

Minutes of Full Council Meeting

30th May 2022

6:30pm at East Riding College, Beverley

Present: Councillors L Johnson (Chair), T Astell, D Boynton, I Gow, A Healy, D Healy, D Horsley, D Jack, G Johnson, D Tucker and A Willis

In Attendance: Matthew Snowden (Acting Town Clerk) and Libby Woodhouse (Administrative Officer).
One member of the public.

10/22: Introduction

The Chair to welcome those present to the meeting and the Acting Town Clerk to give a short Covid-19 health and safety overview.

The Chairman welcomed all those present and the Acting Town Clerk gave a short health and safety briefing.

11/22: Public Forum

An opportunity for members of the public to address the Town Council (should there be any members of the public present to do so).

No-one wished to speak.

12/22: Apologies

To Receive Apologies for Absence.

Apologies for absence were received from Councillors P Astell, C Hopkins and D Wildey.

13/22: Declarations of Interest:

13.1: To record declarations of interest by any member of the council and officers in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.

Councillors D Boynton and D Horsley declared a non-pecuniary interest in agenda item 16 as they are members of the Civic Society.

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

There were no dispensations.

The Chairman brought forward agenda item 16.

14/22: Lamp Post Project

To receive a report following the recent meeting between Beverley Town Council, Beverley Civic Society and East Riding of Yorkshire Council and resolve a final way forward to progress this project (see attached).

The Acting Town Clerk reported on a recent meeting between Town Councillors, the Civic Society and ERYC. The Town Council will be a financial partner (£5,000 ringfenced for 2022-2023) and the day-to-day management will be done by the Civic Society due to their expertise and knowledge. The Town Council will need to budget funds for on-going costs each year. The report was considered by the Council.

Proposed: Councillor Jack **Seconded:** Councillor Willis

Resolved: *To approve the report and move forward.*

15/22: To confirm and sign the Full Council minutes (see all attached):

15.1: Full Council – Monday 25th April 2022

Proposed: Councillor D Healy **Seconded:** Councillor Willis

Resolved: *That the Minutes of the Full Council Meeting of 25th April 2022 are approved and signed as a true and correct record.*

Councillor Willis wished to resign from the Christmas Lights Committee and a new member will be approved at the next Full Council meeting.

15.2: Annual Town Council Meeting (Mayor Making) – Monday 9th May 2022

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

Resolved: *That the Minutes of the Annual Town Council Meeting of 9th May 2022 are approved and signed as a true and correct record.*

Councillor Willis reported that the Minutes omitted certain items and Councillor T Astell requested a recorded vote. The voting was as follows:

Councillor L Johnson- voted in favour of the Annual Town Council Minutes being an accurate record.
Councillor D Horsley-voted in favour of the Annual Town Council Minutes being an accurate record.
Councillor G Johnson-voted in favour of the Annual Town Council Minutes being an accurate record
Councillor D Healy- voted in favour of the Annual Town Council Minutes being an accurate record.
Councillor I Gow- voted in favour of the Annual Town Council Minutes being an accurate record.
Councillor D Boynton- voted in favour of the Annual Town Council Minutes being an accurate record.
Councillor D Tucker- voted in favour of the Annual Town Council Minutes being an accurate record.
Councillor T Astell- voted in favour of the Annual Town Council Minutes being an accurate record.
Councillor A Healy- voted in favour of the Annual Town Council Minutes being an accurate record.
Councillor A Willis- voted in favour of the Annual Town Council Minutes being an accurate record.
Councillor D Jack – abstained from voting.

16/22: To confirm and sign the following Committee and Working Group Minutes (see all attached):

16.1: Planning Environment and Services – Tuesday 26th April 2022

Proposed: Councillor A Healy **Seconded:** Councillor Tucker

Resolved: *That the Minutes of the Planning, Environment & Services Committee held on 26th April 2022 are approved and signed as a true and correct record.*

16.2: Policy and Finance – Monday 16th May 2022

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

Resolved: *That the Minutes of the Policy & Finance Committee held on 16th May 2022 are approved and signed as a true and correct record.*

It was confirmed that the gas bill had been settled, paid and concluded and that advice had been received from a national company that the Council was not a resident, nor a business nor a

microbusiness. Advice had been received regarding time limitations; however, it was concluded that the statute of limitations did not apply in this particular case.

