

Minutes of Full Council Meeting

7th June 2021

6:30pm at the Toll Gavel United Church, Beverley

Present: Councillors L Johnson (in the Chair), P Astell, T Astell, D Boynton; I Gow, C Hopkins, A Healy, D Healy, D Horsley, C Wildey and A Willis

In Attendance: Matthew Snowden (Acting Town Clerk), Libby Woodhouse (Administrative Assistant) and Peter Nendick (Macebearer).

There were no members of the public present.

14/21: Introduction

14.1: The Chair to welcome those present to the meeting.

The Mayor welcomed everyone to the meeting and welcomed Councillor Alison Healy, the newest member of the Council elected at the recent by-election.

14.2: The Acting Town Clerk to give a short Covid-19 health and safety overview.

The Acting Town Clerk gave Covid-19 health and safety requirements whilst in the Church.

15/21: To Receive Apologies for Absence.

Apologies of absence were received from Councillors D Jack and D Tucker.

16/21: Declarations:

16.1: 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.

The Acting Town Clerk reminded Councillors to update their Register of Interests if any circumstances had changed.

All Councillors declared a pecuniary interest in agenda item 15, Councillor Allowances.

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

All Councillors had requested a dispensation in writing under s33 (1) of the Localism Act 2011 in order to speak and vote on agenda item 15, Councillor Allowances. The Acting Town Clerk as Proper Officer granted dispensations to all Councillors for the duration of agenda item 15 only, as it was considered that without the dispensation the number of persons prohibited by section 31(4) of the Localism Act 2011 from participating in this item would be so great a proportion of the body transacting the business as to impede the transaction of the business (s33 (2) (a) Localism Act 2011).

17/21: To confirm and sign the following Minutes of Full Council (Mayor Making/Annual Council Meetings) held on Tuesday 4th May 2021

Proposed: Councillor D Healy

Seconded: Councillor T Astell

Resolved: *That the Minutes of the Full Council (Mayor Making/Annual Council Meeting) held on 4th May 2021 are approved and signed as a true and correct record.*

18/21: To confirm and sign the following Committee Minutes:

18.1: Policy and Finance Committee held on 17th May 2021

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

Resolved: *That the Minutes of the Policy & Finance Committee Meeting of 17th May 2021 are approved and signed as a true and correct record.*

18.2: Planning, Property and Services Committee held on 25th May 2021

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

Resolved: *That the Minutes of the Planning, Property & Services Committee held on 25th May 2021 are approved and signed as a true and correct record.*

18.3: Personnel Committee held on 27th May 2021

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

Resolved: *That the Minutes of the Personnel Committee Meeting held on 27th May 2021 are approved and signed as a true and correct record.*

19/21: To note and confirm the following Working Group Minutes:

19.1: Christmas Lights held on 14th April 2021

Resolved: *To note the Minutes of the Christmas Lights Working Group of 14th April 2021.*

20/21: Mayor's Announcements and Correspondence

To receive information about and consider any potential future Mayoral Events (Cllr L. Johnson to report).

Councillor Wildey arrived at the meeting at 6.40 pm.

The Mayor, Councillor Johnson gave the following report:

- The Council has now promoted and publicised the Partnership Grants Scheme. Beverley in Bloom would be the first and they had completed the paperwork ready for the next meeting.
- The Council will work with partners such as the Minster and Civic Society to commemorate in October the 1300 anniversary of St John of Beverley by planting 1300 trees throughout Beverley culminating in a celebration on 25th October 2021.
- There will be a quiz to raise funds for Scope, date to be confirmed.
- There will be a New Year's Eve party to raise funds for Bundles of Joy.
- The Mayor's Civic Dinner will take place on 4th March 2022 at East Riding College.
- The Mayor's Civic Service will take place on 20th March 2022 at Toll Gavel United Church.

The Mayor expressed the condolences to the Town Clerk on the loss of her mother, Judy Gregory who had passed away recently.

**21/21: Reports from Councillors serving on external bodies:
To receive brief reports (if any) from Councillors who represent the Town Council on external bodies.**

Councillor Hopkins reported on the Youth Forum where the focus had been on how to re-engage young people. They had been meeting and getting back into activities.
Councillor T Astell stated that the Memorial Hall had not invited representatives to meetings.

22/21: Resignation, By-election and Committee Vacancies

22.1: Resignation: To receive an information following the resignation of Margaret Pinder (Minster South).

