

BEVERLEY TOWN COUNCIL

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

11th May 2016

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 **Monday 16th May 2016** to commence at 6.30pm.

Yours sincerely

H Watson
Helen Watson
Town Clerk

Public Forum at 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 4th April 2016 and Mayor Making on the 9th May 2016**
4. **To receive and adopt the minutes of the following Committee:**
 - (i) **Policy – 18th April 2016**
 - (ii) **Planning, Property and Services – 3rd May 2016**
5. **To note the minutes of the Planning Property & Services meeting of the 5th April 2016 which were approved at the meeting of Planning Property & Services on the 3rd May 2016**
6. **To note the working group minutes:**
 - (i) **Christmas Lights – 5th April 2016**
 - (ii) **Beverley in Bloom – 13th April 2016**
 - (iii) **Christmas Lights – 3rd May 2016**
 - (iv) **Brighter Beverley – 4th May 2016**
7. **To receive the notes of the Food Festival meeting on the 13th April 2016**

8. To receive the notes of the Tour de Yorkshire meeting on 25th April 2016

To receive a review of the recorded actions from the previous minutes – see attached report

9. Mayor's Announcements.

10. (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 (3 Members)
- g) Beverley Christmas Lights (3 Members)
- h) Brighter Beverley (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) Parish Council Liaison Meetings (meeting Tuesday 1st June 2016 in Room 1 County Hall from 6pm to 8pm)
- c) ERNLLCA Central District Committee (2 Members)
- d) East Riding Town Councils Network (Mayor & Town Clerk)
- e) Beverley Memorial Hall Liaison (2 Members)
- f) Flood Liaison (1 Member)
- g) Schools Liaison Group (1 Member)
- h) East Riding Community Hospital
- i) Chamber of Trade Representative (1 Member)
- j) Police & Partners Meeting (1 Member) (Friday 10th June Beverley, Cottingham and Beverley Rural areas Beverley Police Station at 1000 hrs)

11. To receive and agree the proposed calendar for dates and times of committee meetings/working party meetings for the municipal year 2016/17

12. To approve and sign the following Annual Audit documentation: see documentation circulated

- (i) The Risk Assessment
- (ii) The Statement of Assets
- (iii) The Annual Accounts
- (iv) The Annual Return 2015/16
- (v) To receive the annual internal audit report for 2015/16
- (vi) To appoint the internal audit for 2016/17
- (vii) To consider the scope of audit required by Beverley Town Council

13. To consider a request from David Duggleby Auctioneers and Valuers regarding a proposed Antiques valuation day in Wednesday Market

14. To receive the Burden Report update from Alan Menzies from East Riding of Yorkshire Council

15. To receive a statement from the Track & Fitness Boxing Club – Cllr Dodsworth

16. To receive a request from the Archivist East Riding of Yorkshire Archives and Local Studies Service to promote sites of interest, museums and objects to visitors to the region during the City of Culture 2017 year called Lands of the Humber Trail at the Treasure House

17. To consider a feasibility project for community centre, to include: Cllr Begnett to report

**An inventory of existing services across Beverley.
A review of ERYC properties which may become available.
A review of existing capital in BTC accounts for such purposes.
A proposal to canvas residents (online, low cost) regarding services they feel are lacking.
This is not a commitment to create a new service but to provide a review of what's currently available**

**18. To propose that BTC take a role in promoting local activities via their Facebook account.
This can be as simple as adding events with details of date, time, contact/website for further details.
If we do this well, it will drive users to use the Facebook page more to include all civic events, BTC sponsored activities and other events of merit- Cllr Begnett to report**

19. To Review Policies of Beverley Town Council: (the above documents were circulated in Councillors' handbooks).

- a) Standing Orders (14.10.13) and Scheme of Delegation (8.9.14)**
- b) To review the Council's Complaints Procedure**
- c) To review the Council's Procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**
- d) To review the Council's Media and Publicity policy for communicating with the press**