

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

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Minutes of the Annual Meeting of the Town Council held on **Tuesday 14 May 2019** in the **Committee Room, Petuaria Community Centre, Centurion Way, Brough, HU15 1DF**. Prior to the start of meeting the Town Clerk witnessed and received delivery of the members elected on 2 May 2019 declarations of acceptance of office.

Members Present: Cllr Luckraft, Cllr Brogden, Cllr Rowe, Cllr Muzaffar, Cllr Credland (Chairman), Cllr Hakes, Cllr Bentley, Cllr S. Duckles (Vice Chairman) and Cllr C. Duckles

Meeting Clerk: Tom Clay, Town Clerk

Also in attendance: ERYC Cllr Meredith, ERYC Cllr Gill and one member of the public

Minutes

Minute	Item
	<u>Procedural Items</u>
1/1920	<p>Election of the Chairman</p> <p>Cllr Brogden proposed, seconded by Cllr Bentley, that Cllr Credland be elected to the office of Chairman of the Town Council for the 2019-20 municipal year.</p> <p>Cllr C. Duckles proposed, seconded by Cllr Luckraft, an amendment that Cllr S. Duckles be elected to the office of Chairman of the Town Council for the 2019-20 municipal year.</p> <p>A vote was taken on the amendment. The amendment fell and the substantive motion therefore remained the same:</p> <p>That Cllr Credland be elected to the office of Chairman of the Town Council for the 2019-20 municipal year.</p> <p>A vote was taken on the substantive motion which passed.</p> <p>RESOLVED: Council elected Cllr Credland to the office of Chairman of the Town Council for the 2019-20 municipal year.</p>

Signature: *M. Credland* Date: ~~15/05/19~~ 15/05/19

2/1920	<p>Election of the Vice-Chairman Cllr C. Duckles proposed, seconded by Cllr Credland, that Cllr S. Duckles be elected to the office of Vice-Chairman of the Town Council for the 2019-20 municipal year.</p> <p>RESOLVED: Council elected Cllr S. Duckles to the office of Vice-Chairman of the Town Council for the 2019-20 municipal year.</p>
3/1920	<p>Declaration of acceptance of office The Town Clerk witnessed and received delivery of the Chairman and Vice-Chairman's declarations of acceptance of office.</p>
4/1920	<p>Apologies ERYC Cllr Meredith gave ERYC Cllr Smith's apologies for the meeting.</p> <p>No apologies were received from Town Councillors.</p>
5/1920	<p>Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.</p>
6/1920	<p>Minutes of the ordinary meeting held on 16 April 2019 Cllr Luckraft proposed, seconded by Cllr Bentley, that the minutes be accepted as a true and accurate record of the meeting.</p> <p>RESOLVED: Council resolved to approve the minutes as a true and accurate record.</p>
7/1920	<p>Council committee minutes The Town Clerk reported that the minutes Planning Committee of 30 April 2019 were not ready for noting and would be included on a future agenda.</p> <p>Cllr S. Duckles proposed, seconded by Cllr Rowe, that Council note the following committee minutes:</p> <ul style="list-style-type: none"> i. Personnel – 9 April 2019 ii. Environment Committee – 10 April 2019 iii. Planning Committee – 10 April 2019 iv. Finance and Strategic Planning Committee – 30 April 2019 <p>RESOLVED: Council resolved to note the committee minutes outlined above.</p>
<u>Section 137 and General Power of Competency</u>	
8/1920	<p>Section 137 expenditure Council noted that in the 2018/19 financial year the Town Council incurred £350 expenditure of Section 137 funds.</p>

