



Full Council Meeting

27th 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 22nd June 2020

Proposal: That the minutes for Full Council held on 22nd 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 30th June 2020

Proposal: That the minutes for Personnel Committee held on 30th 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 30th June 2020

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

39.3: Policy Committee held on 13th July 2020

Proposal: That the minutes for Personnel Policy Committee held on 13th July 2020 be approved
Proposed: Cllr L. Johnson **Seconded:** Cllr M. Pinder
Resolved: *That the proposal be approved.*

39.4: Planning, Property and Services Committee held on 21st July 2020

Proposal: That the minutes for Personnel Policy Committee held on 30th June 2020 be approved
Proposed: Cllr P. Astell **Seconded:** Cllr D. Horsley
Resolved: *That the proposal be approved.*

40/20: To note the Minutes from Working Groups:

40.1: Christmas Lights held on 24th June 2020

The minutes of the Christmas Lights Working Group held on 24th June 2020 were noted.

41/20: Emergency Active Travel Fund

Joe Russell, East Riding of Yorkshire Council Local Growth Coordinator, gave a short presentation regarding a project to increase external space for cafes/pubs/restaurants in the Cornhill area of Saturday Market Place, along with enhancing social distancing opportunities and providing additional bicycle storage. It was explained that the project had considerable support from local businesses and residents, would not negatively affect traffic flow or the taxi rank, and in the first instance will be a temporary measure that, if successful, could be made permanent. Councillors asked several questions, which Mr Russell answered, with the Town Council expressing general support. Councillors thanked Mr Russell for the clear and detailed presentation.

Proposal: That the Town Council broadly supports the proposed scheme and that the Planning, Property and Services Committee will discuss how the Town Council may be able to support it in terms of floral displays acting as boundaries.

Proposed: Cllr P. Astell **Seconded:** Cllr D. Tucker
Resolved: *That the proposal be approved.*

42/20: Mayor's Announcements and Correspondence (Cllr T. Astell):

42.1: Mayoral Announcements

The Mayor announced that the Pride flags will be installed on shops throughout the town centre from 1st August and that his window display competition to also mark Pride was under way. The Mayor has received significant publicity for the competition and was recently invited to take part in Hull Pride's online event.

42.2: VJ Day Commemorations

The Mayor intends to liaise with the local branch of the Royal British Legion, to see how the Town Council could potentially be involved with the 75th VJ Day Anniversary, whilst taking social distancing into consideration.

42.3: Licensing Act 2003 Consultation

Resolved: *Cllr P. Astell and Cllr C. Hopkins will liaise to produce a response from the Town Council.*

42.4: The Ministry of Housing, Communities and Local Government Devolution White Paper

Resolved: *Cllr P. Astell, Cllr C. Hopkins and Cllr M. Pinder will liaise to produce a response from the Town Council.*

42.5: Meeting in Person

Resolved: *That the Town Council will continue to meet remotely and that should the possibility arise to change this, the Mayor and Town Clerk will agenda it as an item for further discussion at a future meeting of Full Council.*

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.

47.2: Investment Policy

Proposal: That the Investment Policy be signed and approved.

Proposed: Cllr T. Astell **Seconded:** Cllr D. Boynton

Resolved: That the proposal be approved.

48/20: Annual Governance and Accountability Return (AGAR) - To approve and sign the following documentation:

48.1: To receive the Annual Internal Audit report for 2019/20.

Proposal: That the Town Council requires the Internal Auditor to answer questions arising from the Annual Internal Audit before the document can be considered for approval. Councillors to provide the Town Clerk with questions, who will then liaise with the Internal Auditor to gain answers. The Town Clerk will subsequently liaise with the Mayor to arrange an Extra-ordinary Full Council meeting to consider the matter further.

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

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

Resolved: That the proposal be approved.

48.2: To receive the Financial Risk Assessment.

Proposal: That the Financial Risk Assessment be approved.

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

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

Resolved: That the proposal be approved.

