



Minutes of the Full Council Meeting

13th January 2020

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, Linda Johnson, Margaret Pinder, Clare Wildey and Ann Willis.

In Attendance: Helen Watson (Town Clerk) and Libby Woodhouse (Administrative Assistant)
One member of the public

Public Forum – no member of the public wished to speak.

133/19: To receive apologies for absence

There were no apologies for absence

134/19: 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 Pinder declared a non-pecuniary interest in agenda item 6(a) Budget, as she is a member of the Nogent Twinning Association.

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

There were no dispensations.

135/19: To confirm and sign the minutes of the Full Council Meetings

- (a) Full Council held on 21st October 2019

Proposed: Councillor Healy **Seconded:** Councillor P Astell

Resolved: The Minutes of this meeting are approved and signed as a true and correct record.

- (b) Full Council held on 25th November 2019.

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

Resolved: The Minutes of this meeting are approved and signed as a true and correct record.

- (c) Extra-ordinary Full Council (Honorary Freeman Nominations) held on 25th November 2019

Proposed: Councillor Boynton **Seconded:** Councillor Wildey

Resolved: The Minutes of this meeting are approved and signed as a true and correct record.

- (d) Full Council held on 17th December 2019.

Proposed: Councillor T Astell **Seconded:** Councillor Horsley

Resolved: The Minutes of this meeting are approved and signed as a true and correct record

(e) Extra-ordinary Full Council held on 2nd January 2020.

Proposed: Councillor T Astell **Seconded:** Councillor Horsley

Resolved: Subject to the following amendments the Minutes of this meeting are approved and signed as a true and correct record:

- Minute 131/19 (a) – to insert "Councillor Pinder stated that all ERYC Ward Councillors should declare an interest".
- Minute 132/19 (c) – D Johnson to be amended to L Johnson.

136/19: To approve and sign the following minutes

(a) Policy Committee held on 14th October 2019

Proposed: Councillor Healy **Seconded:** Councillor Johnson

Resolved: The Minutes of this meeting are approved and signed as a true and correct record.

(b) Planning, Property and Services Committee held on 5th November 2019

Proposed: Councillor P Astell **Seconded:** Councillor Wildey

Resolved: The Minutes of this meeting are approved and signed as a true and correct record.

(c) Policy Committee held on 11th November 2019

Proposed: Councillor Healy **Seconded:** Councillor Horsley

Resolved: The Minutes of this meeting are approved and signed as a true and correct record.

(d) Planning, Property and Services Committee held on 26th November 2019

Proposed: Councillor P Astell **Seconded:** Councillor Wildey

Resolved: The Minutes of this meeting are approved and signed as a true and correct record.

(e) Personnel Committee held on 5th December 2019.

Proposed: Councillor Healy **Seconded:** Councillor P Astell

Resolved: The Minutes of this meeting are approved and signed as a true and correct record.

(f) Policy Committee held on 6th January 2020.

Proposed: Councillor Willis **Seconded:** Councillor Horsley

Resolved: Subject to the following amendments the Minutes of this meeting are approved and signed as a true and correct record:

- Minute 50/19 – the word "Resolved" is replaced with the word "Recommended".

Motion: Councillor Pinder proposed, seconded by Councillor Hopkins, to alter the order of the agenda so that agenda item 6 (a), the Budget, is moved to the end of the meeting to allow adequate time for consideration. Voting went 7-5 against this Motion and the Motion failed.

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

Resolved: To hold the order of the agenda

137/19: Mayor's Announcements and Correspondence - Cllr D. Jack.

The Mayor briefly reported on his engagements

138/19: Finances

(a) **Budget:** To set a budget and Local Precept Demand from East Riding of Yorkshire Council for the 2020/21 Financial Year.

Councillors considered the budget as follows:

Line	Item	2019/20	2020/21	RESERVES
	STAFFING			
1	Salaries	£ 67,643.00	£ 92,000.00	
2	Additional costs	£ -	£ -	
3	External Contractors	£ 3,000.00	£ -	
4	Youth Salaries			
5	Staff Contingency	£ 7,000.00	£ -	£ 7,000.00
6	NI Contribution	£ 10,300.00	£ 13,984.00	
7	Pension Contribution	£ 15,900.00	£ 19,596.00	
8	Officer Training Conference	£ 1,500.00	£ 2,500.00	
9	Officer Travel	£ 1,000.00	£ 1,000.00	
10	Recruitment Advertising	£ -	£ -	
	ADMINISTRATION			
11	Insurance	£ 5,000.00	£ 5,000.00	
12	Stationery	£ 1,250.00	£ 2,500.00	
13	Photocopier	£ 4,200.00	£ 4,200.00	
14	Newsletter	£ 500.00	£ -	
15	Telephone	£ 1,500.00	£ 1,500.00	
16	Internet	£ 500.00	£ 750.00	
17	Staff Mobiles	£ 400.00	£ 650.00	
18	Postage	£ 1,500.00	£ 1,500.00	
	SUBSCRIPTIONS/FEEES			
19	Newspapers	£ 140.00	£ -	
20	NALC/ERNLLCA	£ 1,960.00	£ 2,000.00	
21	SLCC	£ 700.00	£ 700.00	
22	Charter Towns			
23	Computer Equipment	£ 8,000.00	£ 1,000.00	£ 8,000.00
24	Website	£ 120.00	£ -	£ 3,000.00
25	Audit Fees	£ 2,500.00	£ 2,500.00	
26	Bank Charges			
27	Payroll Processing fees	£ 550.00	£ 550.00	
	ACCOMMODATION			
28	Office Rent	£ 14,000.00	£ 14,000.00	
29	Room Hire	£ 650.00	£ 2,160.00	
30	Rates	£ 5,000.00	£ 5,500.00	
31	Utilities	£ 4,000.00	£ 4,500.00	
32	Decoration			£ 1,000.00
33	Alarm	£ 1,000.00	£ 1,000.00	
34	Storage	£ 5,200.00	£ 5,200.00	
	CIVIC AND DEMOCRATIC			
35	Mace Bearer	£ 1,000.00	£ 1,200.00	
36	Councillor Training	£ 2,000.00	£ -	£ 2,000.00
37	Twining	£ 2,000.00	£ 2,000.00	
38	Mayoral Allowance	£ 1,500.00	£ 1,500.00	

39	Deputy Mayor Expenses	£ 200.00	£ 200.00	
40	Members Allowance	£ 3,500.00	£ 3,500.00	
41	Councillor Travel	£ 1,500.00	£ 1,500.00	
42	Robes	£ 300.00	£ 300.00	
43	Civic Budget	£ 4,000.00	£ 4,000.00	
44	Election Provision	£ 4,000.00	£ 4,000.00	
45	Pensioners lunches	£ 1,000.00	£ -	£ 1,000.00
	GRANTS			
46	Bev fm	£ 1,200.00	£ 1,200.00	
47	Cherry Tree	£ 5,000.00	£ 6,000.00	
48	Grants	£ 10,000.00	£ 12,500.00	
49	Cycle Race		£ -	
50	Detached Youth Workers		£ -	
51	Beverley Against Poverty		£ 500.00	
52	Youth Town Council		£ 1,000.00	
	TOWN MAINTENANCE			
53	Skatepark	£ 2,500.00	£ -	£ 2,500.00
54	Town Council Plants/Hanging baskets	£ 1,000.00	£ 1,000.00	
55	Maintenance	£ 3,000.00	£ 3,000.00	£ 3,000.00
56	Litter/Salt bins	£ 2,500.00	£ 2,500.00	£ 5,000.00
57	Transport	£ 4,000.00	£ 4,000.00	
58	Replacement Van	£ 2,000.00	£ -	
59	SLA Street lights	£ 18,000.00	£ 18,000.00	
60	Streetlighting Improvements	£ 4,000.00	£ 4,000.00	
61	CCTV Town	£ 8,200.00	£ 8,200.00	
62	CCTV Monitoring and Upgrade	£ 21,000.00	£ -	£ 5,400.00
63	WI-FI in Beverley		£ -	
	Emergency Plan equipment		£ 5,000.00	
	EVENTS			
64	Westwoods Lions Bonfire	£ 1,800.00	£ 1,800.00	
65	Christmas Lights	£ 11,000.00	£ 7,500.00	£ 12,500.00
66	Brighter Beverley	£ 1,000.00	£ 1,000.00	
67	Town Event	£ 2,000.00	£ -	£ 10,000.00
	Pride		£ 10,000.00	
68	WW1		£ -	
69	Events Budget		£ -	
70	Agincourt		£ -	
71	Floral Displays	£ 5,000.00	£ 5,000.00	£ 5,000.00
72	Food Festival	£ 3,000.00	£ -	£ 16,750.00
	ALLOTMENTS			
73	Allotments Upkeep	£ 2,000.00	£ 2,000.00	
74	Allotments - Queensgate Rental	£ 1,200.00	£ 1,200.00	
75	Community Allotment Plot	£ -	£ -	
76	Annual Allotment Rental	£ 193.00	£ 200.00	
77	Skip Hire	£ -	£ -	
78	Waterpipe/Maintenance	£ 500.00	£ 500.00	

