

# 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](http://elloughtonbrough-tc.gov.uk)



10 October 2018

Dear Councillor,

## Ordinary Meeting of the Town Council

You are hereby summoned to attend an ordinary meeting of Elloughton cum Brough Town Council to be held on **16 October 2018**, commencing at **7pm**, in the **Committee Room, Brough Community Centre, Centurion Way, HU15 1DF**.

The agenda for the meeting is set out below.

**Tom Clay**  
Town Clerk

## Agenda

No	Item
	<b><u>Procedural items</u></b>
<b>1</b>	<b>Apologies</b> Council to note any apologies, the reason(s) given for absence and to consider acceptance of them.
<b>2</b>	<b>Declarations of interest</b> Council to receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any applications for dispensations in relation to disclosable pecuniary interests or personal interests.
<b>3</b>	<b>Ferriby to Gilberdyke Railway Re-signalling Project</b> Council to receive information from the members of the Network Rail Ferriby to Gilberdyke Railway Re-signalling Project team.  The project will see traditional lineside signalling systems modernised and transferred to Network Rail's state-of-the-art Rail Operating Centre (ROC) in York. The commissioning date of the project was deferred before Easter, to be rescheduled for later on in the year. Network Rail has now been able to confirm the revised date of commission for the new signalling system.

**Chairman 2018-2019 Councillor Martin Credland**

4	<p><b>Public forum</b> The period of time which is designated for public participation shall not exceed 15 minutes. Each member of the public may only speak once and for no longer than 3 minutes.</p>
5	<p><b>Minutes of the ordinary meeting held on 18 September 2018</b> Council to consider approving the minutes of the ordinary meeting as a true and accurate record.</p>
6	<p><b>Council committee minutes</b> Council to note the minutes of the following committees and to consider any recommendations contained within:</p> <ul style="list-style-type: none"> <li>i. 12 September 2018 - Events &amp; Publicity Committee</li> <li>ii. 12 September 2018 - Planning Committee</li> <li>iii. 5 October 2018 – Events &amp; Publicity Committee</li> </ul>
<b><u>Reports to Council</u></b>	
7	<p><b>ERNLLCA and outside bodies reports</b> Council to receive verbal reports from representatives of ERNLLCA, community organisations and outside bodies.</p>
8	<p><b>East Riding of Yorkshire Council</b> Council to receive reports from the East Riding of Yorkshire Council members for the Town Council area and to consider any issues relating to the East Riding of Yorkshire Council.</p>
<b><u>Town Council Finance</u></b>	
9	<p><b>A) Schedule of payments</b> Council to consider approval of payments for the period 12 September 2018 to the 10 October 2018 amounting to £21,934.69.</p> <p><b>B) Bank Reconciliation</b> Council to note and consider the Bank Reconciliation for the period up to 30 September 2018.</p>
<b><u>Next ordinary meeting of the Town Council</u></b>	
11	<p><b>Date and time of the next meeting</b> Council to confirm date and time of the next ordinary meeting which is scheduled to be held on <b>20 November 2018</b>, commencing at <b>7pm</b>, in the <b>Committee Room, Brough Community Centre (HU15 1DF)</b>.</p>

# **ITEM 5**

# Elloughton cum Brough Town Council

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Minutes of the ordinary meeting of Council held on **18 September 2018** in the **Committee Room, Brough Community Centre, Centurion Way, Brough, HU15 1DF.**

**Members Present:** Cllr Bentley, Cllr Rowe, Cllr Luckraft, Cllr Brogden, Cllr T. Galbraith, Cllr K. Galbraith, Cllr Davies, Cllr Credland (Chairman), Cllr S. Duckles (Vice Chairman) and Cllr C. Duckles