48.3: The Annual Governance and Accountability Return (AGAR) 2019/20.

Proposal: That the Town Council requires the Internal Auditor to answer questions arising from the Annual Governance and Accountability Return 2019/20 before the document can be considered for approval. Councillors to provide the Town Clerk with questions, who will then liaise with the Internal Auditor to gain answers. The Town Clerk will subsequently liaise with the Mayor to arrange an Extra-ordinary Full Council meeting as detailed in 48.1 above.

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

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

Resolved: That the proposal be approved.

48.4: The Annual Accounts.

Proposal: That whilst the actual finances detailed in the Annual Accounts are correct, Councillors require additional details. To achieve this, the Chair and Vice-chair of the Policy and Finance Committee will liaise with Town Clerk to explain exactly what further information is required. This matter will be considered further at the Extra-ordinary Full Council meeting detailed in 48.1 above.

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

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

Resolved: That the proposal be approved.

48.5: To appoint the Internal Auditor for 2020/21 and consider the scope of the audit required in accordance with JPAG.

Proposal: That the scoping document to appoint of an Internal Auditor for 2020/21 be considered by the Policy and Finance Committee at their meeting on 2nd September 2020

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

For: 12 **Against:** 0 **Abstain:** 0

Resolved: That the proposal be approved.

49/20: Audit Yorkshire - To consider Policy Committee's resolution (Monday 13th 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.*



52/20: Assets of Community Value - To consider the nominating the following properties as Assets of Community Value

52.1: The Woolpack Inn (Westwood Road)

Proposal: That the Town Council nominates the Woolpack Inn as an Asset of Community Value and that Cllr C. Hopkins and Cllr D. Boynton will provide Town Council Officers with the narrative section of the nomination form, along with confirmation of the current owner of the property. Officers will then complete and submit the online nomination form.

Proposed: Cllr C. Hopkins **Seconded:** Cllr D. Boynton

For: 10 **Against:** 0 **Abstain:** 2

Resolved: *That the proposal be approved.*

52.2: Public Conveniences (Lord Roberts Road)

Proposal : **Part 1:** That the Town Council acknowledges the important role that accessible public conveniences play for residents, tourists and shoppers. In particular, the facilities on Lords Robert Road, which are close to where those visiting the town are dropped off and near busy retail, hospitality and heritage sites.

Part 2: That the Town Council is concerned that East Riding of Yorkshire Council intend to sell the public conveniences on Lord Roberts Road as part of the wider land sale of the former Minster Towers care home and adjacent car park. The Town Council believes that the loss of this facility will be of determent to residents, visitors and local businesses.

Part 3: That the Town Council nominates the public conveniences on Lord Roberts Road as an Asset of Community Value and that Cllr D. Tucker, P. Astell and D. Jack will provide Town Council Officers with the narrative section of the nomination form, along with confirmation of the current owner of the property. Officers will then complete and submit the online nomination form.

Part 4: That a working group be formed to look into the issue of public conveniences in the town and to strongly encourage East Riding of Yorkshire Council to not only retain current provision, but to also consider a series of upgrades to ensure the facilities are modernised and fit for purpose, especially in terms of providing enhanced disabled access. The working group shall be co-ordinated by Cllr D. Tucker and include Cllr P. Astell, D. Jack and C. Hopkins. In addition, the working group may seek to co-opt representatives from other organisations, such as Beverley Civic Society, Beverley Chamber of Trade and disability advocacy groups.

Proposed: Cllr D. Tucker **Seconded:** Cllr C. Hopkins

For: 12 **Against:** 0 **Abstain:** 0

Resolved: *That the proposal be approved.*

53/20: DBS Checks

Proposal: That the Town Clerk arranges for DBS checks for all Councillors and seeks advice from East Riding of Yorkshire Council regarding which level of clearance is required.

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

For: 12 **Against:** 0 **Abstain:** 0

Resolved: *That the proposal be approved.*

The meeting finished at 21:00.

Signed: _____



Date: _____

7/1/2020