16.3: Jubilee Working Group – Tuesday 17th May 2022

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

Resolved: That the Minutes of the Jubilee Working Group held on 17th May 2022 are approved and signed as a true and correct record.

16.4: Planning Environment and Services – Tuesday 24th May 2022

Proposed: Councillor Gow **Seconded:** Councillor Willis

Resolved: That the Minutes of the Planning, Environment & Services Committee held on 24th May 2022 are approved and signed as a true and correct record.

17/22: Mayor's Announcements and Correspondence

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

The Mayor reported:

- The Jubilee Beacon will be lit on 2nd June 2022 following a short service at St Mary's Church at 9 pm, after which the congregation will cross to Coronation Gardens for the lighting. The beacon will stand unlit on the stage at Saturday Market for the duration of the Jubilee event on 3rd June 2022.
- On 4th June 2022, Councillor Wildey's play will take place.
- On 5th June, there will be the ERYC Chairman's Civic Service and Platinum Jubilee service in the Minster at 5.30 pm.
- Bunting had been made for Coronation Gardens by St John's School.
- The Mayor had attended the Beverley Building Society tea party where funds had been raised for the Cherry Tree centre.
- There had been a presentation to the children who had won the website Jubilee competition.

18/22: Councillors serving on external bodies

To receive any reports and updates:

Councillor A Healy – reported on the Chamber of Trade

Councillor G Johnson – reported on the Beverley Barge Preservation Society – the Syntan barge will take part in the flotilla for the lighting of the Beacon on 2nd June at Hessle Foreshore.

18.1: Selecting a representative to the Beverley Nogent Twinning Association Management Committee

The Town Council had signed a Charter in 2018. Councillor Horsley will be the representative on the Beverley Nogent Twinning Association Management Committee.

19/22: Christmas Parcel Tree

Due to a mis-communication, an additional £2949 (£2299 costs, £650 carriage) is required to purchase the Parcel Tree (statement piece) for the Cross Tree/Butcher Row/Toll Gavel corner (Acting Town Clerk to report).

The Acting Town Clerk reported that due to a miscommunication, the Council had received the wrong tree to the approved tree. Unfortunately, this will cost more, however there are still funds in the Christmas Lights budget line.

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

Resolved: That a further £2949 plus VAT (which can be reclaimed) is approved for the purchase of the correct tree as originally approved.

20/22: Internal Control Systems

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

20.1: To approve the Quarter 4 Finances.

The Acting Town Clerk explained that the Quarter 4 finance documents had been omitted with the agenda and will be on the next Full Council agenda. The Internal Control checklist was considered.

20.2: To consider the effectiveness of the Internal Control System.

The Acting Town Clerk thanked Councillors Hopkins and Tucker and hoped that the system was effective however it is still work in progress. More work is needed and it is hoped to undertake asset work during the summer in Unit 2 and the garage. The webpage concerning financial payments over £500 needs updating and an assets policy is needed. The Council thanked officers and supported the development of the Internal Control checklist and quarterly checks.

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

***Resolved:** That the Council is satisfied with the effectiveness of the Internal Control system and supports the continued development of it.*

21/22: Year End Accounts

To approve the Year End Accounts to 31st March 2022:

21.1: Income and Expenditure Accounts

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

***Resolved:** To approve the year end income and expenditure accounts to 31st March 2022.*

21.2: Balance Sheet and Earmarked Reserves

The Council discussed the level of reserves and earmarked reserves.

Proposed: Councillor L Johnson **Seconded:** Councillor Horsley

***Resolved:** To approve the balance sheet and earmarked reserves to 31st March 2022.*

22/22: Internal Audit Report

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

22.1: End of Year Final Internal Audit Report

The Council had met with the Internal Auditor and noted that there were 8 recommendations to add to the Action Plan. The Council is still not compliant however a lot of work had been done to improve governance and audit. It was noted that the audit investigations still ongoing for 2019-2020 and 2020-2021 will cost £350 per hour to complete and that it is likely the Council will need to vire funds to pay for this.