**Meeting Clerks:** Tom Clay, Town Clerk and three members of the public

**Also in attendance:** ERYC Cllr Meredith, ERYC Cllr Smith and seventeen members of the public

## Minutes

Minute	Item
	<b><u>Procedural items</u></b>
<b>34/18</b>	<p><b>Apologies</b> The following apologies we received:</p> <ul style="list-style-type: none"> <li>• Cllr P. Duckles – Work commitment</li> <li>• Cllr Muzaffar - Illness</li> </ul> <p><b>RESOLVED: Council resolved to note the apologies and accept the reason(s) given for absence.</b></p>
<b>35/18</b>	<p><b>Declarations of interest</b> No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.</p>
<b>36/18</b>	<p><b>Public Forum</b> A resident of Chapel Mews attended to enquire about the progress made on several issues relating to tree felling, planning and anti-social behaviour.</p> <p>Cllr Meredith was able to report that ERYC officers had spoken to the landowner, that a dove cote was to be restored, planning permission</p>

Signature: ..... Date: .....

	<p>would be required, notices would be served and the tree felling would be addressed through planning. Cllr Meredith said he would chase up progress.</p> <p>A resident of Thornhams Way attended to bring to the attention of members advice he had received from the Highways Agency regarding noise issues on the A63. The resident informed members that funding might be available for improvement work, but that letters of support from local councils would be required.</p> <p>Cllr T. Galbraith thanked the resident for bringing the matter to the attention of Council. He said that ERYC could send a letter of support, but that there would be no loan of noise measuring equipment or funding from the ERYC. Cllr Credland thanked the resident for attending and said that the issue would be considered later on the agenda.</p>
<p><b>37/18</b></p>	<p><b>Minutes of the ordinary meeting held on 17 July 2018</b> Cllr K. Galbraith proposed, seconded by Cllr Rowe, that the minutes be accepted as a true and accurate record of the meeting.</p> <p><b>RESOLVED: Council resolved to approve the minutes as a true and accurate record.</b></p>
<p><b>38/18</b></p>	<p><b>Minutes of the extraordinary meeting held on 21 August 2018</b> Cllr Bentley proposed, seconded by Cllr Rowe, that the minutes be accepted as a true and accurate record of the meeting.</p> <p><b>RESOLVED: Council resolved to approve the minutes as a true and accurate record.</b></p>
<p><b>39/18</b></p>	<p><b>Council committee minutes</b> Cllr T. Galbraith requested that a name be changed, which had been recorded incorrectly, in the Environmental Committee for the 8 August 2018 before they were signed by the relevant committee chairman.</p> <p>Cllr T. Galbraith proposed, seconded by Cllr K. Galbraith, that the following committee minutes be noted by Council:</p> <ul style="list-style-type: none"> <li>i. 11 July 2018 – Events &amp; Publicity Committee</li> <li>ii. 11 July 2018 – Planning Committee</li> <li>iii. 31 July 2018 - Events &amp; Publicity Committee</li> <li>iv. 23 July 2018 – Personnel Committee</li> <li>v. 8 August 2018 – Environment Committee</li> <li>vi. 8 August 2018 – Planning Committee</li> <li>vii. 15 August 2018 – Personnel Committee</li> <li>viii. 15 August 2018 – Administration &amp; Finance Committee</li> </ul> <p><b>RESOLVED: Council resolved to note the committee minutes as above and instructed the Town Clerk to make the small amendment to the minutes of the Environmental Committee for the 8 August 2018 before they were signed.</b></p>

