



Minutes of the Full Council Meeting

On 25th November 2019

6.30pm at 12 Well Lane, Beverley

Present: Cllrs Duncan Jack (Mayor), Tom Astell (Deputy Mayor), Peter Astell, David Boynton, Ian Gow, Denis Healy, Chloe Hopkins, David Horsley, Margaret Pinder, Simon Rance, Claire Wildey, Ann Willis.

In Attendance: Helen Watson (Town Clerk) and Libby Woodhouse (Administrative Assistant)

One member of the public

Dan Stokes, Account Manager, Wireless CCTV

David Fewster, Beverley FM

Mike Andrew, Handyman, Beverley Town Council

At 6.30 pm there was Public Forum – no member of the public wished to speak.

97/19: To receive apologies for absence.

Councillors Linda Johnson and Shaun Blencoe.

98/19: Declarations of Interest.

- (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.**

Councillor Gow declared a non-pecuniary interest in agenda item 11 (Minute 101/19) as he undertakes volunteer work for Beverley FM.

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

There were no dispensations.

99/19: To change the order of business on the agenda (Standing Order 10.a.vi)

Resolved: To bring forward agenda items 7(a), 10, and 11 to hear from representatives and officers who had attended the meeting to speak on these agenda items.

100/19: To consider enhancements to Beverley's CCTV with guest Daniel Stoke from Wireless CCTV.

Daniel Stoke, Account Manager from Wireless CCTV gave a detailed presentation on possible enhancements to Beverley's CCTV. He will provide quotes to the Town Clerk. The Mayor thanked Mr Stoke for attending and he left the meeting.

101/19: Beverley FM: To receive an update from David Fewster (Station Manager) regarding the role Beverley FM plays within the wider Beverley community

David Fewster updated the Council on the role Beverley FM plays within the wider Beverley Community. The Mayor thanked Mr Fewster for attending and he stayed for the remainder of the meeting.

102/19: Town Council Van: To consider various options to acquire a replacement vehicle – Town Handyman to report.

Mike Andrew, Town Council Handyman, presented alternatives for the purchase or lease of a van.

Proposed: Councillor T Astell **Seconded:** Councillor Hopkins

Resolved: The Handyman is to purchase a second hand van to a ceiling of up to £15,000 whilst also ensuring Financial Regulations are applied with accordingly.

The Mayor thanked Mr Andrew for his research and he left the meeting.

103/19: To confirm and sign the minutes of the Full Council Meeting held on 21st October 2019.

Proposed: Councillor Pinder **Seconded:** Councillor Rance

Resolved: The wording in minute number 84.2 is removed from the Full Council minutes of 21st October 2019 from the wording "Although not an agenda item" to the end of the recommendation.

Proposed: Councillor T Astell **Seconded:** Councillor Healy

Resolved: To withdraw minute number 84.3 for clarification at Full Council and the Minutes are approved subject to the above mentioned amendments.

The Town Clerk to liaise with the Deputy Town Clerk who minuted the meeting on 21st October 2019 to clarify the issues raised and report back.

104/19: To receive the following minutes:

(a) Sign and Approve – Policy Committee (revised) on 14th October 2019

Proposed: Councillor Pinder **Seconded:** Councillor Rance

Resolved: The minutes of the Policy Committee held on 14th October 2019 are withdrawn from the agenda to allow clarification of discrepancies between the lists of payments as presented to that meeting and the lists of payments accompanying the minutes as presented to Full Council.

Councillor Pinder will inform the Clerk of the discrepancies. The Town Clerk stated the duplicated payments had been removed.

(b) Note – Planning, Property and Services Committee Meeting on 15th October 2019 (approved and signed at Planning, Property and Services Committee Meeting on 5th November 2019).

Proposed: Councillor P Astell **Seconded:** Councillor Horsley

Resolved: To note the minutes of the Planning, Property and Service Meeting of 15th October 2019.

