

# BEVERLEY TOWN COUNCIL

## Meeting of Full Council

24<sup>th</sup> November 2014

**Present:** Councillors: McGrath (Mayor), Gray, Aird, Astell, Bottomley, Boynton, Cox, Elvidge, Jack, Pearson, Sweet, Thorley and Whitfield

**In attendance:** Helen Watson (Town Clerk); Joanna Render (Admin Assistant)

6.15 – 6.30pm – public participation.

2 members of the public were present: Dr Simon Gower & Mrs Rowena Pearce

Dr Gower (Cardiologist at Castle Hill Hospital and a Beverley resident) explained to the Members that he wished to speak to them about his work in getting the community involved in training to carry out CPR and the use of defibrillators. He explained that he runs training in St Mary's Parish Rooms every Sunday afternoon and one of his aims is to have defibrillators for public use available in all community buildings and large shops in Beverley. Dr Gower does not wish access to defibrillators to detract from the use of CPR and would like to see this promoted through the town. Dr Gower was supported in his case by Mrs Pearce.

Dr Gower reported that ideally a defibrillator should be with a patient within 4 minutes to be effective. He requested that the Town Council get involved with this project.

The Chairman thanked Dr Gower for his presentation and said that it was an item later on the agenda. He said that Dr Gower and Mrs Pearce were more than welcome to stay for the discussions on this item.

All Members agreed to move item 7(l) to after the minute adoption at item 3.

The Full Council Meeting started at 6.30pm

### **1243 To receive apologies for absence**

Apologies were received from Cllr Pinder.

### **1244 (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 were received.

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

No dispensations were given.

### **1245 To confirm the minutes of the Town Council Meeting on the 20<sup>th</sup> October 2014 and the Full Council Meeting (Green Paper) on the 20<sup>th</sup> October 2014 are a correct record of that which took place.**

**Resolved** - That the minutes of the Town Council Meeting on the 20<sup>th</sup> October 2014 and the Full Council Meeting (Green Paper) on the 20<sup>th</sup> October 2014 were received, and adopted and signed as an accurate record.

### **1249 (l) – item 7(l) moved as per Members agreement. Letter from Graham Stuart – Defibrillators**

The Members confirmed receipt of the letter from Graham Stuart MP referring to defibrillators, and agreed that it is something that the Council would be interested in supporting. Dr Gower advised the Members that a defibrillator would cost £850 + £450 per box, plus £25 running costs per annum. Ideally Dr Gower would like to see 50 machines across the town, however in reality he would settle for 10 situated in strategic sites throughout the town. Dr Gower is already providing training on CPR and would be happy to offer support to further training. Members discussed that a mapping process and promotion of the locations of the machines would be required.

A discussion on how best to support this followed. Some Members felt that this could be added to the 2014/15 budget discussions.

Cllr Pearson proposed and Cllr Astell seconded that a meeting be arranged through the Heart Town committee and other interested parties to discuss the matter further. All Members were in favour.

**Resolved** – A meeting be arranged in conjunction with Beverley Heart Town and other interested parties, to discuss the requirements and funding for public defibrillators in the town.

**1246 To receive and adopt the minutes of the following Committees:**

**Planning Property & Services 21<sup>st</sup> October 2014**

**Personnel 27<sup>th</sup> October 2014**

**Policy 3<sup>rd</sup> November 2014**

**Resolved** – That the minutes of Planning, Property & Services and Policy were received, adopted and signed as an accurate record.

The Chair of the Personnel Committee informed Members that he could not recommend acceptance of the minutes from the Personnel meeting on 27<sup>th</sup> October 2014. He went on to comment on specific items stating that they were inaccurate, incomplete and of a poor quality. A Councillor reminded the Chair of Full Council that any members of the public should be excluded at this time as the officer was being discussed. None were present.

A discussion took place between all Councillors and an Officer as to the accuracy of the minute's presented. The Chair of Full Council said that clearly the Minutes were not going to be accepted. He directed the Chair of Personnel and the Officer to prepare an acceptable set of minutes for presentation to the next Full Council meeting.

**Resolved** - The Chair of Personnel and the Officer to prepare an acceptable set of Minutes for presentation to the next Full Council meeting.

**1247 To note the minutes of the following Working Groups:**

**Beverley in Bloom 1<sup>st</sup> October 2014**

**Christmas Lights 21<sup>st</sup> October 2014**

**Resolved** – That the minutes from the above Working Groups were received.

**1248 To receive a review of the recorded actions from the previous minutes**

**Resolved** - The Report circulated with the agenda was received.

**Policy Min 840** – The Town Clerk updated Members on new workshop premises. She has located slightly larger premises – on Barmston Road, 440sq feet for £200 per month, cheaper than the current rent of £415. The premises are available from the end of the month.