<b><u>Reports to Council</u></b>	
<b>40/18</b>	<p><b>Community and outside bodies</b></p> <p><b>a) Reports</b></p> <p>The following reports were made:</p> <ol style="list-style-type: none"> <li>i. Cllr Brogden – The Village Hall finances are healthy. Currently Morrisons and Tesco are being approached for grant funding. Unfortunately there had recently been a water leak that led to a higher than expected bill. A fire safety check will be undertaken soon.</li> <li>ii. Cllr Brogden – The BCC Management Committee have appointed a member of staff to act as a Site Manager. Cllr Brogden thanked Duncan McMillan in particular for the hard work he had done in recent weeks as the Vice Chairman.</li> <li>iii. Cllr Credland – reported that a Petuaria Revisited programme is being put together and that Peter Halcon had indicated that he would be able to give another lecture later in the year. Further surveying work would take place on the Burrs Playing Field later in the year.</li> </ol> <p><b>b) ERNLLCA</b></p> <p>Cllr T. Galbraith informed members that the AGM had recently taken place with officers appointed and the finances reported. Members had decided not to take forward proposals around a desktop advisory service because of the costs associated. Several motions would be taken forward from ERNLLCA to a national level about greater devolutions for traffic calming to local councils and a proposal that residual social housing be made available to local tenants.</p>
<b>41/18</b>	<p><b>East Riding of Yorkshire Council</b></p> <p>Cllr Meredith reported that the Community Safety Partnership had had its role expanded and that it was providing grants for issues relating to crime and anti-social behaviour.</p> <p>Cllr Galbraith reported the following:</p> <ul style="list-style-type: none"> <li>• There had only been a small increase of children in care in the East Riding.</li> <li>• Healthwatch East Riding is currently conducting a campaign aimed at tackling male depression.</li> <li>• A review of the 111 service will take place soon.</li> <li>• At a recently held Brough South Liaison Meeting those present had been informed that work had been completed near Railway Cottages, that the school was on track to be open before the start of new term and that the first of the new homes would be occupied by Easter 2019. Cllr S. Duckles raised a number of issues which Cllr Galbraith and Cllr Meredith said they would look into.</li> </ul>

41/18.1	<b>RESOLVED: The Town Clerk was instructed to look into the grants available through the Community Safety Partnership and to report back to members.</b>
<b><u>Town Council Finance</u></b>	
42/18	<p><b>A) Schedule of payments</b> Cllr K. Rowe proposed, seconded by Cllr S. Duckles, that Council note and approve the payments for the period 12 July 2018 to the 11 September 2018 amounting to £23,250.95 set out in the schedule at Appendix A.</p> <p><b>RESOLVED: Council resolved to approve the payments for the period 12 July 2018 to the 11 September 2018 amounting to £23,250.95 set out in the schedule at Appendix A.</b></p> <p><b>The Town Clerk was also instructed to check the records to ensure that no double payments had been made.</b></p> <p><b>B) Bank Reconciliation</b> Cllr K. Rowe proposed, seconded by Cllr Luckraft, that Council note and approve the bank reconciliation up to 31 August 2018.</p> <p><b>RESOLVED: Council resolved to approve the bank reconciliation up to 31 August 2018.</b></p>
43/18	<p><b>Grant application</b> Cllr Brogden proposed, seconded by Cllr K. Galbraith, that:</p> <ol style="list-style-type: none"> <li>i. Council support the grant application;</li> <li>ii. £1,000 be made available to the Hull Ionians Coal Exporters Cricket Club (HICE CC) for improvement of facilities at the cricket ground located at Brantingham Park, Brantingham Road, Elloughton, HU15 1HX;</li> <li>iii. the Club be encouraged to access funding from other local councils in the area, and;</li> <li>iv. the Clerk and Chairman try to set up a meeting with the Brantingham Parish Council Chairman to see what support they can offer to projects in the communities near the Town Council's boundaries with that parish.</li> </ol> <p><b>RESOLVED: Council resolved by a majority of those members voting and present to support the proposal and the Clerk was instructed to make £1,000 in grant funding available to HICE CC for the purpose described above.</b></p>