(c) Approve and sign – Planning, Property and Services on 5th November 2019.

Proposed: Councillor P Astell **Seconded:** Councillor Horsley

Resolved: To add Councillor Rance to the list of Councillors present at the meeting and the Minutes are approved subject to this amendment.

(d) Approve and sign – Extra-ordinary Policy Committee Meeting on 11th November 2019.

Resolved: The Minutes are approved with the following amendments:

- Minute 24/19 – there is no payments list included with July's meeting.
- Minute 25/19 – the Proposer should be amended to Councillor Rance (not Councillor Blencoe).

- Minute 30/19 – the middle section of the discussion to read ...“Councillor Healy as Chair of Personnel reported that whilst the timesheets were very well documented, there was a need for the Personnel Committee to revise the current TOIL Policy to ensure it also encompassed Overtime”...
- Minute 31/19:
 - The first proposal to read “The Travel and Subsistence Policy be reviewed by the Policy Committee against NALC Guidelines”.
 - The following first proposal wording is moved to the discussion section “In addition, all other Beverley Town Council Policies will be reviewed on a rolling basis. However until then the current policies stand. In addition, the Town Clerk to continue approving Travel and Subsistence for Officers, whilst the Town Clerk’s requests should be submitted to the Chair of Personnel”
 - The second proposal to read “...the Town Clerk’s travel costs be approved”.

(e) Note – Christmas Lights Working Group on 12th November 2019.

These minutes were noted.

105/19: Action Tracker (see attached)

(a) To consider the revised Action Tracker as requested by Full Council on 21st October 2019.

The Town Clerk reported on work that had been done for the Action Tracker. Councillor Pinder will forward her own Action Tracker to the Town Clerk for consideration by Full Council on 13th January 2020.

(b) To receive a review of the recorded actions from the previous minutes.

Concern was expressed that actions were falling off the action tracker however at this stage the expectation was of a draft action tracker. The Town Clerk will refer it to Personnel to discuss officer capacity for carrying out this process.

106/19: Mayor’s Announcements and Correspondence - Cllr D. Jack.

The Mayor reported on recent engagements.

107/19: CCTV:

(a) To consider enhancements to Beverley’s CCTV with guest Daniel Stoke from Wireless CCTV.

This had been considered earlier in the meeting – Mr Stoke will come back with a quote as requested.

(b) To consider a request from Beverley Minster to extend the town CCTV system to take in the area around the church as a way to combat criminal damage to the building.

This request will be delegated to PPS when quotes have been received. The Council will acknowledge the request and state that it is currently considering proposals to alleviate this.

108/19: Finances

(a) Bank Account Updates: For Councillors to consider an update from the Chair of Policy regarding banking and CCLA.

Opening of new bank accounts is ongoing. The CCLA will be invited to a meeting in January 2020.

(b) Budget 2020/21: The Town Clerk and Chair of Policy to report that 1st draft budget from Policy Committee is awaiting further information from PPS and Personnel Committee.

The Policy Committee is awaiting budget recommendations from the PPS Committee and Personnel Committee.

(c) Internal Audit 2019/20: The Town Clerk to update on the process to appoint an Internal Auditor.

The Town Clerk reported that the three quotes had been discussed at Policy Committee however some members had requested a further quote to be sought. The Town Clerk reported that the appointment of the internal auditor is late and is delaying the internal audit process of the Council.

(d) Amendment to Approved Grants: The Town Clerk to report on requested amendments to grants previously approved the Town Council (Beverley Park-run and R-Evolution Horticultural Project).

- Park-run – The Town Clerk will clarify the legal position with ERNLLCA regarding the grant to the Park-run to purchase the radios or for the Council to purchase them and loan them.
- R-evolution – grant funding in March 2019 was for training however they have received free training and wished to use the money to buy equipment. The Town Clerk will ask that they repay the grant funding and re-apply.