Signature: M. Credland Date: 18/6/19

	<p>Council also noted that the Ministry of Housing, Communities and Local Government has advised that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 for parish and town councils in England for 2018-19 is £8.12, providing and allowance of approximately £64,513.4 for the 2019/20 financial year, based on electoral register of 7945 for the Town Council area.</p>
9/1920	<p>General Power of Competency</p> <p>Council noted the eligibility criteria of the “general power of competence” set out in the Localism Act 2011 (Part 1, Chapter 1, ss 1-8), brought into force by SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.</p> <p>Council further noted that it satisfies all the conditions as follows:</p> <ol style="list-style-type: none"> i. 9 out of 12 town councillors elected on 2 May 2019, and; ii. The Clerk of the Council holds the Certificate in Local Council Administration (CiLCA). <p>Cllr S. Duckles proposed, seconded by Cllr Rowe, that Council pass the following resolution:</p> <p><i>“Council resolves from the Annual Meeting on Tuesday 14 May 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.”</i></p> <p>RESOLVED: Council acknowledged that it met the conditions of eligibility and would adopt the General Power of Competence.</p>
	<p><u>Delegated Arrangements, Appointments and Representation</u></p>
10/1920	<p>Delegated arrangements</p> <p>Cllr S. Duckles proposed, seconded by Cllr Rowe, that Council adopt the Scheme of Delegation, including the Terms of Reference for the following committees:</p> <ol style="list-style-type: none"> i. Committees: Environment; Events & Publicity; Finance & Strategic Planning; Personnel, and; Planning. ii. Working Party: Future Office Arrangements. <p>RESOLVED: Council adopted the Scheme of Delegation, including the Terms of Reference.</p>
11/1920	<p>Appointments and representation</p> <p>Council noted that representatives on external bodies can report back at Full Council meetings, to the relevant committee or both. The Full Council agenda will have included on it an item for representatives to provide a report</p>

Signature: M. J. Gale Date: 19/6/19

11/1920.1

Cllr S. Duckles proposed, seconded by Cllr Muzaffar, that the appointments set out below be made to the following committees, working party and outside bodies:

Committees and working party membership 2019-20

Committee	Membership 2019-20
Events & Publicity Committee	<ul style="list-style-type: none"> • Cllr Brogden • Cllr Rowe • Cllr Muzaffar • Cllr Credland (Ex-Officio) • Cllr Bentley
Environment Committee	<ul style="list-style-type: none"> • Cllr Rowe • Cllr C. Duckles • Cllr S. Duckles (Ex-Officio) • Cllr Hakes • Cllr Luckraft
Finance & Strategic Planning Committee	<ul style="list-style-type: none"> • Cllr Brogden • Cllr S. Duckles (Ex-Officio) • Cllr Credland (Ex-Officio) • Cllr Luckraft • Cllr Bentley
Personnel Committee	<ul style="list-style-type: none"> • Cllr Brogden • Cllr Rowe • Cllr Muzaffar • Cllr S. Duckles (Ex-Officio) • Cllr Luckraft
Planning Committee	<ul style="list-style-type: none"> • Cllr Luckraft • Cllr Hakes • Cllr C. Duckles • Cllr S. Duckles • Cllr Credland (Ex-Officio)
Working Party	Membership 2019-20
Future Office Planning Working Party	<ul style="list-style-type: none"> • Cllr Rowe • Cllr S. Duckles • Cllr Luckraft • Cllr Credland

Outside bodies appointments 2019-20

Outside Body/Committee/Group	Membership 2019-20
Allotments Association	Cllr S. Duckles
Brough South Liaison Committee	Cllr Credland
Community Partnership – Police and Partners (Haltemprice, High Hunsley & Dale)	Cllr Credland Cllr S. Duckles

