

BEVERLEY TOWN COUNCIL

MEETING OF FULL COUNCIL

31st March 2014

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

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

Also Present: 3 members of the public

Public Forum/Consultation ran prior to the meeting from 6.15-6.30pm

Mr Steele a resident of Kitchen Lane, wished to speak. He expressed concern over the proposed building of 2 properties to the rear of Acacia House, Keldgate. He urged the Council not to support the proposal as the present building is listed. Mr Steele also stated that additional housing will cause an increase in the traffic onto an already congested Queensgate and Keldgate, which is detrimental to the existing residents in the neighbourhood.

Cllr Cox explained that a planning application had yet to be submitted and that the Council could not yet comment on the matter.

Cllr Astell left the meeting and a discussion took place.

Cllr Cox thanked Mr Steele for his attendance and advised him that his comments would be taken into consideration when the agenda item was discussed.

Cllr Astell returned and the meeting began at 6.30pm

1092 To receive apologies for absence

No apologies were received, as all members were present.

1093 (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.

Cllr Elvidge expressed a non-pecuniary interest in agenda item 11 – To revisit the resolution in Minute 1085 Full Council 17th February 2014 regarding the supporting of the commemoration of WWI. After discussion the members agreed that he need not leave the room as discussion was not specific to his project.

Cllr Astell expressed a non-pecuniary interest in item 24 – To reconsider the Queensgate plot building regulations' application from Planning, Property and Services 18th March 2014, due to his interest in the project and being an allotment tenant.

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

No dispensations were received.

1094 To confirm the minutes of the Town Council Meeting on the 17th February 2014 are a correct record of that which took place.

Cllr Gray expressed opinion that the minutes were too much of a 'verbatim' account and would prefer them to be shorter.

Recommended – Length and fullness of minutes to be discussed at next Policy meeting.

Resolved - That the above Minutes of Town Council meetings were received, adopted and signed as an accurate record

6.35 pm Members resolved to exclude members of the public under the (Public Bodies (Admission of Meetings) Act 1960).

1095 To receive and adopt the minutes of the following Committees:

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| (i) | Policy | 10 th March 2014 |
| (ii) | Policy (Green Paper) | 10 th March 2014 |
| (iii) | Planning Property & Services | 18 th March 2014 |

(ii) Discussion held over minute 702, Policy decision explained by Cllr McGrath relating to staffing contracts.

6.40pm Vote taken to re-admit the members of the public.

Resolved – That the above Minutes of Town Council meetings were received, adopted and signed as an accurate record

1096 To note the minutes of the following Working Groups:

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|-------|---------------------------------|--------------------------------|
| (i) | Christmas Lights | 18 th February 2014 |
| (ii) | Beverley in Bloom Working Group | 26 th February 2014 |
| (iii) | Christmas Lights | 18 th March 2014 |

Resolved – That the above minutes of Working Groups were received.

1097 To receive a review of the recorded actions from the previous minutes – The Town Clerk had previously circulated the report with the agenda

Full Council Min 1075 – Cllr Sweet advised the members that he has done some work, but the meeting is still to be arranged.

Policy Min 696 – Cllr Pinder advised the members that she has to date, been unable get in touch with the Archivist

Policy Min 700 – The Town Clerk confirmed that the signed Standing Orders and Financial Regulations were available at all meetings.

Policy Min 703 – The Town Clerk explained that the work that needed to be carried out required specialist equipment.

1098 For information, to receive reports of external organisations, meetings attended and correspondence received:

- (i) **Beverley Renaissance Partnership Annual Review 2013 - has been distributed by email for Councillors' information**
- (ii) **Beverley Renaissance Partnership Project Action Plan for 2014 - has been distributed by email for Councillors' information**
- (iii) **Our Place – changing how neighbourhoods work**
- (iv) **Letter from Humber & Wolds Rural Community Council informing us of their decision not to pursue the Samman Road building purchase**
- (v) **Notes of Heart Town Meeting on 27th February 2014 - have been distributed by email for Councillors' information**
- (vi) **Letter from Cllr Neville Jones OBE regarding the Town Class Destroyers**
- (vii) **Notes of Beverley and Rural Area Community Partnership on 13th March 2014 – have been distributed by email for Councillors' information**

(iv) The Town Clerk advised that she has contacted Alan Menzies at ERYC for an update regarding the Samman Road building

Resolved – Members confirmed receipt of the reports and information.