	<b><u>Town Council business items</u></b>
44/18	<p><b>Deferred business – Terms of reference</b>  Cllr Davies proposed, seconded by Cllr Bentley, that: a number of minor spelling errors be corrected, consideration of membership be deferred until the May 2019 Annual Meeting of Council and Council adopt the Terms of Reference for the following committees:</p> <ul style="list-style-type: none"> <li>• Events &amp; Publicity Committee</li> <li>• Environment Committee</li> <li>• Finance &amp; Strategic Planning Committee (proposed name change from Administration &amp; Finance Committee)</li> <li>• Planning &amp; Highways Committee</li> <li>• Personnel Committee</li> </ul> <p><b>RESOLVED: Council resolved to adopt the Terms of Reference and that consideration of membership would be deferred until the Annual Meeting in May 2019.</b></p>
45/18	<p><b>Referred Business - Internal Audit Arrangements</b>  Cllr Bentley proposed, seconded by Cllr Credland, that Council note and approve the recommendation (<i>in italics</i>) of the Administration and Finance Committee and that Anthony Whitely be appointed as the internal auditor for the Town Council.</p> <p><b>Minute number A18.10</b>  <i>Cllr Muzaffar proposed, seconded by Cllr Luckraft, that:</i></p> <ul style="list-style-type: none"> <li>• <i>The specification setting out the internal audit arrangements of the authority be approved, and:</i></li> <li>• <i>it be recommended to Council at its next ordinary meeting that Anthony Whitely (Sancton Accounting) be appointed the Internal Auditor for the Council in line with the quote provided.</i></li> </ul> <p><b>RESOLVED: Council resolved to note and approve the recommendation made by the Administration and Finance Committee that Anthony Whitely be appointed as the internal auditor for the Town Council.</b></p>
46/18	<p><b>A63 noise monitoring</b>  Cllr C. Duckles proposed, seconded by Cllr Rowe, that the Council should not purchase noise monitoring equipment.</p> <p>It was further proposed that the Clerk be instructed to write to several organisations requesting that improvement work be carried out to reduce the noise of the A63. Cllr Meredith said that he would supply a list of people to write to.</p> <p><b>RESOLVED: Council resolved to instruct the Clerk to write a letter as outlined above once a list of names had been received from Cllr Meredith.</b></p>



<b><u>Next ordinary meeting of the Town Council</u></b>	
<b>47/18</b>	<b>Date and time of the next meeting</b> Council confirmed the date and time of the next ordinary meeting to be <b>16 October 2018 at 7pm</b> , in the Committee Room, Brough Community Centre, Centurion Way, Brough HU15 1DF.