Proposed: Councillor T Astell **Seconded:** Councillor Tucker

***Resolved:** That the Council reviewed and approved the End of Year Final Internal Audit Report.*

22.2: Annual Internal Audit Report 2021-2022 (page 3 of AGAR)

There were four "no" answers. The Council discussed the report and wished to feedback to the Internal Auditor to make it clear in the Final Report the reasons for any "no" answers as this was not referenced with regard to the "no" answer for Section B.

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

Resolved: To receive and approve the Annual Internal Audit Report and that the Acting Town Clerk will liaise with the Internal Auditor with regard to the issues raised in that the Final Report should detail why there are any “no” answers.

23/22: Annual Governance and Accountability Return (AGAR)
To receive and approve AGAR 2021-2022 Part 3 (see all attached):

23.1: Annual Governance Statement 2021-2022 Section 1 and explanations for items classified as “no”.

The Acting Town Clerk explained the difficulty in referencing the Internal Auditor’s “no” boxes on the Annual Internal Audit Report to boxes 1-9 on the Annual Governance Statement as this was not clear. The Acting Town Clerk advised a “yes” response to all statements apart from statements 3 and 4 and explained why these should have a “no” response, and possibly also statement 2. The Council discussed the statements and felt that it has acted adequately and reasonably.

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

Resolved: To approve Section 1, the Annual Governance Statement 2021-2022, with the revision of statement 3 to a “yes” and that all statements should read “yes” (apart from statement 4).

23.2: Accounting Statements 2021-2022 Section 2

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

Resolved: To approve Section 2, Accounting Statements 2021-2022.

23.3: Cash and Investment Reconciliation as at 31st March 2022

Proposed: Councillor Tucker **Proposed:** Councillor Jack

Resolved: To approve the Cash and Investment Reconciliation as at 31st March 2022.

23.4: Explanation of any Significant Variances

Proposed: Councillor D Healy **Seconded:** Councillor Tuck

Resolved: To approve the Significant Variances

23.5: Difference between Boxes 7 and 8 of the Annual Return 2021-2022

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

Resolved: To approve the difference between boxes 7 and 8 of the Annual Return 2021-2022.

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

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

24/22: Partnership Grant

To consider a Partnership Grant Application from East Riding Theatre (see attached).

Proposed: Councillor D Healy **Seconded:** Councillor Gow

Resolved: That the Council considers this is an excellent application and approves the Partnership Grant of £3,000 per year for three years subject to annual review. Councillor D Healy will be the ambassador.

25/22: 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).

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

Resolved: That the Council takes into consideration the Parish Councillor Allowances Review by the East Riding of Yorkshire Council Members' Allowances Panel and approves the payment of Councillor Allowances to the sum of £250 per year.

26/22: To consider the exclusion of the public from the meeting on the grounds that confidential information in relation to business contracts shall be disclosed (Public Bodies (Admission of Meetings) Act 1960).

Resolved: That the public be excluded from the meeting on the grounds that confidential information in relation to business contracts shall be disclosed (Public Bodies (Admission of Meetings) Act 1960).

27/22: Lamp Post Project Quotes

Depending on the resolution of item 16 above, to consider quotes from companies to carry out the required work.

The Acting Town Clerk explained that four responses had been received and gave an explanation for each.

Proposed: Councillor Jack **Seconded:** Councillor Willis

Proposed: To approve Quote D in the sum of £8,285.52 plus VAT.

28/22: Beverley Food Festival

To consider tenders regarding the management, development and delivery of the Beverley Food Festival and make a resolution regarding the way forward.

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

Resolved: As the time was 8.30 pm under Standing Order 25a, to suspend Standing Order 3x in order that the meeting can be concluded.

The Acting Town Clerk reported that previously the Council had approved the tender and five had been sent out and only one had been returned. The Council discussed undertaking events.

Proposed: Councillor Tucker **Seconded:** Councillor Boynton

Resolved: To delay the decision until after the Platinum Jubilee event on 3rd June 2022 and after the Town Council undertakes a review into how to move forward with events.

Meeting finished at 8.45 pm

Signed:  _____

Date: 15 | 8 | 2022 _____