

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

Write to: PO Box 124, Brough, HU15 1YH

Telephone: 01482 665600

Website: elloughtonbrough-tc.gov.uk



Minutes of the Annual Meeting of the Town Council held on **Tuesday 4th May 2021 held remotely via Zoom.**

Members Present: Cllr Bentley (Chairman), Cllr Duckles, Cllr S Duckles (Vice Chairman), Cllr Luckraft, Cllr Loizides, Cllr Rowe, Cllr Hakes, Cllr Cropley, Cllr Trotter, Cllr Flint

Meeting Clerk: Philippa Beverley (Town Clerk)

Also in attendance: Danika Lynch (Deputy Clerk), Claire Hastie (Administration Assistant)

Public Forum:

No members of the public in attendance.

MINUTES

19/21 Roll Call of Councillors, Officer and members of the public present – Record Confirmed.

RESOLVED: Council roll call of Councillors, Officers and members of the public present record confirmed.

20/21 Council to elect a Chairman of the council for the May 2021 to May 2022 municipal year.

Cllr Hakes proposed, seconded by Cllr Luckraft, that Cllr S Duckles be elected to the office of Chairman of the Town Council for the 2021-22 municipal year.

Cllr Cropley proposed, seconded by Cllr Trotter, an amendment that Cllr Bentley be elected to the office of Chairman of the Town Council for the 2021-22 municipal year.

A vote was taken on the amendment and first proposal, after receiving an equal number of votes, the Chairman used the casting vote in support of Cllr Bentley. After receiving the majority of votes, Cllr Bentley was elected to the office of Chairman of the Town Council for the 2021-22 municipal year.

RESOLVED: Cllr Bentley was elected to the office of Chairman of the Town Council for the 2021-22 municipal year.

21/21 Council to elect a Vice- Chairman of the council for the May 2021 to May 2022 municipal year.

Cllr Bentley proposed, seconded by Cllr Cropley, that Cllr Loizides be elected to the office of Vice-Chairman of the Town Council for the 2021-22 municipal year.

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Date: -----

Cllr Duckles proposed, seconded by Cllr Luckraft, an amendment that Cllr Hakes be elected to the office of Vice-Chairman of the Town Council for the 2021-22 municipal year.

A vote was taken on the amendment. After receiving the majority of votes, Cllr Loizides was elected to the office of Vice-Chairman of the Town Council for the 2021-22 municipal year.

RESOLVED: Cllr Loizides was elected to the office of Vice-Chairman of the Town Council for the 2021-22 municipal year.

22/21 To deliver declaration of acceptance of office – Delivery by the Chairman and Vice-Chairman of their acceptance of office forms. (Due to the current format of meetings as a result of COVID-19 The Acceptance of Office forms cannot be signed in person at the meeting, we will make arrangements for this to be completed in the office within the next 3 working days)

RESOLVED: Council resolved the Chairman and Vice Chairman will attend the office to sign The Acceptance of Office forms within 3 days of the meeting.

23/21 To Accept Apologies – No apologies received.

RESOLVED: Council received no apologies.

24/21 To Accept Declarations of interest relating to items on the Agenda.
No Declarations of interest received.

RESOLVED: No declarations of interest received.

25/21 To confirm as a correct record the Minutes from the Annual Meeting of the Town Council on 15th May 2019.

Cllr Rowe proposed, seconded by Cllr Bentley and agreed unanimously that the minutes from the Annual Meeting of the Town Council on 15th May 2019 be accepted as a true and accurate record of the meeting.

To confirm as a correct record the Minutes from the Annual Meeting of the Town Council on 21st July 2020.

Cllr Croyley proposed, seconded by Cllr Luckraft and agreed unanimously that the minutes from the Annual Meeting of the Town Council on 21st July 2020 be accepted as a true and accurate record of the meeting.

RESOLVED: Council resolved that minutes from the Annual Meeting of the Town Council on 15th May 2019 and 21st July 2020 be accepted as true and accurate records of the meetings.

26/21 To note Section 137 expenditure

Council 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 2021/22 is £8.41, providing an allowance of approximately £67,961.21 for the 2021/22 financial year, based on an electoral register of 8081 for the Town Council area.

RESOLVED: Council resolved to note that the section 137 appropriate sum is approximately £67,961.21 for the 2021/22 financial year based on an electoral register of 8081 for the Town Council area.

27/21 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.

RESOLVED: Council noted it does not satisfy eligibility criteria for the GPC.

28/21 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 Loizides proposed, seconded by Cllr Rowe, 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.

29/21 To appointment members to the Environment, Events and Publicity, Planning, Finance and Strategic Planning and Personnel Committees.