1099 To consider the Commuted Sums' Report – (a report was circulated).

The Town Clerk circulated the notes from the meeting of 26.3.14. A discussion was held regarding the monies already allocated/ ring-fenced.

Resolved – That the Town Clerk is to contact Leanne Wright at ERYC requesting details of Commuted Sums Projects already allocated/ringfenced

Cllr Cox gave an update on the Library Gardens / Sculpture Park, stating that ERYC were not likely to hire sculptures due to the costs involved. Cllr Pearson advised that there would be further consultation on this matter through Commuted Sums.

The Town Clerk and Cllr Cox passed on the information from the Commuted Sums Officer referring to the Library Gardens project, which may include a reading pavilion, an art wall showing works relating to the Industrial heritage of Beverley. Timescale of the project has yet to be confirmed. Cllr Aird confirmed that a Public Consultation had already taken place, and that there were plans for a further one. Cllr Cox stated that Beverley Town Council would need to be consulted and kept informed of all future plans.

Resolved – That the report was accepted and that Cllr Pearson to investigate and advise members of timescale and clarification of the plans for the Library Garden.

1100 Mayor's Announcements

Cllr Cox gave details of the forthcoming charity concert on 9th April to members. He also advised of a reception with Harry Flynn at the offices of BTC on Saturday 5th April 12.15pm – 12.30pm, at which the Honorary Freeman and Mayoral boards would be unveiled. All councillors and partners are welcome.

Resolved – Councillors to inform the Town Clerk of their attendance to the reception on Saturday 5th April.

Cllr Cox passed on the thanks of Paul Jenkinson to all members who have supported the Memorial Hall and who attended the event on Saturday 29th March 2014. Cllr Cox also passed on his thanks to all who supported his 'Sleepout' for SASH which was a success.

Cllr Cox reported that he had received an email from Paul Kilvington advising of refurbishment to the Market Cross over the period 12th May – 20th June for Cllrs information, Cllr Cox has asked if any restoration can be done off site to quicken the restoration process and cause less disruption.

A discussion was held regarding the lighting of the Market Cross, with Cllr Cox advising that this was to be made part of a public consultation. Members agreed to wait for the public consultation before discussing any further.

1101 To receive the Youth Support Service Report for the period 1st October to 31st December 2013 – (the report was circulated with the agenda)

Members confirmed receipt of the report. The Town Clerk confirmed that the contracts have been extended for 2 staff members for 1 night a week.

Resolved – That the Town Clerk is to ask ERYC for confirmation of the Youth Support Officers in place and that the reports are produced in a timelier manner.

1102 To revisit the resolution in Minute number 1085 Full Council 17th February 2014 regarding supporting the commemoration of WW1

Cllr Pinder advised that the Policy committee thought the decision made at Full Council on 17th February 2014 should be revisited as allowed in Standing Orders. A discussion was held.

Cllr Astell proposed to re-visit the decision this was seconded by Cllr Jack.

A motion was proposed that minute 1085 is rescinded.

12 Cllrs voted for this motion and 2 voted against the motion.

Resolved – That minute 1085 in Full Council 17th February 2014 to be rescinded.

Further discussion can now be held regarding the funding of specific commemorative events at a future meeting.

The Town Clerk advised that there was £10,000 available to spend in the events accounts. Discussions were held on how to best to vire the funds. Cllr Cox advised members on the proposed Street Shrine events planned in August 2014 and the Town Council time and financial involvement.

A Motion was proposed by Cllr Whitfield and Seconded by Cllr Astell that applications for funding for WW1 commemorative events be made from events reserves on the merits of each application, to be decided by Full Council.

Resolved - That applications for funding for WW1 commemorative events be made from events reserves on the merits of each application, to be decided by Full Council.

(a) To note an expression of interest has been sent to the Heritage Lottery Fund to explore the possibility of external funding for specific roll of honour projects by ERYC.

(b) To consider events over the 2nd-4th August 2014

Cllr Cox reported that an expression of interest has been passed to the Heritage Lottery Funding (HLF) by Beverley Town Council regarding a Street Shrine project and commemoration of the start of WW1. The Town Clerk informed members a reply is expected in the next week – Members acknowledged receiving information. Cllr Cox explained one of the events -‘Statues Cradling Toys’ which would require an initial spend of £1000, however this may be reduced with revenue from ticket sales. He asked for the member’s thoughts on the event. Cllr Sweet suggested that any request should go through the normal funding system.

