

BEVERLEY TOWN COUNCIL
MEETING OF FULL COUNCIL
30th June 2014

Present: Councillors McGrath (Mayor), Aird, Bottomley, Boynton, Cox, Elvidge, Gray, Pinder, Sweet and Thorley.

In Attendance: Helen Watson (Town Clerk), Joanna Render (Administrative Assistant).

1 member of the public present.

Public forum / consultation 6.15 – 6.30pm – No members of the public wished to speak.

1157 To receive apologies for absence

Apologies for absence were received from Cllr Astell, Jack, Pearson and Whitfield.

Meeting began – 6.30pm

1158 (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 received

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

No dispensations were received.

1159 To confirm the minutes of the Town Council Meeting on the 19th May 2014 are a correct record of that which took place.

Resolved – That the minutes of Town Council meeting held on the 19th May 2014 were received, adopted and signed as an accurate record.

1160 To receive and adopt the minutes of the following Committees:

Planning Property & Services	20 th May 2014
Personnel	3 rd June 2014
Policy	9 th June 2014
Planning Property & Services	17 th June 2014
Grants	23 rd June 2014

Resolved – That the minutes of Town Council meetings listed above were received adopted and signed as an accurate record.

1161 To note the minutes of the following Working Groups:

Christmas Lights	20 th May 2014
Beverley in Bloom	21 st May 2014
Christmas Lights	17 th June 2014

Resolved – That the minutes from the above working groups were received.

1162 To receive a review of the recorded actions from the previous minutes

The Report was circulated with the agenda. The following questions arose.

Full Council 19/5/2014

1135 – Cllr Cox requested an update. Cllr Aird confirmed that the ERYC Conservation Officer could not attend the PPS meeting of 15/7/14 and has been invited to the meeting on 16/9/14. This matter is currently awaiting a response.

1140 – In the absence of Cllr Pearson, Cllr Aird gave an update. She confirmed that planning application plans can be viewed by members of the public through the ERYC Customers Services. The Town Clerk confirmed that ERYC are happy to forward, upon request hard copy application and plans to the Town Council office for viewing by members of the public.

Matters Arising

Policy 9th June 2014

807 – Resolved that officers will telephone all members to check on availability to attend a brainstorming meeting either w/c 14/7 or 21/7.

1163 For information, to receive reports of external organisations, meetings attended and correspondence received (previously distributed by email):

- (i) Skipton-East Lancashire Rail Action Partnership 2014 update**
- (ii) Beverley Renaissance Partnership Management Meeting – 7th May 2014**
- (iii) Beverley Renaissance Partnership Management Project Updated – May 2014**
- (iv) Fracking Information Evening dated 10th June 2014**
- (v) Launch of New High Street Fund**
- (vi) Notification that the funding from the Town Council to Armed Forces Day is not accepted**
- (vii) Correspondence from ERNLLCA regarding Councillors and officers attendance at the Financial Management Day Training Seminar dated 23rd July 2014**

(vi) Cllr Pinder wished to know why the funding had not been accepted for Armed Forces Day. Cllr Elvidge explained that this was due to timing and that the publicity which the grant application was based on had been prepared prior to the funding granted.

(vii) Members confirmed receipt and Councillors Gray, Pinder and the Deputy Town Clerk will attend at the Financial Management Day Training Seminar on 23rd July 2014.

Resolved – Councillors Gray, Pinder and the Deputy Town Clerk will attend at the Financial Management Day Training Seminar on 23rd July 2014.

1164 Mayor's Announcements

The Mayor and Deputy Mayor have attended many events which were excellent and enjoyable. The Mayor and Deputy Mayor commented that they had received an excellent welcome in Lemgo. It was an extremely busy few days, during which the town was well promoted with an excellent display of photographs of the town by Beverley Photographic Club and a promotional stall being manned by Councillors the Town Clerk and Mrs Whitfield.

Cllr Pinder complimented the Mayor on his speech and thanked all the Councillors, Town Clerk and Mrs Whitfield for all that they had done over the weekend.

The Mayor reported that visitors from Lemgo will be coming to Beverley in October.

1165 To sign the Scheme of Delegation

After a discussion as to whether the Annual Return should come to Full Council for approval, it was agreed by members that it should remain as it stands in Scheme of Delegation.

Cllr Pinder advised the members that ACAS has confirmed that the personnel committee can be made up of 4 members

Members discussed the wording of the Grants Committee remit with the Scheme of Delegations. It was agreed to change the wording to 'Recommend allocation of Grants Fund in accordance with the Terms of Reference agreed by Council.

