

# BEVERLEY TOWN COUNCIL

## Full Council Meeting

19<sup>th</sup> February 2018

12 Well Lane Beverley - 6.30pm

**Present:** Councillors Willis (Mayor), Aird, T Astell, Begnett, G Cooper, Dodsworth, Elvidge, Jack, McGrath, Machen, Peacock and Pearson.

**In attendance:** Helen Watson (Town Clerk)

**472 To receive apologies for absence:**

Apologies for absence were received from Cllrs P Astell B Cooper

**473 (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 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.

**474 To approve the minutes of the Full Council Meeting on the 8<sup>th</sup> January 2018**

**Resolved:** The minutes of the Full Council Meeting held on the 8<sup>th</sup> January 2018 were approved.

**475 To approve the minutes of Committees**

**(i) Policy – 22<sup>nd</sup> January 2018**

**Resolved:** The minutes of the Policy Meeting held on the 22<sup>nd</sup> January 2018 were approved and signed as a correct record.

**(ii) Planning Property & Services – 13<sup>th</sup> February 2018**

**Resolved:** The minutes of the Planning Property & Services meeting held on the 13<sup>th</sup> February 2018 were approved and signed as a correct record.

**476 To approve the minutes of Working Groups:**

**(i) Christmas Lights – 9<sup>th</sup> January 2018**

**Resolved:** The minutes of the Christmas Lights Working Group meeting held on the 9<sup>th</sup> January 2018 were approved and signed as a correct record.

**(ii) Beverley in Bloom – 7<sup>th</sup> February 2018**

**Resolved:** An amendment of min 151 to say 25<sup>th</sup> April 2018 instead of 2017 was made **then** the minutes of the Beverley in Bloom Working Group meeting held on the 7<sup>th</sup> February 2018 were approved and signed as a correct record.

**477 To note the minutes of the Planning Property & Services committee 23<sup>rd</sup> January 2018 which were approved at Planning Property & Services committee on the 13<sup>th</sup> February 2018**

**Resolved:** The minutes of the Planning Property & Services committee held on 23<sup>rd</sup> January 2018 which had been approved and signed as a correct record at Planning Property & Services committee on the 13<sup>th</sup> February 2018 were noted.

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

**Resolved:** The recorded actions from previous minutes were reviewed.

**479 Mayor's Announcements**

Cllr Willis updated members on the civic engagements attended as Mayor and Deputy Mayor.

**480 To receive correspondence from Alan Menzies regarding St Nicholas School Building**

Cllr Willis reported on the communication with Alan Menzies and ERYC on this matter. Members discussed the formal wording of the requests required regarding the costing. Cllr Machen suggested that a Freedom of Information request be submitted to ERYC regarding the existing running costs and the expected refurbishment. Conversion costs. Cllr Elvidge stated that a report was submitted to ERYC Full Council a few years ago on this matter. It was resolved that a FOI Request be sent to Alan Menzies requesting the information, with Cllr Begnett supplying the written request, for the Town Clerk to forward to Mr Menzies.

**Resolved** - That a FOI Request be sent to Alan Menzies requesting the information, with Cllr Begnett supplying the written request, for the Town Clerk to forward to Mr Menzies.

**481 PAG Grant - Youth Coalition Update**

Cllr Bennett reported on the 3 forthcoming, cross collaboration, youth coalition activities in Molescroft at the Pavilion on 24<sup>th</sup> March, In Woodmansey at Let Loose, date TBC and in Beverley at Bank Holiday with the time and date TBC. Cllr Begnett reported that the funding will need to be allocated by 31<sup>st</sup> March 2018. Cllr T Astell asked about the boundary requirements of the Beverley youth coalition, which was clarified by Cllr Begnett.

**482 To consider requests:**

**i) Great Get Together Weekend (22-24 June 2018), to consider collaborative working with St Mary's Church in the Church and Coronation Gardens (BTC Organised The Great Get Together last year in Coronation Gardens)**

Members discussed the concept of collaborative working with St Marys Church for the Great Get Together weekend in June. Members stated that last year's BTC event in Coronation Gardens had been successful and enjoyable for residents and visitors alike. Members agreed in principle for the Town Clerk to go ahead and discuss the operational requirements needed with a view to a joint event based on Alice in wonderland.