	Total expenditure	£ 296,106.00	£ 298,590.00	£ 82,150.00
	Income			
	Allotment Rental	£ 7,086.00	£ 7,086.00	
	Hanging Baskets	£ 3,660.00	£ -	
	Food festival	£ 16,750.00	£ -	
	photocopying	£ 90.00	£ 90.00	
	Total	£ 27,586.00	£ 7,176.00	
	Total Precept	£ 268,520.00	£ 291,414.00	£ 82,150.00
	Total Budget 2020/21	£ 296,106.00	£ 380,740.00	
	Tax base for Band D (2019)	£ 6,184.10	£ 6,216.80	
	Precept for Band D (2019)	£ 47.88	£ 46.88	
	difference		£ (1.01)	
	%		-2.102%	

Highlights explained by Councillor T Astell:

Taking un-used or under-used funds from reserves

Extra member of staff in order to increase capacity

Investment in updating and providing extra litter bins, grit bins and dog poo bag dispensers

Investment in CCTV

Investment in the town's Christmas lights

Investment in events - a Beverley pride, VE day

Investment in Beverley in Bloom

A net decrease in the precept of -2% on an average band D property.

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

Resolved: To approve the 2020/21 budget of £380,740; and taking into account the level of Reserves, the use of £82,150 Reserves and budgeted income of £7,176, to request a precept of £291,414. The budget includes the following approved amendments:

- Line 47 - £1,000 increase (to £6,000) for the Cherry Tree Centre
- Line 62 - 3 CCTV cameras totalling £5,400 to be taken from Reserves
- Line 67 - £10,000 budgeted from Reserves for Town Events
- Line 72 - £16,750 Food Festival expenditure shown in Reserves as already ring fenced in the Field to Table account

A recorded vote was requested and voting was as follows:

In favour: Councillors P Astell, T Astell, Boynton, Healy, Horsley, Jack, Johnson, and Willis

Against: Councillors Gow, Hopkins, Pinder and Wildey

The Town Clerk to provide a statement of Reserves for the next meeting

(b) Appointment of an Internal Auditor: To appoint an Internal Auditor for interim and year-end audits.

The Town Clerk had received three quotes.

Proposed: Councillor P Astell **Seconded:** Councillor Pinder

Resolved: To appoint Public Sector Audit as Internal Auditor in the sum of £525 for the interim audit and £555 for the annual year-end audit.

- (c) **Rialtas Business Solutions (RBS) Upgrade:** To consider a £500 upgrade to the RBS finance system – the Town Clerk to report.

The Town Clerk reported on a required upgrade to the RBS finance system which will make finances clearer and easier to understand.

Proposed: Councillor Johnson **Seconded:** Councillor Wildey

Resolved: To approve the upgrade to the RBS finance system in the sum of £500, to approve the cost of officer training and the Town Clerk to action the upgrade and training as soon as possible.

139/19: Policies and Standing Orders

- (a) **Standing Orders:** To approve amendments to Standing Orders (attached).

Proposed: Councillor P Astell **Seconded:** Councillor Johnson

Resolved: To approve an amendment to Standing Orders on Page 6, Standing Order 3 (c). To retain the standing order in bold and remove the section of text from OR onwards.

The Standing Orders will be signed at the next Full Council meeting.

- (b) **Financial Regulations:** To approve the revised Financial Regulations (attached).

The Financial Regulations were approved in July 2019 (Minute 45/19) which is within the six months' rule. The Financial Regulations will be reviewed at a subsequent meeting after six months.

- (c) **TOIL and Overtime Policy:** To approve the revised Toil and Overtime Policy (attached).

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

Resolved: To approve the revised Toil and Overtime Policy and the Personnel Committee will check that pay is as set out in the NJC Green Book and in accordance with NALC/SLCC guidelines.

140/19: Councillor Resignation

To receive an update from the Town Clerk regarding the resignation received from Mr Shaun Blencoe (St Mary's East) on 2nd January 2020:

The Town Clerk reported that ERYC had confirmed that the vacancy in the St Mary's West Ward following the resignation of Mr Rance will be determined by way of a by-election. This could be held as early as late January/early February.

The Town Clerk reported that the vacancy in the St Mary's East Ward following the resignation of Mr Blencoe had been advertised and the notice will run until 28th January 2020. Should a by-election be requested in this Ward, it would be unlikely that the two by-elections could be done at the same time; however this is under the management of ERYC Electoral Services.

The Council wished to record thanks to Mr Blencoe for the work he had undertaken during his time as a Councillor.

141/19: To appoint Councillors to fill the vacancies on the following Town Council committees for the remainder of the Municipal Year

- (a) Personnel Committee (1 seat).

Proposed: Councillor P Astell **Seconded:** Councillor Hopkins

Resolved: To appoint Councillor Linda Johnson to the Personnel Committee for the remainder of the Municipal Year.