The Acting Town Clerk reported that Councillor Pinder had tendered her resignation resulting in a vacancy in the Minster South Ward.

22.2: By-election: To receive an update regarding an elector petition for a by-election for the vacant seat in Minster South (Deputy Town Clerk to report).

The Acting Town Clerk reported that 10 electors had written to ERYC requesting that a by-election is held to fill the vacant seat. Further information would be given when it is available.

22.3: Committees: To fill the following vacancies:

22.3.1 Policy and Finance Committee (following the above stated resignation).

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

Resolved: That Councillor Willis is appointed to the Policy & Finance Committee.

22.3.2: Planning, Property and Services (Cllr T. Astell has stepped down from this committee due to work commitments as of 26th May 2021).

Proposed: Councillor T Astell **Seconded:** Councillor Boynton

Resolved: That Councillor A Healy is appointed to the Planning, Property & Services Committee.

22.3.3: Grants Committee - must be a Minster South Councillor (following the above stated resignation).

Proposed: Councillor Hopkins **Seconded:** Councillor Wildey

Resolved: That Councillor Willis is appointed to the Grants Committee to represent Minster South.

22.3.4: Memorial Hall Representative (following the above stated resignation).

Proposed: Councillor Johnson **Seconded:** Councillor Boynton

Resolved: That Councillor P Astell is appointed as the representative to the Memorial Hall.

Councillor P Astell stated that it is important for representatives to be invited to Meetings as the Memorial Hall use items that belong to the Town Council and that £20,000 in Special Expenses are paid by the public to the Memorial Hall. Councillor T Astell had been a representative to the Memorial Hall for five years and had never been invited. The Acting Town Clerk will write to the Trustees suggesting an informal chat with the Chair to start afresh, and with a view to updating the Council's asset/inventory registers with the items in question.

22.3.5: Chamber of Trade Representative (following the above stated resignation)

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

Resolved: *That Councillor P Astell is appointed as the representative to the Chamber of Trade.*

23/21: Internal Control Systems

To review the effectiveness of the Internal Control System (see attached).

The Acting Town Clerk reported that this is a requirement of the Accounts and Audit Regulations 2015. The Internal Auditor had supplied a template document to be completed by Councillors and reviewed by the Council at least once a year. The Acting Town Clerk had reviewed the document but this will be completed quarterly by Councillor Hopkins and Councillor Tucker when they review quarter end finances.

Proposed: Councillor Astell **Seconded:** Councillor Willis

Resolved: *That Councillors will review the Internal Control Checklist quarterly and then present the findings to Full Council and that the document as presented to this meeting is reviewed and approved.*

24/21: Year End Accounts

To approve the Year End Accounts to 31st May 2021:

24.1: Income and Expenditure

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

Resolved: *To approve the year-end Income and Expenditure accounts.*

24.2: Balance Sheet and Earmarked Reserves

Proposed: Councillor Johnson **Seconded:** Councillor Willis

Resolved: *To approve the Balance Sheet and Statement of Earmarked Reserves noting that the Council is satisfied with holding 9 months running costs in General Reserve (which is between 3 and 12 months as recommended by JPAG). The General Reserve will be reviewed during the year to a level more in line with JPAG and the Internal Auditor's recommendations.*

25/21: Internal Audit Report

To receive and approve the End of Year Internal Audit documents:

25.1: End of Year Final Internal Audit Report

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

Resolved: *To receive and approve the end of year Internal Audit Report.*

25.2: Annual Internal Audit Report 2020-2021 (page 3 of AGAR)

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

Resolved: *to receive and approve the Annual Internal Audit Report (page 3 of AGAR).*

**26/21: Annual Governance and Accountability Return (AGAR)
To receive and approve AGAR 2020-2021 Part 3 (see all attached):**

26.1: Annual Governance Statement 2020-2021 Section1

Proposed: Councillor T Astell **Seconded:** Councillor Gow

Resolved: *To review and approve the Annual Governance Statement 2020/2021 Section 1 of AGAR.*

26.2: Accounting Statements 2020-2021 Section 2

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

Resolved: *To approve the Accounting Statements Section 2 of AGAR.*

26.3: Cash and Investment Reconciliation as at 31st March 2021

Proposed: Councillor Johnson **Seconded:** Councillor Willis

Resolved: *To approve the Cash and Investment Reconciliation as at 31st March 2021.*

26.4: Explanation of any Significant Variances

Proposed: Councillor Willis **Seconded:** Councillor Johnson

Resolved: *To approve the Explanation of Significant Variances.*

26.5: Difference between Boxes 7 and 8 of the Annual Return 2020-2021

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

Resolved: *To approve the Difference between Boxes 7 and 8 of the Annual Return 2020-2021.*

26.6: Employer Payment Record.

