

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 **Monday 15th May 2023 held in the Methodist Church Hall, Welton Road, Brough, HU15 1DL.**

Members Present: Cllr Rennison, Cllr Bentham, Cllr S Duckles, Cllr Luckraft, Cllr C Duckles, Cllr Blee, Cllr Harrison, Cllr Parker, Cllr Fisher, Cllr Twining, Cllr Kellington and Cllr Trotter (arrived after election of Chairman and Vice Chairman).

Meeting Clerk: Philippa Beverley (Town Clerk)

Also in attendance: Danika Lynch (Deputy Clerk), Phillipa Scullion (Event Coordinator)

MINUTES

AM18/23 Council to elect a Chairman of the council for the May 2023 to May 2024 municipal year.

Cllr Luckraft proposed, seconded by Cllr Blee that Cllr S Duckles be elected as Chairman of the Town Council for the 2023 -24 municipal year.

Cllr Parker proposed, seconded by Cllr Bentham, an amendment that Cllr Rennison be elected to the office of Chairman of the Town Council for the 2023-24 municipal year.

A vote was taken on the amendment and first proposal. After receiving six votes to three, Cllr Rennison was elected to the office of Chairman of the Town Council for the 2023-24 municipal year.

RESOLVED: Cllr Rennison was elected to the office of Chairman of the Town Council for the 2023-24 municipal year.

AM19/23 Council to elect a Vice- Chairman of the council for the May 2023 to May 2024 municipal year.

Cllr Parker proposed, seconded by Cllr Kellington and agreed with a majority of six votes that Cllr Bentham be elected to the office of Vice-Chairman of the Town Council for the 2023 -24 municipal year.

RESOLVED: Cllr Bentham was elected to the office of Vice-Chairman of the Town Council for the 2023-24 municipal year.

AM20/23 To deliver declaration of acceptance of office – Delivery by the Chairman and Vice-Chairman of their acceptance of office forms, unless it is resolved for this to be done at a later date.

Signature: -----

Date: -----

RESOLVED: Council resolved the Chairman and Vice Chairman signed the declaration of acceptance of office immediately.

AM21/23 To Accept Apologies
No apologies received.

RESOLVED: Council resolved no apologies.

AM22//23 To Accept Declarations of interest relating to items on the Agenda.
No Declarations of interest received.

RESOLVED: No declarations of interest received.

AM23/23 To note Section 137 expenditure

To note Section 137 expenditure – Council to note that Department for Levelling Up, Housing and Communities (DLUHC) has advised that the appropriate sum for the purpose of Section 137 (4) (a) of the Local Government Act 1972 for local Parish and Town Councils in England for 2023/24 is £9.93, providing an allowance of approximately £79,688 for the 2023/24 financial year, based on an electoral register of 8025 for the Town Council area.

RESOLVED: Council resolved to note that the section 137 appropriate sum is approximately £79,688 for the 2023/24 financial year based on an electoral register of 8025 for the Town Council area.

AM24/23 To note the Council does not currently satisfy the eligibility criteria for General Power of Competency as the Town Clerk does not currently hold the CiLCA.

Council noted the Council does not currently satisfy the eligibility criteria for General Power of Competency as the Town Clerk does not currently hold the CiLCA.

Cllr Bentham proposed, seconded by Cllr Rennison and agreed with a majority of six Councillors that this be reviewed in 6 months.

RESOLVED: Council noted it does not satisfy eligibility criteria for the GPC and resolved that this be reviewed in 6 months.

AM25/23 To review Delegated Arrangements to committees, sub-committees, staff and other local authorities and to consider adoption of Scheme of Delegation, including the terms of reference for the Environment, Events and Publicity, Planning, Finance and Strategic Planning and Personnel Committees.

Cllr Luckraft proposed, seconded by Cllr Blee and agreed unanimously that Council adopt the Scheme of Delegation, including the Terms of Reference for the following committees: Environment; Events & Publicity; Finance & Strategic Planning; Personnel, and; Planning.

RESOLVED: Council resolved to adopt the Scheme of Delegation, including the Terms of Reference.

Signature: -----

Date: -----

AM26/23

To appointment members to the Environment, Events and Publicity, Planning, Finance and Strategic Planning and Personnel Committees.

Cllr Luckraft proposed, seconded by Cllr Blee and agreed unanimously that the appointments set out below be made to the following committees.