Cllr Whitfield proposed and Cllr Astell seconded acceptance of the new premises. All Members were in favour.

**Resolved** - The Town Clerk is to take up the new work shop premises.

**1249 For information, to receive reports of external organisations, meetings attended and correspondence received (already distributed by email):**

- |   |                               |
|---|-------------------------------|
| a) Beverley & Rural Community Partnership Meeting   | 20 <sup>th</sup> August 2014  |
| b) Town Improvement Group Action Points   | 15 <sup>th</sup> October 2014 |
| c) Commemoration of WW1 meeting   | 22 <sup>nd</sup> October 2014 |
| d) East Yorkshire Town Council Network Meeting Minutes  | 22 <sup>nd</sup> October 2014 |
| e) Standards Committee Agenda   | 3 <sup>rd</sup> November 2014 |
| f) Email re: Peoples Health Trust Funding Update  | 5 <sup>th</sup> November 2014 |
| g) The Future of Humberside Police  | 6 <sup>th</sup> November 2014 |
| h) WW1 Commemoration East Yorkshire Villagers at War  |                               |
| i) Beverley Minster Christmas Tree Festival Reception at 5.30-7pm on Friday 12 <sup>th</sup> December |                               |
| j) Oil-Club.co.uk letter to set up a Heating Oil Club   | 15 <sup>th</sup> October 2014 |
| k) Letter of thanks from Andrew Marr for Food Festival  | 20 <sup>th</sup> October 2014 |
| l) Graham Stuart MP re: Defibrillators on street corners  | 22 <sup>nd</sup> October 2014 |
| m) To receive information in connection with Action for Market Towns                                  |                               |

- n) **To receive information from the ERNLLCA Conference 14<sup>th</sup> November 2014**
- o) **Letter from Pocklington Town Council to Rt Hon Sir Greg Knight MP regarding the Council Tax Support Grant**
- p) **Letter from East Riding of Yorkshire Council in connection with the Chairman's Awards**

**Resolved** – The above papers from 1249 (a) to 1249 (p) were received and noted. The Town Clerk advised Members that a copy of information received from the ERNLLCA conference on the 14<sup>th</sup> is available – item (n) above in the office, and she will include in the new Councillor pack.

The Town Clerk brought the Members' attention to the letter at item (o), and updated them with the reply from Cllr Parnaby advising that there is no Council Tax Support Grant available to Parish and Town Councils as last year. Cllr Gray advised that ERNLLCA explained that this type of funding is available to all Councils and that Graham Stuart MP is looking into it.

Cllr Gray proposed and Cllr Sweet seconded that the Town Clerk contacted Graham Stuart and ask for assurance that the Council is receiving any grant it is entitled to. Nine Members were in favour and four were against.

**Resolved** – That the Town Clerk is to write to Graham Stuart MP to establish if funding is available for the Council through the Council Tax Support Grant.

**Resolved** - Item (p) the Town Clerk advised that the Members have until the end of January to consider nominations for the East Riding of Yorkshire Council's Chairman's Awards.

At 1935 the Chair warned Cllr Pearson that his attitude and comments towards another Councillor were not in keeping with the Code of Conduct, and if they continued he would be asked to leave the meeting.

#### **1250 Mayor's Announcements**

The Mayor reminded Members of the town's events over the weekend. The Christmas Festival of Food and Drink on Saturday 29<sup>th</sup> November and the Christmas Light switch on, on Sunday 30<sup>th</sup> November. He asked for volunteers for the event on Saturday.

The Mayor reported that he has accepted an invitation to Nogent Sur Oise over the weekend of 23<sup>rd</sup> January 2015. Any Councillors are welcome to attend but they will have to fund the trip themselves.

Cllr Cox advised that there were no funds in the travel budget, and may need to vire funds from another account to support any future travel by Councillors.

Discussion took place on Civic expenses. The Mayor advised the Deputy Mayor that any expenses as a result of Civic duties should be claimed through the Civic budget.

#### **1251 To receive information regarding a Referendum on dwellings in Beverley**

Cllr McGrath asked what the thoughts of the Members were. A discussion followed. Members agreed that most of the building work for new dwellings was actually outside the Beverley wards and would affect other Parish Councils.

