

Elloughton cum Brough Town Council
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Minutes of the Annual Meeting of the Town Council held on **Tuesday 17th May 2022** held in the **Meeting Room, Petuaria Community Centre, Brough.**

Members Present: Cllr Bentley, Cllr Duckles, Cllr S Duckles, Cllr Luckraft, Cllr Loizides, Cllr Rowe (arrived late and after election of Chairman and Vice Chairman), Cllr J Loizides, Cllr Trotter

Meeting Clerk: Philippa Beverley (Town Clerk)

Also in attendance: Phillipa Scullion (Event Coordinator), Alice Greenwood (Administration Assistant)

Public Forum:
No members of the public in attendance.

MINUTES

AM1/22 Council to elect a Chairman of the council for the May 2022 to May 2023 municipal year.

Cllr Trotter proposed, seconded by Cllr Luckraft, that Cllr Bentley be elected to the office of Chairman of the Town Council for the 2022-23 municipal year.

Cllr S Duckles proposed, seconded by Cllr Duckles, an amendment that Cllr Loizides be elected to the office of Chairman of the Town Council for the 2022-23 municipal year.

A vote was taken on the amendment and first proposal. After receiving the majority of votes, Cllr Loizides was elected to the office of Chairman of the Town Council for the 2022-23 municipal year.

RESOLVED: Cllr Loizides was elected to the office of Chairman of the Town Council for the 2022-23 municipal year.

AM2/22 Council to elect a Vice- Chairman of the council for the May 2022 to May 2023 municipal year.

Cllr Luckraft proposed, seconded by Cllr Trotter, that Cllr Bentley be elected to the office of Vice-Chairman of the Town Council for the 2022 -23 municipal year.

Cllr Loizides proposed, seconded by Cllr J Loizides, an amendment that Cllr S Duckles be elected to the office of Vice-Chairman of the Town Council for the 2022-23 municipal year.

Signature: _____

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A vote was taken on the amendment. After receiving the majority of votes, Cllr S Duckles was elected to the office of Vice-Chairman of the Town Council for the 2022-23 municipal year.

RESOLVED: Cllr S Duckles was elected to the office of Vice-Chairman of the Town Council for the 2022-23 municipal year.

AM3/22 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.

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

AM4/22 To Accept Apologies
Apologies received by Cllr Muzaffar.

RESOLVED: Council resolved to accept apologies from Cllr Muzaffar.

AM5/22 To Accept Declarations of interest relating to items on the Agenda.
No Declarations of interest received.

RESOLVED: No declarations of interest received.

AM6/22 To confirm as a correct record the Minutes from the Annual Meeting of the Town Council on 4th May 2021.

Cllr S Duckles proposed, seconded by Cllr Luckraft and agreed unanimously that the minutes from the Annual Meeting of the Town Council on 4th May 2021 be accepted as a true and accurate record of the meeting.

RESOLVED: Council resolved to confirm the Minutes from the Annual Meeting of the Town Council on 4th May 2021 be accepted as a true and accurate record.

AM7/22 To note Section 137 expenditure

Council noted Council that the 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 2022/23 is £8.82, providing an allowance of approximately £73,073.70 for the 2022/23 financial year, based on an electoral register of 8285 for the Town Council area.

RESOLVED: Council resolved to note that the section 137 appropriate sum is approximately £73, 073.70 for the 2022/23 financial year based on an electoral register of 8285 for the Town Council area.

AM8/22 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.

Signature: _____

Date: 27/09/22 _____

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.

AM9/22

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 Rowe 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.