Proposed: Councillor Johnson **Seconded:** Councillor Gow

Resolved: *To approve the Employment Payment Record*

26.7: Interim External Auditor Report for 2019-2020 – please note this has yet to be finalised by PFK Littlejohns, so only an interim report is available at the time of writing.

The Acting Town Clerk reported that the External Audit for 2019-2020 had not yet been completed due to a backlog of work at PFK Littlejohn. An investigator as not yet been appointed to review the challenges made during that year.

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

Resolved: *To note the Interim External Auditor Report for 2019-2020.*

26.8: To approve dates for the period of public inspection of accounts.

The date for public inspection will commence on 14th June 2021 and the Acting Town Clerk will promote the dates.

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

Resolved: *To approve the dates for the period of public inspection of accounts in the format and dates as supplied by PFK Littlejohn.*

27/21: To note the minutes of the Annual Parish Meeting and to consider the following matters raised:

***Resolved:** To note the Minutes of the Annual Parish Meeting held on 28th April 2021 which will be approved at the next Annual Parish Meeting.*

27.1: Accounts (minute 3.4): A resident raised a question regarding the Town Council accounts, specifically relating to issues raised by the auditor (Acting Town Clerk to report).

The Acting Town Clerk reported on this item and will write to the resident in question.

27.2: Tree Felling (minute 3.8): A resident raised concerns regarding the number of trees being felled on Westwood by the Pasture Masters (Acting Town Clerk to report).

The Acting Town Clerk reported on this item and will write to the resident in question.

28/21: Councillor Allowances

To review and resolve matters regarding Councillor Allowances, taking into consideration the Parish Councillor Allowances review carried out by East Riding of Yorkshire Council (see attached – Acting Town Clerk to report).

All Councillors present declared a pecuniary interest and all Councillors present received a dispensation.

The Acting Town Clerk reported on the East Riding of Yorkshire Council Parish Remuneration Panel Report 2020 on Councillor Allowances. The Town Council has a legal power to pay optional Councillor Allowances and has to have regard to the ERYC Remuneration Panel recommendations. The ERYC Remuneration Panel recommended that these should not be paid. The Council has paid optional Councillor Allowances since 2003. The Council discussed this issue in great detail.

At 7.40 pm Councillor Willis had to leave the meeting.

Proposed: Councillor T Astell **Seconded:** Councillor C Hopkins

***Resolved:** That this Council resolves to continue providing an optional allowance to Councillors of £250 per year (before tax). Having considered and taken into regard the recommendation of the ERYC Parish Remuneration Panel, Beverley Town Council believes an optional allowance such as this will ensure no Councillors experience financial barriers to fulfilling their duties regardless of personal income. In addition, nor will potential future Councillors be deterred from standing for election due to financial barriers to entry being positively addressed through the implementation of an optional allowance.*

29/21: Policies

To approve the following policies:

29.1: GDPR Policy (see attached)

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

***Resolved:** To approve the GDPR Policy.*

29.2: Environmental Sustainability Policy (see attached)

Proposed: Councillor T Astell **Seconded:** Councillor Gow

***Resolved:** To approve the Environmental Sustainability Policy.*

29.3: Internal Control Policy (see attached)

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

***Resolved:** To approve the Internal Control Policy.*

30/21: St John's Ambulance Brigade Hall

30.1: To consider matters relating to the future of the St John's Ambulance Brigade Hall.

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

***Resolved:** That Beverley Town Council corresponds with St John Ambulance Brigade headquarters to express an interest in their Beverley property and to open up a line of dialogue with the organisation to discuss this further. In addition, the Planning Property and Services Committee be delegated to investigate this matter further, including such issues as surveys, etc. and that Councillors of that committee report back to the next meeting of Full Council.*

30.2: To consider nominating the facility as an Asset of Community Value.

Proposed: Councillor Wildey **Seconded:** Councillor Hopkins

***Resolved:** That the Acting Town Clerk completes and submits an Asset of Community Value Nomination for the Beverley St John Ambulance Brigade Hall as a matter of urgency.*

31/21: Potential Events and Projects

31.1: 1300 for 1300: To consider working in partnership with other local organisations to deliver a town-wide project to plant 1300 to commemorate the 1300th anniversary of the death of St John of Beverley.

