



Minutes of the Full Council Meeting

5th June 2023

6:30pm at the East Riding College, Beverley

Present: Councillors T Astell (in the Chair), P Astell, D Boynton, C Giles, A Healy, D Healy, D Horsley, G Johnson, L Johnson, A Ramsdale, J Rebecchi, P Regina and E Whitaker

In Attendance: Matthew Snowden (Town Clerk),
Libby Woodhouse (Assistant Town Clerk and Civic Officer)
No members of the public

21/23: 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).

There were no members of the public present.

22/23: Apologies

To Receive Apologies for Absence.

The Council received apologies for absence from Councillor B Morgan.

23/23: Declarations of Interest:

(a) Declarations: 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.

Councillor D Horsley declared a non-pecuniary interest in agenda item 13 regarding the RAF 47 Squadron in so far as his father and grandfather were members.

Councillor L Johnson declared a non-pecuniary interest in agenda item 18 regarding the Park and Ride in so far as she has promoted the park and ride in her role at ERYC.

(b) Dispensations: To note dispensations given to any member of the council and officers in respect of the agenda items below.

No dispensations were received or given.

24/23: Minutes from the Previous Meeting

To confirm and sign minutes from the meeting of Full Council (Annual Meeting of the Town Council) on Monday 15th May 2023.

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

Resolved: *That the Minutes of the Annual Meeting of Full Council on 15th May 2023 are approved and signed as a true and correct record.*

25/23: Minutes from Committee Meetings

To confirm and sign minutes from the meeting of Planning Environment and Services Committee held on Tuesday 23rd May 2023.

P. A. Boynton

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

Resolved: *That the Minutes of the Planning Environment and Services Committee held on 23rd May 2023 are approved and signed as a true and correct record.*

26/23: Mayor's Announcements and Correspondence
To receive information about and consider any potential future Mayoral Events.

The Mayor outlined recent and upcoming engagements.
The Mayor brought the Council's attention to the Wednesday Market Christmas Tree story which had been on the local and national news due to the pigeon making a nest in it resulting in the Council not being able to remove the tree.

27/23: Reports from Councillors on External Bodies
To receive (if any) reports from Councillors representing the Town Council to external bodies.

Councillor Rebecchi – outlined the difficulties that Cherry Tree Youth Club are experiencing finding a venue and with the Rugby Club and that a new planning application would be required. Jo Ramsey would be at the next Full Council meeting in July to speak about the issues concerning the young people.
Councillor A Healy – reported on the recent Chamber of Trade meeting attended by herself and Cllrs D Healy and L Johnson. ERYC Officers had given the same speech regarding the Park and Ride as to the Town Council however on more of a consultative basis and updates were given.

28/23: Finances
To consider and resolve the following financial matters (documents attached):

(a) Past Audit and AGAR Matters: To receive updates on Audit and AGAR matters relating to previous years:

- i. **External Auditor Report regarding Objections to the 2021-2022 AGAR:** To receive and consider a report from PKF Littlejohn regarding objections raised with them by a member of the public regarding the Town Council's 2021-2022 AGAR.

It was explained that members of the public can make objections to the AGAR and accounts in any year to the external auditors, PKF Littlejohn, which had happened in 2020/2021 and 2021/2022. The investigation into objections in 2020/2021 had been completed last year. The investigation into objections in 2021/2022 had now been completed.

The external auditors did not uphold objection 1 into the quoting for the handwaving flags for the platinum jubilee event. The external auditors partly upheld objection 2 in that not all of the internal audit points raised had been completed (explained below).

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

Resolved: *That the Council notes the report and refers all of the Action Plans to the Policy and Finance Committee for review.*

- ii. **Internal Audit Recommendations Action Plan Updates:** To receive updates on the Internal Audit Recommendation Action Plans (2020-2021, 2021-2022 and 2022-2023).

The Council noted that since the new Internal Auditor had started in 2020/2021, there had been 82 recommendations. 68 had been completed and 14 were still ongoing. The Town Clerk gave an explanation of the work undertaken and the current position.

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

Resolved: *That the Council thanks the current Officers for their work over the last three years to correct the inherited failures that had been unearthed. The recommendations had been whittled down and good progress made during the process of continual improvement.*

P. A. Johnson

(b) Internal Control Systems 2022-2023: To review the effectiveness of the Internal Control:

i. To review the effectiveness of the Internal Control System.