**Meeting started 7pm and closed 8:31pm**

Document published on 24 September 2018

**Signed:** .....

**Print Name:** .....

**Print Position:** .....

**Date:** .....

## Appendix A: Schedule of Payments 12 July 2018 - 12 September 2018

Item	Description	Amount	VAT	TOTAL
Salaries -July/August 2018	Staff	£9,299.04	£0.00	<b>£9,299.04</b>
HMRC - July/August 2018	NIC/PAYE/EMPNIC	£2,438.12	£0.00	<b>£2,438.12</b>
Pension -July/August 2018	ERPF	£3,627.66	£0.00	<b>£3,627.66</b>
Nicholas Associates Group	July invoices x4 - All of June 2018	£386.23	£77.25	<b>£463.48</b>
Image Data	Petuarria Press - Edition 73	£331.00	£0.00	<b>£331.00</b>
Recognition Express	Badge with Magnet - 2 Badges	£18.50	£3.70	<b>£22.20</b>
PPH	Extra service charge	£72.73	£0.00	<b>£72.73</b>
EROYC	2 speed indicator devices hire	£500.00	£0.00	<b>£500.00</b>
KCOM	Direct Debit - DD 16 July 2018	£60.80	£12.16	<b>£72.96</b>
Duncan McMillan	Petuarria Press - summer 2018	£675.00	£0.00	<b>£675.00</b>
HAGS	Monthly inspection -July 2018	£45.00	£9.00	<b>£54.00</b>
EROYC	Roll of sacks x 2	£124.00	£0.00	<b>£124.00</b>
KCOM	Direct Debit - DD 31 July 2018	£75.00	£15.00	<b>£90.00</b>
KCOM	Direct Debit - DD 31 July 2019	£49.32	£9.86	<b>£59.18</b>
Recognition Express	Badge with Magnet - 6 Badges	£47.50	£9.50	<b>£57.00</b>
Recognition Express	<b>INVOICED TWICE IN ERROR - COUNCIL TO BE CREDITED</b>	£18.50	£3.70	<b>£22.20</b>
MNB computing	New Desktop for the Clerk	£564.94	£113.06	<b>£678.00</b>
HAGS	Maintenance goods/ropes	£195.00	£39.00	<b>£234.00</b>
Siemens FS	Photocopying	£58.50	£11.70	<b>£70.20</b>
Sancton Accounting Services	Accounting support	£480.00	£48.00	<b>£528.00</b>
AR McDonald	War memorial cleaning	£240.00	£0.00	<b>£240.00</b>
KCOM	Direct Debit - 16 August 2018	£60.80	£12.16	<b>£72.96</b>
Nicholas Associates Group	July invoices x3 - 2nd, 3rd, 4th week July 2018	£289.68	£57.93	<b>£347.61</b>
EROYC	Office supplies	£99.25	£19.86	<b>£119.11</b>
EROYC	Office supplies	£1.29	£0.26	<b>£1.55</b>
Sutcliffe play	Play area maint.	£47.04	£9.41	<b>£56.45</b>
A Coultish T/A Garden Slave	Various maintenance tasks	£655.00	£0.00	<b>£655.00</b>
Mrs V Herring/Amazon	Office supplies	£42.45	£8.49	<b>£50.94</b>
Image Data	Petuarria Press - Edition 71 (March Invoice)	£184.00	£0.00	<b>£184.00</b>
Petty Cash	Cheque	£100.00	£0.00	<b>£100.00</b>
Nicholas Associates Group	August invoices - 1st week July 2018	£126.74	£25.35	<b>£152.09</b>
Nicholas Associates Group	August invoices - 1st week August 2018	£96.56	£19.31	<b>£115.87</b>
HAGS	Monthly inspection -August 2018	£45.00	£9.00	<b>£54.00</b>
Southern Electric	Quarterly bill Q2	£56.70	£2.83	<b>£59.53</b>
EROYC	Petuarria Centre recharge	£1,356.00	£0.00	<b>£1,356.00</b>
Alto Digital	DD - Photo copying meter reading	£222.56	£44.51	<b>£267.07</b>
	<b>TOTALS</b>	<b>£22,689.91</b>	<b>£561.04</b>	<b>£23,250.95</b>

Signature: ..... Date: .....

# **ITEM 6**

**ELLOUGHTON-CUM-BROUGH TOWN COUNCIL  
MINUTES OF A PLANNING AND HIGHWAYS COMMITTEE MEETING  
HELD ON WEDNESDAY 12 SEPTEMBER 2018  
AT THE TOWN COUNCIL OFFICE, 60 WELTON ROAD**

**Present:** Councillors Davis, Mrs. Duckles (Chairman), C. Duckles, Mrs. Galbraith (Vice-Chairman), Luckraft and Ms. Rowe

Ward Councillors T. Galbraith and Meredith attended the meeting to observe only and took no part in the discussion,

1. **TO ACCEPT APOLOGIES FOR ABSENCE** – Councillor Credland
2. **TO ACCEPT DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**  
Councillor Davis declared an interest on item 4.4.
3. **TO ACCEPT THE MINUTES OF THE DEVELOPMENT, PLANNING HIGHWAYS AND SAFETY MEETING HELD ON 8 AUGUST 2018**  
It was proposed by Councillor Davis, seconded by Councillor Luckraft and agreed unanimously that the minutes of the meeting held on 8 August 2018 be signed as a true and accurate record of the meeting and authorise the Chairman to sign.
4. **TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS**
  - 4.1 **18/00989** – Erection of two storey extension to rear (Amended Plans) at 83 Welton Road  
**No objections.**
  - 4.2 **18/02480** – Erection of outbuilding to rear (retrospective application) at 46 Myrtle Way  
**No objections.**
  - 4.3 **18/02624** – Erection of two storey extension to side and single storey extension to rear following demolition of existing conservatory and detached garage at 113 Beech Road  
**Object on the grounds of overdevelopment of the site and loss of car parking spaces.**  
  
