



Town Clerk: Ms. Helen Watson FSLCC

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Wednesday 22nd July 2020

To all members of Beverley 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 remotely via Zoom on **Monday 27th July 2020** to commence at 6.30pm.

Yours faithfully,

H. Watson

Helen Watson FSLCC

Town Clerk

In normal circumstances, members of the public are welcome to address the meeting in a public forum at 6:30pm. Whilst Beverley Town Council still supports the rights of people to do this, during the current crisis relating to COVID-19, for health and safety reasons, and to ensure physical social-isolation guidance can be followed, meetings will be held digitally via online video technology. **Members of the public are welcome to join the meeting via the link on the Town Council's website homepage, but must turn their cameras and microphones off – thank you.**

AGENDA

1. **To note Councillors, Officers and members of the public present:**
2. **To Receive Apologies for Absence:**
3. **Declarations:**
 - (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 below.
4. **To confirm and sign the following Minutes of Full Council:**
 - (a) Full Council held on 22nd June 2020
5. **To confirm and sign the following Committee Minutes:**
 - (a) Personnel Committee held on 30th June 2020
 - (b) Planning, Property and Services Committee held on 30th June 2020 (to note)
 - (c) Policy Committee held on 13th July 2020
 - (d) Planning, Property and Services Committee held on 21st July 2020
6. **To note the Minutes from Working Groups:**
 - (a) Christmas Lights held on 24th June 2020

- 7. Emergency Active Travel Fund**
To receive a short presentation from Joe Russell (ERYC Local Growth Coordinator) regarding East Riding of Yorkshire Council's identification of an opportunity to utilise the Department for Transport's Emergency Active Travel Fund in Beverley (see attached).
- 8. Mayor's Announcements and Correspondence (Cllr T. Astell):**
- (a) Mayoral Announcements**
 - (b) VJ Day Commemorations**
Correspondence from the Royal British Legion regarding proposed events to commemorate the 75th anniversary of VJ Day.
 - (c) Licensing Act 2003 Consultation**
Correspondence from East Riding of Yorkshire Council regarding consultations on revisions to the Licensing Act 2003.
 - (d) The Ministry of Housing, Communities and Local Government Devolution White Paper**
Correspondence from NALC regarding the Ministry of Housing, Communities and Local Government (MHCLG) Devolution White Paper.
 - (e) Meeting in Person**
Correspondence from East Riding of Yorkshire Council regarding face-to-face meetings following changes to social distancing guidance (see attached from Matthew Buckley).
- 9. Reports from Councillors serving on external bodies:**
To receive brief reports (if any) from Councillors who represent the Town Council on external bodies.
- (a) Beverley BID / Chamber of Trade:** To receive a report back from Cllr D. Healy and Cllr M. Pinder who were delegated by Full Council on 22nd June 2020 to represent the Town Council at this meeting.
 - (b) Any Other External Meetings**
- 10. Town and Youth Support Meeting**
To receive feedback from the informal meeting resolved at Full Council on 22nd June 2020, at which Councillors will discuss positive ways to support the town as it comes out of lockdown and develop a Youth Town Council.
- 11. Office 365**
To enable the Clerk and Officers to operationally prepare the Town Council with full Microsoft Office 365 (including Word, Excel, etc as opposed to just email as previously agreed), thereby ensuring enhanced continuity of service in the event of another potential lockdown (The Mayor).
- 12. Policy Committee Issues (following recommendations to Full Council resolved at the Policy Committee meeting on Monday 13th July 2020):**
- (a)** To consider formally changing the name of the Policy Committee to the Policy and Finance Committee (this will require a revision to Standing Orders).
 - (b)** To consider changing the process of approving minutes of the Policy Committee (this will require a revision to Standing Orders).
- 13. Policy Adoptions**
To adopt the following policies following final revisions at Policy Committee held on Monday 13th July 2020.
- (a)** Financial Regulations (see attached).

(b) Investment Policy (see attached).

14. Annual Governance and Accountability Return (AGAR)

To approve and sign the following documentation:

- (a) To receive the Annual Internal Audit report for 2019/20.
- (b) To receive the Financial Risk Assessment.
- (c) The Annual Governance and Accountability Return (AGAR) 2019/20.
- (d) The Annual Accounts.
- (e) To appoint the Internal Auditor for 2020/21 and consider the scope of the audit required in accordance with JPAG.

15. Audit Yorkshire

To consider Policy Committee's resolution (Monday 13th July 2020) to approve the Audit Yorkshire document (see attached).

16. Website Update

To consider the recommendation from Policy Committee (Monday 13th July 2020), that the Town Council selects option number two (tagline "Working as a Community") from the set of designs commissioned by Aubergine (see attached).

17. Town Council Grants

- (a) To consider the following proposal put forward by Cllr D. Horsley (Grants Committee Chair), in regards to how best to proceed with distribution of grant money in relation to applications that were not considered on 16th March 2020 due to the Covid-19 lockdown.
 - (i) That all applications due to be considered in March 2020 at the meeting rendered inquorate by the Covid-19 emergency be reconsidered on a new basis.
 - (ii) That all previous conditions about benefit to the people of Beverley continue to apply.
 - (iii) That all applicants be considered for a grant if they fulfil the terms and conditions of the Grants system (taking into consideration the Town Council's own governance stating retrospective applications cannot be funded).
 - (iv) That the grant be made to enable those applicants who are clearly benefitting the people of Beverley Town, whether directly giving assistance or pleasure to a significant number, or improving tourism and business within the town as applies under current rules, are given a grant which takes account of their actual activities under Covid-19, and/or the costs incurred and gives them a grant to enable them to continue plans to benefit the people of Beverley.
- (b) To consider (if required) a date to reconvene the Grants Committee, taking into consideration the August meeting recess and officer annual leave.

18. Assets of Community Value

To consider the nominating the following properties as Assets of Community Value

- (a) **The Woolpack Inn** (Westwood Road)
- (b) **Public Conveniences** (Lord Roberts Road)

19. DBS Checks

That due to the work of Councillors potentially including liaising with vulnerable people, the Town Council to consider organising DBS clearance checks for all elected members.