Resolved - To change the Grants Committee wording 'Recommend allocation of Grants Fund in accordance with the Terms of Reference agreed by Council'. It was also resolved that the Personnel Committee is to be made up of 4 members and once these changes are made the Mayor and Town Clerk are to sign the scheme of delegation.

1166 To re-visit the minute number 808 at Policy Meeting on 9th June 2014 regarding the fencing quote for the allotment association building

Minute number 808 was reconsidered due to shortage of the required fencing agreed. The Town Clerk advised that new quotes had been received. She advised the members of a quote of £400, with volunteers being responsible for the erection of the fence.

Resolved - Members agreed to go ahead with project of purchasing and erecting a fence providing risk assessments are carried out and the BTC Handyman supervises the project.

1167 To consider the risk assessment, annual accounts and annual return 2013/14

Councillor Pinder expressed concern that the risk assessment could not be amended to reflect the work of the Town Council as it was a bespoke package with a general answers for Town and Parish Councils. The risk assessment, annual accounts and annual return 2013/14 were agreed and signed off provided an addendum was attached to risk assessment to reflect the risks of the work of the Town Council.

The Town Clerk advised the committee that the annual accounts and annual audit had been signed off by the internal auditor who was satisfied with the financial records. Members agreed to sign off the annual accounts, audit and risk assessment.

Resolved – Members resolved that the risk assessment was agreed provided an addendum was attached to the risk assessment to reflect the risks of the work of the Town Council, which will be discussed at next policy meeting. Members resolved that the annual return, audit and accounts were agreed and signed for return to Littlejohns.

1168 To consider the final report from the Field to Table project together with the accounts

Resolved – That the final report from the Field to Table project was received.

1169 To consider the amendments to the Lease on the 12 Well Lane Lease.

Cllr Pinder reported that she had read through the new lease and recommended a slight amendment to clause '3 Demise' Term to be changed to 10 years and the following to be added after 'Term Commencement Date ..**subject to the Tenants right to determine the lease at the end of the fifth year of the Term in accordance with clause 7 of this lease**, Which continues with Yielding and paying.

Resolved - That the Amendment is to be made to Clause 3 of the Lease. Term to be changed to 10 years and the following to be added after 'Term Commencement Date '**subject to the Tenants right to determine the lease at the end of the fifth year of the Term in accordance with clause 7 of this lease**', which continues with Yielding and paying. The Town Clerk is to email to the Landlord.

1170 To approve the transfer of the utility bills from the current provider to Utility Wise as a cost saving measure

The Town Clerk updated members on an energy proposal received from Utility Wise. Members discussed the options offered.

Resolved – That the transfer of the utility bills from the current provider to Utility Wise as a cost saving measure was approved in line with terms and conditions offered by both utility providers.

1171 To consider and approve the attendance at work policy and procedure

Members discussed the ERYC attendance at work policy. The Town Clerk was requested to amend the attendance at work policy to reflect Beverley Town Council. Following these amendments the attendance at work policy is adopted by Council subject to revision by ACAS.

Resolved – That the Town Clerk is to amend the attendance at work policy to reflect Beverley Town Council and bring back to Full Council for consideration.

1172 To consider and sign the agreement for the provision of advice to member councils from ERNLLCA

Members briefly discussed the circulated ERNLLCA advice.

Resolved – That the agreement for the provision of advice to member councils from ERNLLCA was adopted and signed.

1173 To provide dates for the joint meeting of Beverley Town Council, Molescroft Parish Council and Woodmansey Parish Council

Resolved - That the date of meeting with Beverley Town Council, Molescroft and Woodmansey Parish Councils is agreed as Wednesday 10th September at 6.30pm.

1174 To consider and discuss the invitation to take part in the Rural Sounding Board

Members discussed the pre-circulated information regarding the Rural Sounding Board. Members felt that Beverley was not a rural location and voted not to be part of this group.

Resolved – Members decided not to take part in the Rural Sounding Board due to Beverley being an urban town. The Town Clerk to respond appropriately.

1175 To sign the Heads of Lease for the Lairgate/Keldgate/North Bar allotment

Brief discussion took place on the lease terms for Lairgate/Keldgate allotments. Members requested the plans were sought from ERYC.

Resolved - The Town Clerk to obtain the plan of the allotments and the title of the Heads of Lease is to be amended to remove North Bar allotment. Refer back to Policy Committee on 14/7/14.