A discussion followed and members agreed that the Working Group previously set up should meet and submit an application to the next Policy meeting on the 28th April, after which it would be passed to the next Full Council meeting. All members agreed that this was a good way forward.

Cllr Astell suggested that any funding received could assist in the refurbishment of the Rolls of Honour Boards, this would be money well spent by the Council. Cllr Elvidge is currently working alongside Brad Webster to obtain funding from the Heritage Lottery Fund, which is being linked into education to assist in the funding process.

Resolved – That the Working Group members to arrange a date for the meeting after Full Council Meeting.

1103 To consider whether Beverley Town Council should support the proposal from Steve Shaw of Local Works “That the government take the necessary action to allow a percentage of Business Rates to be paid direct to Parish and Town Councils for the benefit of local economic growth – see attached email

Members agreed that there was not enough information and clarification was required on how figures were calculated. The Town Clerk advised that NALC and ERNCLLA were looking into this and would provide information at a later date. Cllr Pearson proposed that no further action be taken at this time; this was seconded by Cllr Pinder.

Resolved – That no further action be taken on this matter.

1104 To consider and sign the Statement of Common Ground for the Dogger Bank Creyke Beck – (the statement was circulated with the agenda)

After discussion, the members moved to sign the document.

Resolved – Statement of Common Ground for the Dogger Bank Creyke Beck to be signed on behalf of Beverley Town Council by Cllr Cox.

1105 To receive the finances of the “From Field to Table Project” from Policy 10th March 2014

The Town Clerk distributed the draft report as requested by the Policy Committee. The Town Clerk advised that the report was not fully complete as this is still an operational project. Members agreed that the report is to be put to the next Policy Committee Meeting.

Resolved – Members agreed that the report is to be put to the next Policy Committee Meeting.

1106 To clarify the purpose of the funds in The Memorial Fund Account from Policy 10th March 2014

The Town Clerk reported that the transactions from this account were circulated with the agenda. Cllr Elvidge advised that the funds were initially set up to fund the restoration of the Memorial in Hengate Gardens, and that this was now complete. Members discussed an appropriate use of the remaining funds. Cllr Pinder proposed that the remaining monies in the Memorial Fund be assigned towards the restoration of the Roll of Honour Boards, this was seconded by Cllr Whitfield. Members voted unanimously in favour of this proposal.

Resolved – That the remaining monies in the Memorial Fund to be reassigned to assist in the restoration of the Roll of Honour Boards within Beverley.

1107 To clarify the matters arising in the auditor's letter from the interim audit from Policy 10th March 2014

The Town Clerk confirmed that all queries raised by the internal auditor from the interim report have now been resolved. She confirmed that the full report will be submitted by the 9th June 2014, and that the internal auditor is satisfied with the Interim report.

Cllr Whitfield passed on his thanks to the Town Clerk for acting on all the points raised in the auditor's letter, she thanked members and advised that it is a team effort and will pass on the praise to the rest of the team.

1108 To receive the ERNLLCA letter regarding the increase in the annual subscription

Discussion took place on the increased cost of the ERNLLCA annual subscription as detailed in the correspondence previously circulated with the agenda. The Town Clerk explained the historical costs and the good value and service from ERNLLCA. Members fully agreed and reiterated this point.

Resolved – That Cllr Cox sign the agreed documentation detailing the increased costs and that the Town Clerk return the documentation to ERNLLCA.

1109 To discuss the organisation and format of the Street Stall on the 5th April 2014

Members discussed the format of the street stall on Saturday 5th April. Members agreed to be present between 10.00am until 12 noon on Cross Street/Toll Gavel corner. Further discussion continued regarding a possible questionnaire, members agreed the following: (1) What commemorative events for the 1914-1918 WW1 anniversary do you think BTC should support e.g. The War Horse Project, Armed Forces Day, restoring the Roll of Honour Boards and (2) What services / events do you want Beverley Town Council to provide for the town. The Town Clerk stated that she would prepare the questionnaire, copies of the budget sheets and Annual Town meeting posters as required by Councillors for the street stall.

