report.**
7. **For information, to receive reports of external organisations, meetings attended and correspondence received (already distributed by email to existing Councillors):**

- (a) Commemoration of WW1 in Beverley 15th January 2015
- (b) Beverley Renaissance Partnership meeting dates for 2015/16
- (c) Community Payback help
- (d) East Yorkshire Local Town Network minutes of 25th March 2015
- (e) Parish Council Liaisons Meeting 2015
- (f) NALC's Local Government Ombudsman & Larger Parish Councils
- (g) NALC – Councillors' travel allowances
- (h) NALC – The Code of recommended practice on local authority publicity (England)
- (i) Email from ERNLLCA regarding Request to Promote Community Ownership & Management of Assets Prog. (COMA) To Members Councils In Your Areas
- (j) Heart Town Meeting Notes of the 16th April 2015
- (k) Letter from NALC Chair to Councillors
- (l) Yorkshire Wolds Cycle Challenge dates
- (m) Flood Liaison Group – 20th March 2015
- (n) Briefing on the Reopening of the Beverley to York Rail Line

8. Mayor's Announcements

9. (i) To elect members of the following committees:

- a) Policy Committee (8 Members)
- b) Planning, Property and Services (8 Members)
- c) Personnel Committee (4 Members)
- d) Grievance Committee (3 Members)
- e) Grants (2 Members per Ward)
- f) Beverley in Bloom (2 Members)
- g) Beverley Christmas Lights (3 Members)

(ii) To elect substitutes for the following committees:

- a) Policy (2 members)
- b) Planning, Property and Services (2 members)

(iii) To approve participation in and elect representatives to the following external organisations:

- a) Beverley Renaissance Partnership (2 Voting Members and 1 additional non-voting representative)
- b) Renaissance Partnership Management Committee
- c) Business and Visitor Economy Group
- d) Town Improvement Group
- e) Beverley & Rural Community Partnership (1 Member)
- f) Beverley & Rural Community Partnership - Heart town (1 Member)
- g) ERNLLCA Central District Committee (2 Members)
- h) Charter Town Council & Charter Trustees Association (1 Member)
- i) Beverley Youth Town Council (1 Member)
- j) East Riding Town Councils Network (Mayor & Town Clerk)
- k) Beverley Memorial Hall Liaison (2 Members)
- l) Flood Liaison (1 Member)
- m) Festival of Christmas (3 Members)
- n) Schools Liaison Group (1 Member)
- o) Chamber of Trade Representative (1 Member)
- p) ERYC Parish/Town Liaison (1 Member)

10. To receive and agree the proposed calendar for dates and times of committee meetings/working party meetings for the municipal year 2015/16

11. To consider attendance at training events

- a) At Being a Good Councillor training provided by ERNLLCA – please see attached paper.
- b) To consider attendance at the Electronic working with the Planning Service evening provided by East Riding of Yorkshire Council – please see attached paper.

- c) To consider attendance at the Code of Conduct training provided by East Riding of Yorkshire Council on Tuesday, 9 June 2015, County Hall, Beverley at 700pm – please see attached paper.
12. To receive a report on the Local Produce monthly market – for information only.
 13. To set a date for the Annual Town Meeting (before the 30th June 2015).
 14. To Review Policies of Beverley Town Council:
 - a) Standing Orders (14.10.13) and Scheme of Delegation (8.9.14) - see circulated documents
 - b) To review the Council's Complaints Procedure – see circulated documents including the ERNLLCA Code of Practice for Local Councils in Handling Complaints
 - c) To review the Council's Procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 – see circulated documents (ERNLLCA Freedom of Information Act/General rights of access & refusing Information under the Freedom of Information Act 2000
 - d) To review the Council's Media and Publicity policy for communicating with the press – see circulated document
 15. To consider the invitation to attend twinning visits on the 27th June-28th June 2015 in Lemgo and 4th-7th July 2015 in Nogent-sur-Oise.
 16. To debate the framing of the Street Shrines and seek solutions to recreate the original framework which was taken down and preserved in the Treasure House – see working group notes.
 17. To discuss volunteering opportunities between the Town Council, Longcroft School and ERVAS on 15th July 2015 and during the summer of 2015.
 18. 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)

Motion: 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)
 19. To extend the existing temporary contract (ending 26th June 2015) of the Administration Assistant until 31st March 2016.