The quarterly internal control system was explained – where two Councillors review procedures, and accounting systems etc using a check list form which is then reported to Full Council. An annual review of the systems of internal control is required by the Council by law to determine its effectiveness.

Proposed: Councillor L Johnson **Seconded:** Councillor Whitaker

Resolved: *That the Council considers that the system is working well and that it should continue.*

ii. To nominate two Councillors to review the internal control quarterly (cannot be members of the Policy and Finance Committee or bank account signatories).

Councillors C Giles and E Whitaker will be the Councillors to undertake the quarterly internal control review.

(c) Year End Accounts 2022-2023: To approve the Year End Accounts to 31st March 2023:

i. To consider 2022-2023 income and expenditure against budget.

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

Resolved: *To approve the income and expenditure against budget to 31st March 2023.*

ii. Income and Expenditure Accounts.

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

Resolved: *To approve the income and expenditure accounts to 31st March 2023.*

iii. Balance Sheet and Earmarked Reserves.

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

Resolved: *To approve the balance sheet and earmarked reserves to 31st March 2023.*

(d) Internal Audit Report 2022-2023: To receive and approve the End of Year Internal Audit documents:

i. End of Year Final Internal Audit Report 2022-2023.

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

Resolved: *That the Council receives and approves the final year-end Internal Audit Report undertaken by Internal Audit Yorkshire.*

ii. Annual Internal Audit Report 2022-2023 (page 3 of AGAR).

The Council noted the Annual Internal Audit Report 2022-2023 Page 3 of AGAR undertaken by Internal Audit Yorkshire.

iii. Explanation of “no” in the Annual Internal Audit Report.

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

Resolved: *To approve the explanation of “no” responses in the Annual Internal Audit Report 2022-2023 (page 3 of AGAR) as given by the Town Clerk.*

iv. **Recommendations to the Action Plans from the Internal Auditor's Reports 2022-2023.**

The recommendations to the actions plan from the Internal Audit report 2022-2023 will be reviewed by the Policy and Finance Committee, and any recommendations brought to Full Council.

(e) **Annual Governance and Accountability Return (AGAR) 2022-2023: To receive and approve AGAR 2022-2023 Part 3 (see all attached):**

i. **Annual Governance Statement 2022-2023 Section 1 and explanations for items classified as "no".**

A proposal by Councillor D Healy to provide "yes" responses to sections 1-6 and 8, and "no" to section 7 at the Officer's recommendation was withdrawn.

Proposed: Councillor T Astell **Seconded:** Councillor E Whitaker

Resolved: To approve Section 1 AGAR (Annual Governance Statement) 2022-2023 with all "yes" responses as the vast majority of the action plan had been completed and all of the actions had been commenced.

ii. **Accounting Statements 2022-2023 Section 2.**

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

Resolved: To approve Section 2 AGAR (Accounting Statements) 2022-2023.

iii. **Cash and Investment Reconciliation as at 31st March 2023.**

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

Resolved: To approve the Cash Investment Reconciliation as at 31st March 2023.

iv. **Explanation of any significant variances.**

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

Resolved: To approve the explanation of significant variances.

v. **Difference between Boxes 7 and 8 of the Annual Return 2022-2023.**

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

Resolved: To approve the differences between Boxes 7 and 8 of the AGAR 2022-2023.

vi. **To approve dates for the period of public inspection of accounts.**

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

Resolved: To approve the period of public inspection of accounts as 30 days to take place from 8th June 2023 until 20th July 2023.

29/23: Councillor Training

To consider approving bespoke whole-council training by ERNLLCA (Town Clerk to report).

Councillors received a report outlining two bespoke whole-Council training sessions by ERNLLCA. Firstly, Good Councillor Training and secondly, Action Planning training.

Proposed: Councillor E Whitaker **Seconded:** Councillor P Astell

Resolved: To approve £400 for these two bespoke whole-Council training sessions and for the Town Clerk to organise these with ERNLLCA at a suitable location.

L. Boynton

30/23: Town Hall Project

To consider the following matters relating to the Town Hall Project (Town Clerk to report and attached):

- (a) VAT Report: To consider and resolve VAT registration issues, following the completion of the VAT report commissioned from DCK Accounting Solutions Ltd in relation to the Town Hall Project**

It was explained that the project was on hold on the advice of VAT specialists DCK Accounting Solutions until VAT registration has taken place, in order to allow the correct VAT correlations in the accounts.