Resolved – That the Town Clerk prepare the documentation as discussed for the street stall.

1110 To discuss the organisation and format of the Town Meeting on the 8th April 2014 – Cllr Cox

The Town Clerk advised that the meeting started at 7pm, at Toll Gavel Community Church. Members briefly discussed the format of the evening.

1111 To consider Councillor attendance at the ERNLLCA training sessions

The Town Clerk reported on the dates of the forthcoming ERNLLCA training as circulated with the agenda. Members discussed the Grievance and Disciplinary training course. Cllrs Pearson and Gray stated they would attend. Members are to notify the Town Clerk if they wish to attend any of the other training courses detailed. The Town Clerk stated that she would attend the training.

Resolved – That those members are to advise the Town Clerk by Friday 4th April if they wish to attend any of the remaining training events, and that Cllrs Gray and Pearson and the Town Clerk attend the Grievance and Disciplinary training course. The Town Clerk to book appropriate places.

1112 To note, for information, the provisional date of the combined Food Awards Evening on the 23rd September 2014

The Town Clerk reported that progress had been made on the combined Food Awards Evening in September. The date and time will be confirmed at a further meeting. Cllr Pinder asked for information about the East Yorkshire Local Food Group and how it worked. The Town Clerk gave a brief explanation of its set up and remit.

1113 To receive information from the Action for Market Towns training day attended by the Town Clerk and to consider holding a workshop

Members received the information and a discussion took place. The Town Clerk advised that if a workshop is undertaken soon then the cost would be between £400 -£500, this could be shared with other stakeholders.

Cllr Pinder proposed that Beverley Town Council hold an “Action for Towns” workshop and look into involving other local groups to participate and share costs provided that the cost does not exceed £500. This was seconded by Cllr Whitfield. 7 members were in favour and 6 were against with 1 abstention.

Resolved - That Beverley Town Council hold an “Action for Towns” ‘Marketing Your Town’ workshop and look into involving other groups to participate and share costs/facilities provided that the cost does not exceed £500.

1114 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))

Public excluded from the meeting at 8.15pm

Cllr Astell left the meeting at 8.15pm

1115 To reconsider the Queensgate plot building regulations’ application from Planning Property & Services 18th March 2014

Members discussed that due to spiralling estimated building costs the project has been referred back to Full Council. The Town Clerk advised that the building regulations permission has been refused by ERYC due to legal regulations. A discussion was held and members agreed that all aspects of the project needed to be revisited. Members discussed the financial costs which should be also looked at by the Policy Committee. Cllr Jack proposed that this be put back to Planning, Property and Services, this was seconded by Cllr Bottomley, and the vote was unanimous.

Resolved – That the question of the provision of a building on the Queensgate site be referred back to Planning, Property and Services to provide a full report on this and other options with full detail of location, specification & costs. The report is to be submitted to Policy Committee.

Cllr Astell returned to the meeting – 8.30pm

A vote was taken to suspend Standing Orders at 8.30pm
10 members voted in favour of this, 1 member voted against and 3 abstained.

Resolved – Standing Orders suspended.

1116 To consider the information from Mr and Mrs Proud in connection with proposals for building on Keldgate from Planning Property & Services 18th March 2014

Cllr Cox referred members to the previously circulated paperwork on this matter. A Discussion was held, and members resolved to take no action at this point in time. The Town Clerk was requested to seek legal advice from ERNLLCA and ERYC on this matter.

Resolved – That Beverley Town Council take no action on this matter and seek legal advice from ERNLLCA and ERYC. The Town Clerk to inform Mr and Mrs Proud that no further action would be taken at this point.

1117 To receive a staffing update – the Town Clerk to report

The Town Clerk advised that two members of staff had verbally agreed to accept the new contracted hours. one officer at 15 hour per week and one officer at 14 hours per week.

Resolved – That contracts, terms and conditions and job descriptions to be agreed at next Personnel meeting

1118 To receive an update on the Wi-Fi and CCTV (Cherry Tree) costs

The Town Clerk advised of the costs for a light stream connection at Cherry Tree Centre to facilitate the CCTV system. She advised that an initial payment of £1510 (Light Connection Fee) and then a monthly fee of £40 per month. The Town Clerk reported that she was in discussions with the Cherry Tree Centre at present to share the light stream monthly costs and would report back.