**Resolved** - Members agreed in principle for the Town Clerk to go ahead and discuss the operational requirements needed with a view to a joint event based on Alice in wonderland for the Great Get Together weekend.

**ii) From NURSE Charity to support the Charity Raft Race with administrative tasks and volunteer**

Members discussed the administrative tasks, risk assessment, insurance issues, staff and volunteer time requested by NURSE to help to manage this event. Members stated that at present there isn't enough staff and volunteers to be able to get operationally involved with the event, due to existing activities required by BTC at this time of year.

**Resolved** – The Town Clerk to inform NURSE of BTC decision not be involved with the event existing BTC commitments required by staff and volunteers at this time of the year.

**483 To consider Councillor attendance at the ERNLLCA Councillors' Financial Responsibilities training**

**Resolved:** Councillors Willis and Aird attend the ERNLLCA Councillors' Financial Responsibilities training.

**484 To inform Council that Beverley Food Festival is a REYTA Finalist, and to consider who will attend the celebration evening in recognition of the Food Festival being a finalist in the Remarkable Tourism Large Event category**

Members were pleased that the Beverley Food Festival had been selected as a finalist and noted thanks to the officers and volunteers involved.

**Resolved:** The Mayor and Town Clerk are to represent Beverley Town Council to attend the celebration evening in recognition of the Food Festival being a finalist in the Remarkable Tourism Large Event category. Cllr Begnett volunteered to be a substitute if the Mayor or Town Clerk are unable to attend.

**485 The Big Beverley Pancake Race – The Mayor, Cllrs Jack and Dodsworth and Town Clerk to report**

The report prepared by the Town Clerk was referred to. Cllrs Dodsworth, Jack, Willis and Aird all attended the day and stated that it was a good community event and thanked all involved. Discussion took place on the activities, sponsorship, mascot race and winning teams. The Town Clerk asked if it was to be a repeat event in 2019, members voted unanimously in favour and requested the Town Clerk to make the appropriate plans.

**Resolved** – The Town Clerk to start making plans for the Pancake Race 2019.

**486 To receive an update on the Beverley BID**

The report prepared by the Town Clerk was referred to. Members who had been present discussed the meeting. The Mayor and Town Clerk reported that there was a Chamber of Trade working group seeking more information as requested by the Chamber of Trade members. Cllr Jack explained that any new BID could not duplicate services already operated in the area.

**487 Britain in Bloom – Town Clerk to report - see attached document and report**

The report prepared by the Town Clerk, the press release from RHS and the judging criteria were referred to. The Town Clerk reported that there was a lot of collaborative work required to put forward Beverley's contribution for Britain in Bloom. It was noted that the Town Clerk would be spending a day working on the Britain in Bloom project.

**488 Cllr Jack, Dodsworth and the Town Clerk to update members on a meeting with Hull Masonic Lodge members and Cllr Sean Chaytor regarding events within Beverley**

Cllr Jack updated members on the recent meeting regarding events and activities within Beverley which was attended by members of the Hull Masonic Lodge, Cllr Chaytor, Cllr Dodsworth and the Town Clerk. Further discussion took place on activities/events already planned by the Town Council that the volunteer group could be involved in.

**Resolved** - Members requested that Cllr Jack and the Town Clerk report this back to the volunteer group and proceed with the present planned activities.

**489 To receive reports/correspondence for information:**

**(i) To receive allocated and unallocated reserves and amounts to be allocated at year end**

**Resolved:** The list of allocated and unallocated reserves and amounts to be allocated at year end was received and a working group of Cllrs Jack, Begnett, McGrath, Aird, and Willis meet to discuss the ways the unallocated reserves can be allocated, this is to be organised by Cllr Jack.

**(ii) To receive and consider the precept sheet to be sent to East Riding of Yorkshire Council**

**Resolved:** The precept sheet to be sent to East Riding of Yorkshire Council was received and is to be sent to East Riding of Yorkshire Council.