109/19: Beverley Food Festival: To consider and decide the future of Beverley Food Festival - Cllr D. Healy and Cllr D. Boynton.

It was reported that EY Events have declined the operational management of the event and stated that it is a well-run event used as a blueprint for many other food festivals in the area.

Proposed: Councillor Jack **Seconded:** Councillor P Astell

Resolved: That the Personnel Committee look into ways to manage and operate the Beverley Food Festivals by, using present/additional officers and hours, appointing an events manager; or using an external events consultant, whilst complying with governance and employment legislation.

110/19: Flooding: To discuss the flooding experienced by Beverley residents on the evening of the 14th November 2019 and the response of ERYC and Beverley Town Council – Cllr D. Healy, Cllr S. Rance, Cllr P. Astell and Cllr T. Astell.

Councillors reported on the recent flooding experienced by Beverley residents. PPS will look at updating the Emergency Plan and the purchase of equipment such as pumps and sandbags

Proposed: Councillor Jack **Seconded** Councillor Healy

Resolved: At 8.30 pm to revoke Standing Order number 3.x in order to continue the meeting for a further 30 minutes.

111/19: Lemgo Twinning Association: To consider retrospective financial support regarding the Youth Fire-Fighters Twinning visit in October 2019 - Cllr D. Healy.

Proposed: Councillor Healy **Seconded:** Councillor Pinder

Resolved: To donate £400 to the Beverley Lemgo Twinning Association to support the Fire Fighter visit from Lemgo (funds to come from the Twinning Budget).

112/19: V.E. Day 75th Anniversary Friday 8th May 2020: To report that the event scope has been circulated to external event business organisations for proposals and costs - Cllr D. Jack and the Town Clerk.

The Council noted that the event scope had gone to consultants for quotes.

113/19: BACH Project: To receive updates on the BACH Project from members of the Project Working Group.

This was deferred to the end of the meeting due to the confidential nature of the business to be transacted.

114/19: Library Gardens: To receive an update on a potential project to rejuvenate this area – Town Clerk.

This was deferred to a future Full Council meeting.

115/19: Conference Reports: To receive feedback from attendees to the following conferences:

- (a) NALC Conference 2019 – Cllr T. Astell and Cllr C. Hopkins.

The Council received feedback from Cllr T Astell and Cllr Hopkins from the NALC Conference.

- (b) ERNLLCA Conference 2019 – Town Clerk, Cllr P. Astell, Cllr C. Hopkins.

Councillor Hopkins submitted apologies to the Council as she had missed the Conference due to misinterpretation of the date. The Council received feedback from Councillor P Astell and the Town Clerk from the ERNLLCA Conference.

116/19: Correspondence: The Town Clerk to report on the following:

- (a) The Town Council's response to Graham Stuart MP's request for community issues (as detailed at October Full Council).
(b) Rough Sleeper Report.
(c) 2020 Positive Action Grant.

The Council noted the correspondence received.

117/19: Proposed: Councillor Hopkins **Seconded** Councillor Pinder

Resolved: To exclude the press and the public from the meeting on the grounds of the confidential nature of the contractual business to be transacted (Public Bodies Admission to Meetings Act 1960):

Members of the press and public left the meeting. Recording devices were switched off.

118/19: BACH Project: To receive updates on the BACH Project from members of the Project Working Group.

Proposed: Councillor Jack **Seconded:** Councillor Healy

Resolved: At 9 pm to revoke Standing Order number 3.x in order to continue the meeting for a further 10 minutes.

Proposed: Councillor Healy **Seconded:** Councillor Pinder

Resolved: This Council requests a revised timetable from ERYC; extending the current deadline to reflect the time lost due to purdah. This Council now expects to complete the consultation process in mid December and will be in a position to present its business case to ERYC by 20th January 2020.

The meeting finished at 9.07 pm

Signed: RWD Saad.

Date: 13/1/2020