**Resolved** – Cllr McGrath suggested that this be left for a future meeting after discussion with other Parish Councils

#### **1252 To receive an update from the Skate Park Meeting held on the 14<sup>th</sup> November 2014**

Cllr Aird advised the Members that she was present at the meeting but as an East Riding of Yorkshire Councillor. Cllr Sweet gave Members an update from the meeting. The Police are making headway in dispersing the problematic element, and there was discussion that the Council could help by writing to the disruptive element, warning them of their behaviour. He would like consideration to a press release advising legitimate users that it has now fully reopened. Cllr Sweet advised that there be a possibility of having the Skatepark moved to nearer the leisure centre with a new multi use games area.

#### **1253 To receive information from the Code of Conduct training evening**

Cllr Aird reported that if further training is available then more Councillors should attend as it is very valuable.

The Town Clerk advised that Matthew Buckley from East Riding of Yorkshire Council has agreed that further training can be given at the office for a minimum of eight people. Cllr Jack suggested that it would be more appropriate to wait until new Council in May for further training on this matter.

**Resolved** – The training presentation was received.

**1254 To receive the External Auditor Certificate and Opinion 2013/14, that proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met**

**Resolved** – That the External Auditor Certificate and Opinion 2013/14 was received.

**Resolved** – The Town Clerk to place notice in all notice boards advising where the External Audit Report can be viewed.

**1255 To receive the proposed costs for the Christmas Food & Drink Festival**

Brief discussion took place.

**Resolved** - The proposed costs for the Christmas Food & Drink Festival were received and noted.

**1256 To receive an update on the Academy of Urbanism ceremony**

Cllr Elvidge attended the ceremony through East Riding of Yorkshire Council and Cllr Pinder attended on behalf of Beverley Town Council. Cllr Pinder had given her apologies to this meeting. Cllr Elvidge gave Members an overview of the event. Unfortunately Beverley did not win the award, however it was an honour to be nominated and interesting to meet people from other towns. He said that consideration should be given to an informal arrangement to communicate with the winning town – Aberystwyth.

Cllr Cox advised Members that Cllr Pinder had to pay for her own travel costs, due to the travel budget having insufficient funds.

Cllr Aird proposed that £1200 be transferred from the Members Allowance budget to the travel budget, to cover any short fall. Three Members were against this proposal and eight Members were in favour and the motion was carried.

**Resolved** - £1250 be transferred from the Members Allowance budget line to the Councillor Travel Budget line and to reimburse Cllr Pinder's travel expenses.

**1257 To consider a date and budget for a new Councillor Information Evening prior to the elections of 2015**

**Resolved** –The dates of 10<sup>th</sup> or 11<sup>th</sup> February 2015 or 4<sup>th</sup> March 2015 for new Councillor Information evening were suggested and the Town Clerk is to contact suitable venue and advise Members. The Town Clerk is invite Alan Barker from ERNLLCA and a representative from East Riding of Yorkshire Council to the information for new Councillors.

**Resolved** – The Town Clerk is to contact suitable venues and advise Members and is to invite Alan Barker from ERNLLCA and representative from ERYC to the information evening for new Councillors.

**1258 To receive and consider actions from the Brainstorming Minutes of the 24<sup>th</sup> September 2014**

The notes from the Brainstorming meeting were discussed. It was agreed that Items 12 (website) and 14 (Commutated Sums Skate Park and MUGA) could be looked at in this term of office, however other items should be taken forward to the next budget year and the new Council.

**Resolved** – The Brainstorming notes of the 24<sup>th</sup> September 2014 were received. It was agreed that Items 12 and 14 could be looked at in this term of office, however other items should be taken forward to the next budget and to the new Council.

**1259 To receive an update of the application to the High Street Fund**

An update on the application to the High Street Fund was received. The Town Clerk advised that the application had been submitted, clarification given where required and that we were now waiting to hear back from East Riding of Yorkshire Council.

**1260 To consider the request from Nogent-Sur-Oise**

**(a) The Charter – The existing Charter with East Riding of Yorkshire Council was circulated with the agenda**

Cllr Cox said that it was time to re-affirm our links with Nogent Sur Oise with a new Charter with Beverley Town Council. A discussion took place. The Mayor advised that he will be visiting Nogent Sur Oise in January so will be able to take the agreed Charter with him for signing.

**Resolved** - The Town Clerk is to draw up a new Charter along the lines of the old East Riding Yorkshire Council one, for the Mayor to take with him on his visit to Nogent Sur Oise in January.

**(b) A twinning visit in 2015 (4<sup>th</sup>-7<sup>th</sup> July)**

The twinning visit was discussed.

**1261 To consider the purchase of Mayoral badges whilst a 10% discount is being offered throughout November 2014**

The purchase of Mayoral Badges was considered at the discounted cost of £911.