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

Resolved: *To approve the report by DCK Accounting Solutions and that the Town Council applies to become registered for VAT.*

- (b) Updates: To receive any other updates regarding the Town Hall Project.**

The Town Clerk reported that an action plan had been formulated in consultation with Delaney Marling Partnership so that following VAT registration, the Council continues with two architects to provide indicative designs. Hopefully there will be an extra Full Council meeting in August to consider indicative designs with a view to one architect and full designs being approved in September/October.

Concern was raised as to the delay in moving forward in terms of the lease remaining at the current offices and this will be discussed at the next Town Hall Working Group meeting.

31/23: Beverley Minster Eco Fair

To consider a request for the Town Council to support in principle Beverley Minster's Eco Fair, thereby helping to evidence local enthusiasm for this project to potential funders (Town Clerk to report).

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

Resolved: *That although the Council does not have the power to provide financial support, to provide support in principle for Beverley Minster's Eco Fair.*

32/23: Beverley Pride at Beverley Rugby Union Football Club (RUFC)

To consider a request for support from Beverley RUFC regarding their forthcoming Beverley Pride event (Cllr Tom Astell to report).

The Mayor, Cllr Tom Astell, provided a report regarding recent discussions with Beverley RUFC regarding a forthcoming Pride event. The event will be on 5th August 2023 at the Rugby Club but organised by a newly created committee. The Rugby Club has made applications for funding to ERYC but only one was successful and is now requesting assistance from the Town Council. It would be possible to vire £4,700 from the match funding budget line to the Pride budget line so that £5,000 could be considered for funding.

~~**Proposed:** Councillor Rebecchi **Seconded:** Councillor D Healy~~

Resolved: *That this funding of the Pride event is referred to the Policy and Finance Committee for a recommendation to be made to Full Council.*

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

Resolved: *Using Standing Order 25a, to suspend Standing Order 3w to allow the meeting to continue for a further 15 minutes.*

33/23: RAF Squadron 47

To consider the following matters (Town Clerk to report and see attached):

- (a) Project Information: To receive information about a project to commemorate RAF Squadron 47, which was founded in Beverley on 1st March 1916.**

The Council received information regarding this project.

- (b) Meeting: To selected two Councillors to join the Town Clerk at a meeting with the project organiser and report back to the next appropriate meeting.**

The Town Clerk will organise a meeting with Graham Stuart MP with Councillor D Horsley and Councillor D Boynton to support the project.

34/23: Town Entry Signs

To selected up to four Councillors to join the Town Clerk at a meeting with students at East Riding College at 10am on Thursday 15th June, for updates on the new Town Entry Signs Project.

Councillors T Astell, P Astell, A Ramsdale will attend with the Town Clerk.

35/23: What's On Event

To provide Councillors with information about an opportunity for them to have a stall at the What's On event, organised by ERYC Active Communities Team at Beverley Leisure Complex on Sunday 25th July – this could be an opportunity for Councillors to meet and speak with members of the community (see attached).

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

Resolved: *That the Town Council has a stall at the What's on Event as an opportunity to meet and speak with members of the community, and as an opportunity to consult on the Town Hall Project.*

36/23: Dogger Bank Consultation

To receive and consider information regarding consultation events regarding the Dogger Bank South Offshore Wind Farm project (see attached).

The Town Clerk reported that he had requested assistance with the Town Hall project from the Dogger Bank South Offshore Wind Farm Project however they were not in a position to assist as funding streams were not open yet.

Councillor D Boynton will attend the consultation event.

37/23: Hedgehogs R Us Project

To consider correspondence from Hedgehogs R Us – an environmental project to support hedgehogs – through the purchase and distribution of highway surrounds (see attached).

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

Resolved: *That this project is considered by the Planning Environment and Services Committee.*

38/23: Park and Ride Update

To receive and consider an update from ERYC following the Town Council's correspondence to them expressing concerns regarding the potential cancelling of this scheme (see attached).

The Town Clerk provided an update and stated that the ERYC Ward Councillors would provide a further report in due course.

39/23: To consider the exclusion of the press and 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).

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

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

40/23: Employment Matters

To consider and resolve matters relating to an employment matter.

Councillor D Healy, Chairman of the Personnel Committee, reported the latest situation to the Council with regard to an employment matter.

Meeting finished at 8.45 pm

Signed: D. T. Boynton

Dated: 10/07/23