Cllr Bentley proposed, seconded by Cllr Luckraft that the appointments set out below be made to the following committees, working party and outside bodies:

Committees and working party membership 2021-22

Committee	Quota	Membership 2021-22
Events & Publicity Committee	One Ex-officio (Chairman or Vice Chairman) + 5 Cllrs	<ul style="list-style-type: none"> • Cllr Bentley (Ex-officio) • Cllr Luckraft • Cllr Rowe • Cllr Muzaffar • Cllr Loizides (Ex-officio) • Cllr Trotter

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Environment Committee	One Ex-officio (Chairman or Vice Chairman) + 5 Cllrs	<ul style="list-style-type: none"> • Cllr Hakes • Cllr S Duckles • Cllr Duckles • Cllr Luckraft • Cllr Rowe • Cllr Flint
Finance & Strategic Planning Committee	Two Ex-officio (Chairman or Vice Chairman) + 4 Cllrs	<ul style="list-style-type: none"> • Cllr Bentley (Ex-officio) • Cllr Luckraft • Cllr Loizides (Ex-officio) • Cllr Hakes • Vacancy • Vacancy
Personnel Committee	One Ex-officio (Chairman or Vice Chairman) + 5 Cllrs	<ul style="list-style-type: none"> • Cllr Bentley (Ex-officio) • Cllr Muzaffar • Cllr Rowe • Cllr Luckraft • Cllr Flint • Vacancy
Planning Committee	One Ex-officio (Chairman or Vice Chairman) + 5 Cllrs	<ul style="list-style-type: none"> • Cllr Loizides (Ex-officio) • Cllr Hakes • Cllr S Duckles • Cllr C Duckles • Cllr Luckraft • Vacancy

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

30/21

To appoint representation to outside bodies.

Cllr Luckraft proposed, seconded by Cllr Hakes that the appointments set out below be made to the following outside bodies:

Outside bodies appointments 2020-21

Outside Body/Committee/Group	Quota	Membership 2021-22
Allotments Association	One councillor	Cllr Loizides
Brough South Liaison Committee	Chairman	Cllr Bentley
Community Partnership – Police and Partners (Haltemprice, High Hunsley & Dale)	Chairman and Vice Chairman	Cllr Bentley Cllr Loizides

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East Riding Association of Rural Community Buildings (ERA of RCB)	One councillor	Vacancy
East Riding Local Councils Network	Chairman and Vice Chairman	Cllr Bentley Cllr Loizides
East Riding North Lincolnshire Local Councils Association (ERNLLCA) District Committee	Chairman and Vice Chairman	Cllr Bentley Cllr Loizides
Elloughton-cum-Brough in Bloom	Chairman of the Environment Committee	Cllr Hakes
ERYC Flood Liaison Group	One councillor	Cllr S Duckles
Petuarria Community Forum	Chairman and Town Clerk	Cllr Bentley Mrs Philippa Beverley
Petuarria (Brough) Community Centre Management Committee	One councillor	Cllr Luckraft
Playing Field Association	One councillor	Cllr S Duckles
Village Hall Management Committee	Chairman and one councillor	Cllr Bentley Cllr Loizides

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

31/21

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,

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Community Centre Lease – ERYC o Community Centre Sub Lease - Management Committee, Play Area Lease – Atkinson Foundation, Rent/Lease 60 Welton Road

RESOLVED: Council resolved to agree with the review of arrangements (including legal agreements) with other local authorities, not for profit bodies and businesses.

32/21 To note Council currently has one subscription with East Riding and North Lincolnshire Local Council Association (ERNLLCA) in place which has been recently renewed.

RESOLVED: Council noted that they have recently renewed their ERNLLCA subscription.

33/21 To note the Asset Register has recently had work completed for 2020/21 and is up to date. The asset register will be uploaded to Rialtas for 2021/22 once the AGAR is finalised. The Council reviewed and approved the renewal of adequate insurance cover in March 2021 Full Council Meeting. Final cost approval will be approved in May 2021 Full Council Meeting.

RESOLVED: Council noted the asset register has recently been updated for 2021 and that they approved adequate insurance cover in March 2021 meeting.

34/21 To review and adopt Standing Orders and Financial Regulations which includes as appendices: Grant Policy, Internal Controls, Investment Strategy and Petty Cash Procedure.

Cllr Loizides proposed, seconded by Cllr Cropley, 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.

35/21 To review the following policies, procedures and regulations: 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)

Cllr Duckles proposed, seconded by Cllr Bentley, that Council adopt the following policies, procedures and regulations: Code of Conduct, Civic Protocol, Document Retention Policy, GDPR Policy Pack (includes: Bring Your Own Device Policy, Consent Form, Data Protection Policy, General Privacy

Signature: -----

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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).

The Council chose to adopt the ERYC Code of Conduct

RESOLVED: Council adopted the policies, procedures and regulations set out above, choosing to adopt East Riding of Yorkshire Councils, Code of Conduct document.

36/21

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 2022).

Cllr Loizides 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 and committees up to and including the next Annual Meeting of the Council (May 2022).

RESOLVED: Council accepted the dates, time and place of ordinary meetings of the Council and committees up to and including the next Annual Meeting of the Council (May 2022).

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