**(iii) 2 Churches 1 Town Story**

**Resolved:** The 2 Churches 1 Town Story information was received.

- (iv) **Association of Charter Trustee Towns and Charter Town Council's letter, receipts and payment from 01/04/2016 to 31/03/2017 and notice of AGM**

**Resolved:** Association of Charter Trustee Towns and Charter Town Council's letter, receipts and payment from 01/04/2016 to 31/03/2017 and notice of AGM was received.

- (v) **Cherry Tree Statistics for January 2018**

**Resolved:** The Cherry Tree Statistics for January 2018 were received.

- (vi) **To receive correspondence from Mr Andrew Cawley regarding the Beverley Cycle Race**

**Resolved:** The correspondence from Mr Andrew Cawley regarding the Beverley Cycle Race was received.

**490 To remind Councillors Annual Reports are required by 20th March 2018**

Councillors were reminded annual reports are required by 20<sup>th</sup> March 2018.

**Resolved** – Chairs of Committees to send reports by 20<sup>th</sup> March to the Town Clerk.

**491 To set a preferred date and location for the Annual Town Meeting subject to availability**

**Resolved** – The Town Clerk was tasked with liaising with ER College to find a suitable date and proceed.

**492 To consider the exclusion of the public from the meeting on the grounds that confidential information in relation to the staffing matters 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 staffing matters shall be disclosed (Public Bodies (Admission of Meetings) Act 1960)*

**Resolved:** *The public were excluded from the meeting on the grounds that confidential information in relation to the staffing matters shall be disclosed (Public Bodies (Admission of Meetings) Act 1960)*

**492 Staffing matters**

Cllr Jack and the Town Clerk updated members on Personnel matters and Councillors operational guidelines to promote team working ethics.

**Resolved** – The Operational Guidelines were approved by all members and signed by the Cllr Willis and the Town Clerk.

The meeting closed at 8.00pm

Signed .....Date.....

**FULL COUNCIL 19<sup>th</sup> FEBRUARY 2018 ACTION PLAN**

<b>Action</b>	<b>Who is Responsible</b>	<b>Report back date</b>
<b>480 St Nicholas School Building</b> That a FOI Request be sent to Alan Menzies requesting the information, with Cllr Begnett supplying the written request, for the Town Clerk to forward to Mr Menzies.	<b>Cllr Begnett to send the FOI wording to the Town Clerk to forward to Mr Menzies</b>	<b>Operational</b>
<b>482 Great Get Together Weekend 23 June – Work with St Marys Church on the Alice in Wonderland Theme.</b>	<b>Councillors, Church members , Officers</b>	<b>Operational</b>
<b>482 ii) From NURSE Charity to support the Charity Raft Race with administrative tasks and volunteer – Not possible due to lack of staff – Inform NURSE</b>	<b>Town Clerk</b>	<b>Operational</b>
<b>485 The Big Beverley Pancake Race – The Mayor, Plan for 2019</b>	<b>Town Clerk inform Rotarians</b>	<b>Operational</b>
<b>488 Works with Masonic Volunteers</b>	<b>Town Clerk, Cllr Jack</b>	<b>Operational</b>
<b>489 (i) To receive allocated and unallocated reserves and amounts to be allocated at year end - Working group set up of Cllrs Jack, Begnett, McGrath, Aird, and Willis meet to discuss the ways the unallocated reserves can be allocated, this is to be organised by Cllr Jack.</b>	<b>Cllr Jack</b>	<b>Operational</b>
<b>490 To remind Councillors Annual Reports are required by 20th March 2018 – Committee Chairs to send reports by 20<sup>th</sup> March</b>	<b>Councillors - Committee Chairs</b>	<b>20<sup>th</sup> March</b>
<b>491 To set a preferred date and location for the Annual Town Meeting subject to availability</b>	<b>Town Clerk</b>	<b>Operation before June 1st</b>
<b>492 Staffing matters</b>	<b>Town Clerk and Cllrs Willis</b>	<b>Sign documents record</b>