1176 To discuss guidelines of Grants following the Grants meeting on 23.6.14

- i) To consider methods of funding high profile and beneficial annual events/funding projects in Beverley, as the present funding guidelines only fund organisations for up to three years**
- ii) To consider funding the Beverley Elite Bike Race to the cost of £750 as per the application circulated with the Grants agenda, to contribute £750 to the prizes for the three events totalling £5000 for the East Yorkshire Classic Cycle race culminating in the Elite Cyclists Circuit Race on 19th July 2014**
- iii) Discussion was held. Perhaps set a budget line for annual events in the next budget.**

Items 1176 i, ii and iii were discussed together. Members thought it would be good practices to set up a budget line at the 2015/16 budget meeting to fund events that could not be funded through the present grants guidelines. Members also discussed the forthcoming Beverley Elite Bike Race at the contribution cost of £750 and resolved to fund this out of the Events account funding.

Resolved – That the Town Clerk adds a potential events budget line to the 2015/16 budget for further discussion at the budget meeting and that this subject is discussed at the forthcoming brainstorming session. Members also resolved to fund the Elite Cycle Circuits Race on 19th July to the sum of £750.

1177 To consider policies for

- (a) Communicating with the press**
- (b) The Council's complaints procedure**
- (c) The Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**

Members discussed the policies and requested that the Town Clerk obtain policies from other Town/Parish Councils to compare.

Resolved – That the Town Clerk is to ask other large Town Councils for copies of their policies relating to the above and to send copies of policies out with Policy agenda for consideration before the meeting. Members also resolved to review all policies after the forthcoming meeting with ACAS.

1178 To nominate two Councillors to attend the training sessions for Code of Conduct Training

Cllr Aird and McGrath were nominated for Code of Conduct Training.

Resolved - Councillors Aird and McGrath to attend the training sessions for Code of Conduct Training on 30th October 2014.

Meeting closed 7.50pm

Action Plan

Minute/ Action	Person Responsible	Time to be Reported Back
1162 – Policy 807 - Officers to telephone all members to check on availability to attend a brainstorming meeting either w/c 14/7 and 21/7.	Town Clerk	Operational
1163 (vii) Councillors Gray, Pinder and the Deputy Town Clerk will attend at the Financial Management Day Training Seminar on 23 rd July 2014.	Town Clerk / Deputy Clerk. Cllrs Gray & Pinder	23/7/14
1165 - The Personnel Committee is to be made up of 4 members	Town Clerk	Operational
1165 - To change the Grants Committee wording ' Recommend allocation of Grants Fund in accordance with the Terms of Reference agreed by Council'	Town Clerk	Operational
1165 -The Mayor and Town Clerk signed the Scheme of Delegation.	Town Clerk /Mayor	Operational
1166 - To go ahead with project of purchasing and erecting a fence providing risk assessments are carried out.	Town Clerk	Operational
1167 The risk assessment, annual accounts and annual return 2013/14 were agreed provided an addendum was attached to risk assessment to reflect the risks of the work of the	Town Clerk	Next policy meeting

Town Council. Risks to be discussed at next policy meeting.		
1169 Amendment to be made to Clause 3 of the Lease. Term to be changed to 10 years and the following to be added after 'Term Commencement Date .. subject to the Tenants right to determine the lease at the end of the fifth year of the Term in accordance with clause 7 of this lease... Yielding and..' The Town Clerk to email the landlord the amendment by 1/7/14	Town Clerk	1/7/14
1170 The transfer of the utility bills from the current provider to Utility Wise as a cost saving measure was approved.	Town Clerk	Operational
1171 The Town Clerk is to amend the attendance at work policy to reflect Beverley Town Council and bring back to Full Council	Town Clerk	Operational
1173 - Date of meeting with Beverley Town Council, Molescroft and Woodmansey Parish Councils agreed as Wednesday 10 th September at 6.30pm	Town Clerk	Operational
1174 Members decided not to take part in the Rural Sounding Board due to Beverley being an urban town.The Town Clerk to respond appropriately	Town Clerk	Operational
1175 The Town Clerk to obtain the plan of the allotments and the title of the Heads of Lease is to be amended to remove North Bar allotment. Refer back to Policy Committee on 14/7/14	Town Clerk	14/7/14
1176 (i) To discuss setting a budget line for annual events in the next budget at the brainstorming meeting.	Town Clerk	Brainstorming Meeting
1176 (ii) £750 Grant to come from the Events account for the Elite Cyclists Circuit Race on 19 th July.	Town Clerk	Operational
1177 the Town Clerk is to ask other large Town Councils for copies of their policies relating to the above and to send copies of policies out with Policy agenda for consideration before the meeting.	Town Clerk	Operational
1177 All policies to be reviewed after ACAS meeting	Town Clerk / Cllr Pinder	Operational
1178 Cllrs Aird and McGrath to attend the Code of conduct training session on 30 th October 2014	Cllrs Aird and McGrath	30/10/14