AM10/22

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

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

Chairman of the Council: Cllr Loizides
Vice Chairman of the Council: Cllr S Duckles

Committees and working party membership 2022-23

Committee	Quota	Membership 2021-22
Events & Publicity Committee	One Ex-officio (Chairman or Vice Chairman) + 5 Cllrs	<ul style="list-style-type: none"> • Cllr Loizides (Ex-officio) • Cllr Bentley • Cllr Luckraft • Cllr Rowe • Cllr Muzaffar • Cllr Trotter
Environment Committee	One Ex-officio (Chairman or Vice Chairman) + 6 Cllrs	<ul style="list-style-type: none"> • Cllr Loizides (Ex-officio) • Cllr Hakes • Cllr S Duckles • Cllr Duckles • Cllr Rowe • Cllr Luckraft • Cllr J Loizides
Finance & Strategic Planning Committee	Two Ex-officio (Chairman or Vice Chairman) + 4 Cllrs	<ul style="list-style-type: none"> • Cllr S Duckles (Ex-officio) • Cllr Loizides (Ex-officio) • Cllr J Loizides • Cllr Bentley • Cllr Luckraft (Vacancy)
Personnel Committee	One Ex-officio (Chairman or Vice Chairman) + 5 Cllrs	<ul style="list-style-type: none"> • Cllr Bentley • Cllr S Duckles (Ex-officio) • Cllr Luckraft • Cllr Muzaffar • Cllr Rowe (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 • Cllr Bentley

Signature: _____

Date: 27/09/22

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

AM11/22 To appoint representation to outside bodies.

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

Outside bodies appointments 2022-23

Outside Body/Committee/Group	Quota	Membership 2021-22
Allotments Association	One councillor	Cllr Loizides
Brough South Liaison Committee	Chairman	Cllr Loizides
Community Partnership – Police and Partners (Haltemprice, High Hunsley & Dale)	Chairman and Vice Chairman	Cllr Loizides Cllr S Duckles
East Riding Association of Rural Community Buildings (ERA of RCB)	One councillor	Cllr Loizides
East Riding Local Councils Network	Chairman and Vice Chairman	Cllr Loizides Cllr S Duckles
East Riding North Lincolnshire Local Councils Association (ERNLLCA) District Committee	Chairman and Vice Chairman	Cllr Loizides Cllr S Duckles
Eloughton-cum-Brough in Bloom	Chairman of the Environment Committee	TBC
ERYC Flood Liaison Group	One councillor	Cllr S Duckles
Petuaria Community Forum	Chairman and Town Clerk	Cllr Loizides Mrs Philippa Beverley
Petuaria (Brough) Community Centre Management Committee	One councillor	Cllr Luckraft
Playing Field Association	One councillor	TBC
Village Hall Management Committee	Chairman	Cllr Loizides Cllr S Duckles

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

Signature: _____

Date: 27/09/22 _____

AM12/22 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

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

AM13/22 To note Council currently has one subscription with East Riding and North Lincolnshire Local Council Association (ERNLLCA) in place which is due to be renewed and will be discussed in the May 2022 Full Council Meeting

Council noted that the ERNLLCA membership was to be discussed in the May 2022 Full Council meeting.

RESOLVED: Council noted that ERNLLCA membership renewal would be discussed in the May 2022 Full Council Meeting.

AM14/22 To note the Asset Register has recently been transferred for 2021/22 year and is up to date, however there are a few teething issues which are in the process of been resolved.

Council noted the asset register has been transferred for 2021/22 year to electronic format on Rialtas and is up to date. Initial teething issues will be updated and rectified.

RESOLVED: Council noted the asset register has recently been transferred to Rialtas and initial teething issues are in the process of been corrected.

AM15/22 To review and adopt Standing Orders and Financial Regulations which includes as appendices: Grant Policy, Internal Controls, Investment Strategy and Petty Cash Procedure.

Cllr S Duckles proposed, seconded by Cllr Rowe 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.

Signature: _____

Date: 27/09/22 _____

AM16/22

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 S Duckles proposed, seconded by Cllr J Loizides, 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 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.

AM17/22

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 2022).

Cllr Luckraft proposed, seconded by Cllr S Duckles, 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 2023).

RESOLVED: Council resolved to approve 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 2023).

Meeting closed – 18.51

Signature: _____

Date: 27/09/22