Signature: *M J Credland* Date: *18/6/19*

	<table border="1"> <tr> <td>East Riding Association of Rural Community Buildings (ERA of RCB)</td> <td>Cllr Brogden</td> </tr> <tr> <td>East Riding Local Councils Network</td> <td>Cllr Credland Cllr Duckles</td> </tr> <tr> <td>East Riding North Lincolnshire Local Councils Association (ERNLLCA) District Committee</td> <td>Cllr S. Duckles Cllr Luckraft</td> </tr> <tr> <td>Elloughton-cum-Brough in Bloom</td> <td>Chairman of the Environment Committee</td> </tr> <tr> <td>ERYC Flood Liaison Group</td> <td>Cllr S. Duckles</td> </tr> <tr> <td>Petuarria Community Forum</td> <td>Cllr Credland</td> </tr> <tr> <td>Petuarria (Brough) Community Centre Management Committee</td> <td>Cllr Luckraft</td> </tr> <tr> <td>Playing Field Association</td> <td>Cllr Credland</td> </tr> <tr> <td>Village Hall Management Committee</td> <td>Cllr Brogden Cllr Credland</td> </tr> </table>	East Riding Association of Rural Community Buildings (ERA of RCB)	Cllr Brogden	East Riding Local Councils Network	Cllr Credland Cllr Duckles	East Riding North Lincolnshire Local Councils Association (ERNLLCA) District Committee	Cllr S. Duckles Cllr Luckraft	Elloughton-cum-Brough in Bloom	Chairman of the Environment Committee	ERYC Flood Liaison Group	Cllr S. Duckles	Petuarria Community Forum	Cllr Credland	Petuarria (Brough) Community Centre Management Committee	Cllr Luckraft	Playing Field Association	Cllr Credland	Village Hall Management Committee	Cllr Brogden Cllr Credland
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11/1920.2	<p>It was further proposed that consideration of the vacant committee seats take place after the co-option of further members to the Council.</p> <p>RESOLVED: Council appointed the members to the committees, working party and outside bodies as set out in the proposal.</p>																		
<u>Review of Arrangements and Subscriptions</u>																			
12/1920	<p>Review of arrangements</p> <p>Council noted that it currently only contributes grants towards the expenditure incurred by other bodies. There are two schemes in operation, the first providing large grants on an annual basis, and the second providing smaller ad hoc grants throughout the year.</p> <p>Council also noted that it has several arrangements in place, as follows:</p> <ul style="list-style-type: none"> • Allotments (Buccaneer Way) – ERYC and sub-lease to Society • Community Centre Lease – ERYC • Community Centre Sub-lease – Management Committee • Play Area lease – Atkinson Foundation • Rent/lease 60 Welton Road (Council Offices) – PPH 																		
13/1920	<p>Review of subscriptions</p> <p>Council noted that it has two subscriptions currently in place, both recently renewed for a year:</p> <ol style="list-style-type: none"> 1. Council membership of East Riding and North Lincolnshire Local Council Association (ERNLLCA). 2. Town Clerk membership of the Society of Local Council Clerks (SLCC). 																		

Signature: M. D. Brogden Date: 18/11/19

	<u>Review of Policies and Key Documents</u>
14/1920	<p>Review of the Asset Register (including insurance cover) Council noted that the Town Council has adequate insurance in place to meet the requirements set out in legislation and the '<i>Governance and Accountability for Smaller Authorities in England: A Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements</i>' produced by the Joint Panel on Accountability and Governance (JPAG).</p> <p>Cllr Brogden proposed, seconded by Cllr Credland, that Council note and accept the Asset Register, including the insurance cover requirements for specific items (land and property).</p> <p>RESOLVED: Council noted and accepted the Asset Register, including the insurance cover requirements.</p>
15/1920	<p>Standing Orders and Financial Regulations Cllr S. Duckles proposed, seconded by Cllr Luckraft, that Council adopt the appropriate Standing Orders and Financial Regulations (which includes as appendices: Grant Policy, Internal Controls, Investment Strategy and Petty Cash Procedure).</p> <p>RESOLVED: Council adopted the Standing Orders and Financial Regulations (including all the appendices).</p>
16/1920	<p>Policy review Cllr Brogden proposed, seconded by Cllr Luckraft, that Council adopt the following policies, procedures and regulations:</p> <ul style="list-style-type: none"> • Code of Conduct • Civic Protocol • Document Retention Policy • GDPR Policy Pack (includes: Bring Your Own Device Policy, Consent Form, Data Protection Policy, General Privacy Notice, Internal Privacy Notice, Privacy Policy and Subject Access Request Policy) • Freedom of Information Policy (includes: Publication Scheme and Guide of Information) • Risk Management Policy • Staff and Office Handbook (includes: Equalities Policy, Bullying & Harassment Policy, Disciplinary & Grievance Policies, Sickness Policy, Leave Policy, Staff Appraisal Policy, Media, Social Media & Communications Policy, Training Policy, Health & Safety Policy, Complaints Policy, Councillor & Officer Protocol and Expenses Policy) <p>RESOLVED: Council adopted the policies, procedures and regulations set out above.</p>

Signature: M. J. Duckles Date: 15/1/19

<u>Review of Future Meeting Dates</u>	
17/1920	<p>Future meeting dates Cllr Rowe proposed, seconded by Cllr Bentley, that Council accept the dates outlined by the Town Clerk which set out the time and place of ordinary meetings of the Council, committee meetings and working party meetings up to and including the next Annual Meeting of the Council (May 2020).</p> <p>RESOLVED: Council accepted the dates, time and place of ordinary meetings of the Council, committee meetings and working party meetings up to and including the next Annual Meeting of the Council (May 2020).</p>

Meeting started 6:30pm and closed 7:05pm

Document published on 17 May 2019

Signed:

Print Name:

Print Position:

Date:

Signature: *M. J. O'Connell* Date: *18/5/19*