Resolved - All members agreed to accept the lightstream connection charge from the Wi-Fi budget line.

The Town Clerk was asked to leave the meeting at 8.55pm for personnel reasons.

Members discussed a recent personnel matter. It was agreed that policies and procedures for dealing with personnel matters needed to be in place and that all members should be aware of them. This matter should be taken to the next Personnel meeting.

Resolved – That policies and procedures for dealing with personnel matters to be looked at by the Personnel Committee, with a date to be set after this Full Council Meeting.

1119 To consider the terms and conditions of a new Lease of 12 Well Lane

Resolved – To be referred to Policy Committee

The meeting closed at 9.20pm

ACTION PLAN

| Minute/ Action | Person Responsible | Time to be Reported Back |
|---|---------------------------|---------------------------------|
| 1094 – Fullness and length of meeting minutes to be discussed at next Policy Committee meeting | Town Clerk | Operational |
| 1099 – Write to Leanne Wright at ERYC for details of Commuted Sums Projects that have already been allocated / ringfenced | Town Clerk | Operational |
| 1099 – To investigate and advise members of timescales and plans for the Library Gardens | Cllr Pearson | Next FC Meeting |
| 1100 – Names of those attending the lunch on Saturday 5 th April to the Town Clerk. | All Members | 3th April 2014 |
| 1101 – The Town Clerk to write to ERYC to establish the Youth Support Officers in place | Town Clerk | Operational |
| 1101 – The Town Clerk to write to ERYC and request the Youth Service Report be produced in a more timely manner | Town Clerk | Operational |
| 1102 – Minute 1085 from Full Council 17 th February to be rescinded. | Town Clerk | Immediate |
| 1102 – Applications for funding for WW1 commemorative events be made from events reserves on the merits of each application, to be decided by Full Council | Town Clerk / All Members | Immediate |
| 1102 – Town Clerk to discuss preferred method of communication with Cllr Pearson | Town Clerk / Cllr Pearson | Immediate |
| 1102 – Working Group to arrange date for meeting to submit funding application for ‘ Statues Cradling Toys’ after this FC meeting | Members | Immediate |
| 1104 - Statement of Common Ground for the Dogger Bank / Creyke Beck to be signed | Town Clerk/ Chair | Operational |
| 1105 – Draft ‘From Field to Table’ accounts to be circulated to members. | Town Clerk | Immediate |
| 1106 - Remaining monies in the Memorial Fund to be reassigned to assist in the restoration of the Roll of Honour Boards. | Town Clerk | Operational |
| 1109 - Questionnaires, A3 posters & A5 Flyers advertising the Annual Town Meeting to be prepared | Town Clerk | Operational |
| 1111 - Members to advise the Town Clerk by Friday 4 th April if they wish to attend any of the remaining | All members | 4 th April 2014 |

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| ERNLLCA training events | | |
| 1113 - Beverley Town Council hold an “Action for Towns” workshop and look into involving other groups to participate and share costs provided that the cost does not exceed £500. | Town Clerk | Operational |
| 1115 -That the question of the provision of a building on the Queensgate site be referred back to Planning, Property and Services to provide a full report on this and other options with full detail of location, specification & costs. Said report to be submitted to Policy Committee | Town Clerk | Next PPS Meeting |
| 1116 - That Beverley Town Council take no action on this matter and seek legal advice from ERNLLCA and ERYC regarding the documentation submitted by Mr & Mrs Proud in support of the building on Keldgate. | Town Clerk | Operational |
| 1116 - Planning, Property and Services to write to Mr & Mrs Proud advising that the matter was discussed at Full Council, but that no further action will be taken until a planning application is received. | Planning, Property & Services Chair | ASAP |
| 1117 - Contracts, Terms and Conditions and job descriptions for the 2 staff members to be agreed at next Personnel meeting | Town Clerk | Operational |
| 1117 - Policy and Procedures for dealing with Personnel matters to be looked at by Personnel Committee, date to be set after this Full Council Meeting. | Chair of Personnel | ASAP |
| 1118 The consideration of the terms and conditions of a new Lease of 12 Well Lane to be passed to Policy Committee | Town Clerk | Next Policy Meeting |
| 1119 – To accept the increase in costs for installation and running of WiFi at the Cherry Tree Centre | Town Clerk | Operational |