Due to time shortage, this item was deferred until the next meeting.

31.2: Community Event: To consider looking into running an event later in the year to replace the Great Get Together, which the Town Council were unable to arrange in time for the traditional weekend.

Due to time shortage, this item was deferred until the next meeting.

31.3: Queen's Platinum Jubilee 2022: To consider how the Town Council may wish to mark this historic occasion.

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

***Resolved:** That the town Council supports the event in principal next June and that a Working Group is set up consisting of Councillors P Astell, T Astell, Johnson, the Acting Town Clerk and Administrative Officer to produce a brief for tender and report back to Full Council.*

32/21: Promoting Beverley

To consider renewing the purchase of advertising space in the Kingfisher Visitor Guide for Hull and East Yorkshire (see attached – Acting Town Clerk to report)

Due to time shortage this item was deferred until the next meeting

33/21: Town Council Vision Strategy

To consider how best to involve all Councillors and Officers in the revision of the Town Council Vision Strategy and agree an informal meeting date at which to do this.

Due to time shortage this item was deferred until the next meeting

34/21: Strategic Planning Application

To consider a [planning application to erect 42 dwellings with association works and infrastructure](#) (application reference 21/01330/STPLF).

Resolved: To delegate the response to this planning application to the Acting Town Clerk who will base this on Councillors' responses received by Wednesday 9th June.

35/21: 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).

Proposed: Councillor Johnson **Seconded:** Councillor Hopkins

Resolved: 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).

There were no members of the public. The Acting Town Clerk, Administrative Officer and Macebearer left the meeting for the duration of the following item.

Resolved: Due to time constraints, to suspend Standing Order 3(x) to allow for the completion of the remainder of the meeting.

36/21: Staff Review

36.1: To consider a recommendation from Personnel Committee to resolve an issue in minutes dating back to 2013.

Proposed: Councillor Hopkins **Seconded:** Councillor T Astell

Resolved: In accordance with the 2020/21 Year End Internal Audit report and to address a historic anomaly in the Personnel Committee minutes dated 6th February 2013 (minute number 217), this Council recognises that the Town Clerk's salary scale is Point 31, with additional scales to reflect services and qualifications, making the final pay scale Point 33, and that this has been the case the since that meeting. An addendum will now be added to the Town Clerk's contract to confirm this.

36.2: To consider the findings of the recent Staff Appraisals and make resolutions based on the recommendations of the Personnel Committee.

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

Resolved: That following advice from ERNLLCA, the Admin Officer be placed on the revised basic pay scale of NJC Point 8, with additional points for successfully acquiring both the ILCA and CILCA qualification, resulting in a final actual pay scale of NJC Point 10, and that this be back dated to January 1st 2021.

Resolved: That following advice from ERNLLCA, the Finance Officer be placed on the revised basic pay scale of NJC Point 8, with a point for successfully acquiring the ILCA and qualification, resulting in a final actual pay scale of NJC Point 9, and that this be back dated to January 1st 2021.

Resolved: The Town Clerk's basic pay scale is NJC Point 31, with additional points for the successful acquisition of qualifications and time served, resulting in the Town Clerk's final pay scale currently being NJC Point 33. Following advice from ERNLLCA, the Acting Town Clerk should be paid the same basic scale point as the Town Clerk during their absence. Therefore, the Acting Town Clerk be placed on the revised basic pay scale of NJC Point 31 and that this be back dated to January 1st 2021.

Resolved: That the finances for Recommendations 1, 2 and 3 be taken from a virement of £6,000 from the "rates" budget line as there is nothing to pay in 2021/22 due to a Covid-19 rebate and £7,717.85 taken from unallocated reserves.

Resolved: That when the Town Clerk is able to return to work, a process of a phased return will take place with duties gradually being passed back to them from the Acting Town Clerk, and that the Acting Town Clerk's salary to be revised to reflect this (with advice from ERNLLCA).

Councillor Boynton requested a recorded vote and voting was as follows:

Councillor P Astell voted in favour
Councillor T Astell voted in favour
Councillor D Boynton voted in favour
Councillor Hopkins voted in favour
Councillor Johnson voted in favour
Councillor Gow voted in favour
Councillor D Healy voted in favour
Councillor A Healy voted in favour
Councillor D Horsley voted in favour
Councillor Wildey voted in favour.

The meeting finished at 8.45 pm.

Signed *D. J. Johns* Date *19/07/21*