



## Full Council Meeting

27<sup>th</sup> July 2020

6:30pm via Zoom

(Due to the COVID-19 pandemic it was not possible for Council to meet in person)

**Present:** Councillors P. Astell, T. Astell, D. Boynton, I. Gow, D. Healy, C. Hopkins, D. Horsley, D. Jack, L. Johnson, M. Pinder, D. Tucker, C. Wildey.

**In Attendance:** Helen Watson (Town Clerk) and Matthew Snowden (Deputy Town Clerk)  
Joe Russell (ERYC Local Growth Coordinator)  
7 members of the public

**35/20: To note Councillors, Officers and members of the public present**

The Mayor introduced the meeting and requested all Councillors set their microphones to mute unless invited to speak and that members of the public should mute their microphones and switch off their cameras.

**36/20: To receive apologies**

Apologies were received from Cllr A. Willis.

**37/20: Declarations of Interest**

**37.1:** 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.

**37.2:** To note dispensations given to any member of the council in respect of the agenda items below.

**38/20: To confirm and sign the following Minutes of Full Council:**

**38.1:** Full Council held on 22<sup>nd</sup> June 2020

**Proposal:** That the minutes for Full Council held on 22<sup>nd</sup> June 2020 be approved

**Proposed:** Cllr D. Healy      **Seconded:** Cllr L. Johnson

**Resolved:** That the proposal be approved.

**39/20: To confirm and sign the following Committee Minutes:**

**39.1: Personnel Committee held on 30<sup>th</sup> June 2020**

**Proposal:** That the minutes for Personnel Committee held on 30<sup>th</sup> June 2020 be approved

**Proposed:** Cllr D. Healy      **Seconded:** Cllr L. Johnson

**Resolved:** That the proposal be approved.

**39.2: Planning, Property and Services Committee held on 30<sup>th</sup> June 2020**

Having being previously signed and approved at Planning, Property and Services Committee held on 21<sup>st</sup> July 2020, the minutes for the meeting held on 30<sup>th</sup> June 2020 were noted.

**43/20: Reports from Councillors serving on external bodies:**

**43.1: Beverley BID / Chamber of Trade**

It was reported that the two scheduled meetings had both discussed the Emergency Active Travel Fund (see 41/20 above) and that whilst local traders appreciated the need for people to socially distance, they were concerned that with the main Town Centre becoming so busy, shoppers will eventually not visit the area due to the inability to adhere to social distancing guidelines. It was hoped the Emergency Active Travel Fund project could help to positively address these concerns.

**43.2: Any Other External Meetings**

There were no other external meetings to report back on.

**44/20: Town and Youth Support Meeting**

*Resolved: Cllr C. Hopkins is to produce a draft survey for young people in the town, to assess the need and desire for a Youth Town Council. She will liaise with local secondary schools, youth groups and organisations that work with young people. Cllr Hopkins will report developments back to Full Council.*

**45/20: Office 365**

**Proposal:** That as soon as possible, Officers migrate to the full Office 365 package (£11.60 per user, per month) and that Policy Committee considers further the requirements for Councillors.

**Proposed:** Cllr T. Astell      **Seconded:** Cllr C. Hopkins

**Resolved:** That the proposal be approved.

**46/20: Policy Committee Issues**

**46.1: To consider formally changing the name of the Policy Committee to the Policy and Finance Committee.**

**Proposal:** That the name of the Policy Committee be changed to Policy and Finance Committee, thereby better reflecting the work it carries out, and that the Scheme of Delegation and Standing Orders be revised to enable this.

**Proposed:** Cllr L. Johnson      **Seconded:** Cllr M. Pinder

**Resolved:** That the proposal be approved.

**46.2: To consider changing the process of approving minutes of the Policy Committee.**

**Proposal:** That the minutes for Policy and Finance be approved at the following meeting of that committee and then go on for final ratification by Full Council once the committee has approved them. If a meeting of Full Council take places between meetings of the Policy and Finance Committee, the minutes will be presented as drafts so the next committee meeting can approve them. In addition, to fulfil legislation regarding the timescale in which minutes must be displayed to the Town Council website, until finally ratified draft versions will be uploaded. The Scheme of Delegation and Standing Orders will be revised to enable this.

**Proposed:** Cllr C. Hopkins      **Seconded:** Cllr L. Johnson

**Resolved:** That the proposal be approved.

**47/20: Policy Adoptions**

**47.1: Financial Regulations**

**Proposal:** That the Financial Regulations be signed and approved with the following addition (**in bold**) to section 2.2: "On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a **cheque signatory** shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO."

**Proposed:** Cllr L. Johnson      **Seconded:** Cllr M. Pinder

**Resolved:** That the proposal be approved.



**49/20: Audit Yorkshire - To consider Policy Committee's resolution (Monday 13<sup>th</sup> July 2020) to approve the Audit Yorkshire document.**

**Proposal:** That Full Council approves the Audit Yorkshire document and the Town Council will follow and implement the plan of action as detailed within it.

**Proposed:** Cllr D. Healy      **Seconded:** Cllr M. Pinder

**For:** 11    **Against:** 0    **Abstain:** 1

**Resolved:** *That the proposal be approved.*

**At 20:28 it was agreed that Standing Orders be revoked to enable the meeting to continue until 21:00, as the prescribed two hour time period had elapsed.**

**50/20: Website Update**

**Proposal:** That Full Council approves the Policy and Finance Committee's recommendation and selects option two as Beverley Town Council's new tagline and logo for the forthcoming new website and other materials.

**Proposed:** Cllr T. Astell      **Seconded:** Cllr C. Hopkins

**For:** 11    **Against:** 0    **Abstain:** 1

**Resolved:** *That the proposal be approved.*



**BEVERLEY  
TOWN COUNCIL**  
*WORKING AS A COMMUNITY*

**51/20: Town Council Grants**

**51.1: 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.**

**51.1.a:** 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.

**51.1.b:** That all previous conditions about benefit to the people of Beverley continue to apply.

**51.1.c:** 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).

**51.1.d:** 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.

**51.2: To consider (if required) a date to reconvene the Grants Committee, taking into consideration the August meeting recess and officer annual leave.**

**Proposal:** That the proposal (51.1.a, b, c and d) be accepted and that Cllr D. Horsley will liaise with Town Clerk to arrange a meeting for as soon as is practicably possible, whilst taking into account staff annual leave.

**Proposed:** Cllr D. Horsley      **Seconded:** Cllr M. Pinder

**For:** 11    **Against:** 0    **Abstain:** 1

**Resolved:** *That the proposal be approved.*