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Chairman of the Council: Cllr Rennison

Vice Chairman of the Council: Cllr Bentham

Committees and working party membership 2023-24

Committee	Quota	Membership 2023-24
Events & Publicity Committee	One Ex-officio (Chairman or Vice Chairman) + 5 Cllrs	Cllr Rennison (Ex-Officio) Cllr Bentham Cllr Trotter Cllr Blee Cllr Harrison Cllr Parker
Environment Committee	One Ex-officio (Chairman or Vice Chairman) + 5 Cllrs	Cllr Rennison (Ex-officio) Cllr C Duckles Cllr S Duckles Cllr Parker Cllr Harrison Cllr Kellington
Finance & Strategic Planning Committee	Two Ex-officio (Chairman or Vice Chairman) + 4 Cllrs	Cllr Rennison (Ex-officio) Cllr Bentham (Ex-officio) Cllr S Duckles Cllr Luckraft Cllr Blee (Space)
Personnel Committee	One Ex-officio (Chairman or Vice Chairman) + 5 Cllrs	Cllr Bentham (Ex-officio) Cllr Luckraft Cllr S Duckles Cllr Twining Cllr Harrison (Space)
Planning Committee	One Ex-officio (Chairman or Vice Chairman) + 5 Cllrs	Cllr Rennison (Ex-officio) Cllr S Duckles Cllr C Duckles Cllr Luckraft Cllr Blee (Space)

RESOLVED: Council appointed members to the committees as set out in the proposal.

AM27/23

To appoint representation to outside bodies.

Cllr Luckraft proposed, seconded by Cllr Blee and agreed unanimously that the appointments set out below be made to the following outside bodies:

Signature: -----

Date: -----

Outside bodies appointments 2023-24

Outside Body/Committee/Group	Quota	Membership 2023-2024
Allotments Association	One councillor	Clr C Duckles
Brough South Liaison Committee	Chairman	Clr Rennison
Community Partnership – Police and Partners (Haltemprice, High Hunsley & Dale)	Chairman and Vice Chairman	Clr Rennison Clr Bentham
East Riding Association of Rural Community Buildings (ERA of RCB)	One councillor	Clr S Duckles
East Riding Local Councils Network	Chairman and Vice Chairman	Clr Rennison Clr Bentham
East Riding North Lincolnshire Local Councils Association (ERNLLCA) District Committee	Chairman and Vice Chairman	Clr Rennison Clr Bentham
Elloughton-cum-Brough in Bloom	One councillor	Clr Luckraft
ERYC Flood Liaison Group	One councillor	Clr S Duckles
Petuaria Community Centre Management Committee	One councillor	Clr Luckraft
Playing Field Association	Two councillors	Clr Kellington Clr S Duckles
Village Hall Management Committee	Chairman	Clr Rennison

RESOLVED: Council appointed members to the outside bodies as set out in the proposal.

AM28/23

To review arrangements (including legal agreements) with other local authorities, not for profit bodies and businesses.

Council to note 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. Council to note that it has several arrangements in place as follows:

- 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 received a verbal update that all leases remain apart for the Allotment lease which is due for renewal in May 2023. The Town Clerk advised that there

Signature: -----

Date: -----

is a meeting at the allotments with an ERYC officer to ensure good maintenance of the area before a new lease is drafted.

RESOLVED: Council resolved to agree with the review of arrangements (including legal agreements) with other local authorities, not for profit bodies and businesses and noted the update in relation to the Allotments (Buccaneer Way).

AM29/23 To note Council currently has one subscription with East Riding and North Lincolnshire Local Council Association (ERNLLCA) which has been renewed for 2023/24.

Council noted that the ERNLLCA membership has been renewed for the May 2023/24 year.

RESOLVED: Council noted that ERNLLCA membership has been renewed for the May 2023/24 Municipal year.

AM30/22 To review and adopt Standing Orders and Financial Regulations which includes as appendices: Grant Policy, Internal Controls, Investment Strategy and Petty Cash Procedure.

Cllr Luckraft proposed, seconded by Cllr Blee and agreed unanimously, that Council adopt the Standing Orders and Financial Regulations which includes as appendices: Grant Policy, Internal Controls, Investment Strategy and Petty Cash Procedure.

RESOLVED: Council resolved to adopt the Standing Orders and Financial Regulations which includes as appendices: Grant Policy, Internal Controls, Investment Strategy and Petty Cash Procedure.

AM31/22 To review the following policies, procedures and regulations:

Code of Conduct, Co-option policy, Social Media Policy, Death of a Senior Monarch Policy, Vexatious Behavior Policy, 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)

Cllr S Duckles proposed, seconded by Cllr Luckraft that Council adopt the following policies, procedures and regulations: Code of Conduct, Co-option policy, Social Media Policy, Death of a Senior Monarch Policy, Vexatious Behavior Policy, 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)

RESOLVED: Council resolved to adopt the policies, procedures and regulations set out above.

AM32/22 To consider future times and places of ordinary meetings of the Council and Committees up to and including the next Annual Meeting of the Council (May 2024).

Cllr Bentham requested that the start time of Full Council Meetings be moved to 6.30pm start times. Agreed that this will be added as a future agenda item to discuss in detail due to time constraints within the meeting.

RESOLVED: Council resolved to move this item to the next Full Council Meeting as an agenda item in order to discuss a proposed change of time to the start of Full Council Meetings.

Meeting closed – 18.58

DRAFT

Signature: -----

Date: -----