Cllr Cox recommended and seconded by Cllr Whitfield the purchase of the badges, six Members were in favour and one Member against.

**Resolved** – The Town Clerk is to purchase Mayoral badges.

**1262 To receive the date of when Council goes into Purdah - 25<sup>th</sup> March 2015 (6 weeks prior to the election)**

**Resolved** – That the date Council goes into Purdah was noted as the 25<sup>th</sup> March 2014.

**1263 To receive the date of Freeman Ceremony as 27<sup>th</sup> April 2015 at 6.30pm at Guildhall and to receive an update from the Town Clerk**

**Resolved** - That the Town Clerk reported the Freeman Ceremony will take place on the 27<sup>th</sup> April 2015 at 6.30pm at the Guildhall and the recipients had been corresponded with and were delighted to be nominated.

**1264 To consider the 2015/16 Budget**

**Resolved** - The 2015/16 budget information along with two other documents were received, for discussion at a later date.

**1265 To consider committee minutes, stating what the expected time is for the production of minutes that should be referenced**

A discussion took place. Some Members felt that Minutes should be produced within two 2 days of the meeting. The Town Clerk informed Members had it had been written into the former Standing Orders, but was omitted on ERNLLCA advice from the present Standing Orders.

**Resolved** – That the Town Clerk is to find any Minute referencing the expected time for the production of minutes.

**1266 To consider the exclusion of the public from the meeting on the grounds that confidential information in relation to the employment of staff and contractual information 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 and contractual information shall be disclosed (Public Bodies (Admission of Meetings) Act 1960)**

**Resolved** - That the public be excluded from the meeting on the grounds that confidential information in relation to the engagement of staff and contractual information shall be disclosed (Public Bodies (Admission of Meetings) Act 1960)

**1267 To receive a letter from a firm of solicitors – please note an immediate response is required**

The letter was received, and a discussion held.

**Resolved** – That the Town Clerk is to instruct the Solicitors to send a letter to the complainant requesting he provide evidence of costs incurred to support his claim.

Meeting closed at 8.10pm

## Action Plan

Minute / Action	Person Responsible	Time to be reported back
<b>1249 7(l)</b> - To arrange a meeting in conjunction with Beverley Heart Town, to discuss the requirements and funding for public defibrillators in the town.	Town Clerk	Operational
<b>1246</b> - The Chair of Personnel and the officer to prepare an acceptable set of minutes for presentation to the next Full Council meeting	Town Clerk / Chair of Personnel	Next FC Meeting Jan 2015
<b>1248- policy min 840</b> - The Town Clerk is to take up the new work shop premises	Town Clerk	Operational
<b>1249</b> - The Town Clerk is to write to Graham Stuart MP to establish if funding is available for the council through the Council Tax Support Grant.	Town Clerk	Operational
<b>1249</b> - Item (p) the Town Clerk advised that the Members have until the end of January to consider nominations for the East Riding of Yorkshire Council's Chairman's Awards.	All Members	By 31/1/15
<b>1254</b> - Town Clerk to place notice in all notice boards advising where the External Audit Report can be viewed.	Town Clerk	Operational
<b>1256</b> - £1200 be transferred from the Members Allowance budget to the Travel Budget and to reimburse Cllr Pinder's travel expenses	Town Clerk	Operational
<b>1257</b> - Dates of 10/ 11 <sup>th</sup> February or 4 <sup>th</sup> March for new Councillor Information evening, Town Clerk to contact suitable venue and advice Members.	Town Clerk	Operational
<b>1257</b> - Town Clerk to invite Alan Barker from ERNLLCA and representative from ERYC to the information evening for new councillors.	Town Clerk	Operational
<b>1258</b> - The Brainstorming Minutes of the 24 <sup>th</sup> September 2014 were received. Agreed that Items 12 and 14 could be looked at this term of office, however other items should be taken forward to the next budget.	Town Clerk	Operational
<b>1260 (a)</b> - The Town Clerk is to draw up a new Charter along the lines of the old ERYC one, for the mayor to take with him on his visit to Nogent in January.	Town Clerk / Mayor	Operational
<b>1261</b> - The Town Clerk is to purchase Mayoral badges.	Town Clerk	Operational
<b>1264</b> - The 2015/16 budget information along with two other documents was received, for discussion at a later date.	Town Clerk	Operational

<b>1265</b> - The Town Clerk is to find any minute referencing the expected time for the production of minutes.	Town Clerk	Operational
<b>1267</b> - The Town Clerk is to instruct the Solicitors to send a letter to the complainant requesting he provide evidence of costs incurred to support his claim	Town Clerk	Operational