- (b) Planning, Property and Services Committee (1 seat).

Proposed: Councillor T Astell **Seconded:** Councillor P Astell

Resolved: To appoint Councillor Denis Healy to the Planning Property & Services Committee for the remainder of the Municipal Year.

(c) Policy Committee (1 substitute).

Proposed: Councillor T Astell **Seconded:** Councillor Johnson

Resolved: To appoint Councillor Peter Astell as substitute to the Policy Committee for the remainder of the Municipal Year.

142/19: Community Pancake Race 2020

To receive an update from the Town Clerk regarding this community event, to be held on Sunday 23rd February 2020 and organised in partnership between Beverley Town Council and Beverley Rotary Club. The Town Clerk reported on a meeting held with the Beverley Rotary Club where the event had been finalised. Councillor Gow will commentate on the event for Beverley FM.

143/19: BACH Project

To consider how to proceed with the BACH Project following the resolution made at the Extra-ordinary Full Council Meeting held on 2nd January 2020.

The Council noted this and will consider it in future.

144/19: Conference and Training Opportunities – to consider sending representation to the following:

- (a) NALC Spring Conference – 17th March 2020 at the Aviva Auditorium, London (see attached).

Proposed: Councillor Hopkins **Seconded:** Councillor Healy

Resolved: Councillors P Astell (has railcard but needs accommodation) and Pinder (has railcard and accommodation) will attend the NALC Spring Conference.

- (b) ERYC Positive Activity Support Evening – 21st January 2020, County Hall (see attached).

Proposed: Councillor Pinder **Seconded:** Councillor P Astell

Resolved: Councillors T Astell and Hopkins will attend the ERYC Positive Activity Support Event

- (c) ERNLLCA "Being a Good Employer" – 14th February 2020, Village Hall, Henry Boot Way, Hull (see attached).

The Town Clerk will ask ERNLLCA if a training event(s) can be organised at Beverley Town Council on Being a Good Employer and Being a Good Councillor.

If training events cannot be arranged at BTC with ERNLLCA, Councillors P Astell, T Astell, Healy, Horsley, Johnson and Willis will attend the ERNLLCA Being a Good Employer Training on 14th February 2020 at a cost of £90 + VAT per delegate.

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

Recommended: This Council recommends all Councillors undertake both the Being a Good Employer and Being a Good Councillor Training at the members' next available convenience.

145/19: To consider the exclusion of the public from the meeting on the grounds that confidential information in relation to the employment of staff 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 shall be disclosed (Public Bodies (Admission of Meetings) Act 1960).

Proposed: Councillor P Astell **Seconded:** Councillor Johnson

Resolved: The Motion is approved

The member of the public left the meeting

146/19: To consider issues relating to a recent Data Protection Information Request.

Proposed: Councillor P Astell **Seconded:** Councillor Gow

Resolved: To enter into a Service Level Agreement with East Riding of Yorkshire Council in the sum of £395 per year as ERYC will provide expert advice and assistance in complying with requests.

147/19: Governance, Accountability and Transparency

Motion: In view of concerns raised by a present member and former member of this Council relating to governance, accountability and transparency of the Council, acting upon advice from ERNLLCA, and on the resolve of the Personnel Committee, Beverley Town Council undertakes to commission an audit into the issues raised and documented by these two complainants. The audit is to be carried out by Audit Yorkshire of York, with a budget of £4000 to be covered from reserves, to include a report back to this Council on the veracity or otherwise of the allegations made.

As Chairman of the Personnel Committee, Councillor Healy explained that this Motion is a simple resolution which makes the context clear to the public. The commissioned audit is in response to specific complaints received from a present member and former member and gives weight and effect to advice and context for transparency and governance within Beverley Town Council in line with NALC publications and the Local Government Transparency Code.

Motion: Councillor Pinder proposed and seconded by Councillor Hopkins, that following the advice of ERNLLCA the Council authorises expenditure of up to £5,000 to appoint Audit Yorkshire to conduct a full internal review of the Council's financial management.
Voting went 7-5 against this Motion and the Motion failed.

Proposed: Councillor Healy **Seconded:** Councillor P Astell

Resolved (amended first Motion): In view of concerns raised by present member and former member of this Council relating to governance, accountability and transparency of the Council, in line with NALC publications and the Local Government Transparency Code, acting upon advice from ERNLLCA, and on the resolve of the Personnel Committee, Beverley Town Council undertakes to commission an audit into the issues raised and documented by these two complainants. The commissioned audit is to be carried out by Audit Yorkshire of York, with a budget of £5000 to be covered from reserves, to include a report back to this Council on the veracity or otherwise of the allegations made and any action required.

The meeting finished at 7.50 pm

Signed: RWD Such.

Date: 24th February 2020