*Councillor Davis declared an interest on the following item and took no part in the discussion.*
  - 4.4 **18/02648** – Removal of Condition 3 (overflow parking) and Variation of Condition 4 (approved plans) of planning permission 18/00328/PLF (Erection of an extension to existing doctors surgery to provide additional consulting rooms, treatment room, associated ancillary rooms and community room) to allow development to proceed without the overflow car park at The Ridings Medical Group, Brough Surgery, 4 Centurion Way.  
**No objections.**
  - 4.5 **18/02849** – Erection of first floor extension to side incorporating dormer window to front and Juliet balcony to rear at 19 St. Mary's Close.  
**No objections.**
5. **TO NOTE THE FOLLOWING NOTICES OF DECISION**
  - 5.1 **18/01728** – Erection of porch extension to front and external alterations to rear at 6 Church View – **Granted with conditions**

Signed as a True and Accurate Record by the Chairman ..... Date .....

5.2 **18/01989** – Erection of two storey extension to side linking with detached garage and partial conversion of garage to allow use as additional living space at 15 Fernland Close.  
– **Refused**

5.3 **18/02111** – Erection of a detached outbuilding (garden room/office) to rear at 49 Main Street – **Granted with conditions**

6. **TO NOTE THE FOLLOWING TREE APPLICATIONS AND NOTE THAT THE TOWN COUNCIL TRUST THE RECOMMENDATIONS OF THE EAST RIDING OF YOIRKSHIRE COUNCIL TREE OFFICER**

6.1 **18/02714** – CA Fell Conifer and Fir at 35 Church Street

6.2 **18/02743** – Fell Scots Pine as poor quality at 53 Elloughton Road

6.3 **18/02963** – CA, Reduce conifer back to boundary (under common law rights) to increase light to property at 2 Church View

6.3 **18/02989** – TPO work to Scotts Pine at 8 Ash Avenue

7. **TO DECIDE ON MATTERS RELATING TO HIGHWAYS AND ROAD SAFETY**

7.1 **Noise emission A63** – This item to be discussed at the next Full Council Meeting.

7.2 **Street Naming Bank** – Correspondence received from ERYC to consider additional names for the Street Naming Bank with the possible suggestions to include names/surnames of local people killed in military action taken from local war memorials. Following discussion it was agreed to forward any suggestions to the Deputy Clerk by 1<sup>st</sup> October for submission to ERYC.

8. **TO NOTE THE DATE OF NEXT MEETING** – Wednesday 10 October 2018.

**ELLOUGHTON-CUM-BROUGH TOWN COUNCIL  
MINUTES OF AN EVENTS AND PUBLICITY COMMITTEE MEETING  
HELD ON WEDNESDAY 12 SEPTEMBER 2018  
AT THE TOWN COUNCIL OFFICE, 60 WELTON ROAD**

**Members Present:** Councillors Mrs. Duckles, Mrs. Galbraith, T. Galbraith and Luckraft (Vice-Chairman)

**Public Participation:** No members of the public were present.

1. **TO ACCEPT APOLOGIES FOR ABSENCE** Councillors Brogden (Chairman) and Muzaffar

*In the absence of Councillor Mrs. Brogden (Chairman), Councillor Luckraft (vice-Chairman) took the Chair*

2. **TO ACCEPT DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**  
No declarations received.

3. **TO ACCEPT THE MINUTES OF THE ARTS, PUBLICITY & FUNDRAISING COMMITTEE MEETING HELD ON 11 JULY 2018**  
It was proposed by Councillor Mrs. Galbraith, seconded by Councillor Mrs. Duckles and agreed unanimously that the minutes of the meeting held on 11 July 2018 be signed as a true and accurate record of the meeting.

4. **TO CONSIDER MATTERS RELATING TO THE PETUARIA PRESS**  
4.1 **To consider the new format/advertising January 2019**  
Following discussion it was agreed unanimously to defer this item to a special meeting, date to be decided on when Councillor Mrs. Brogden (Chairman) returns from holidays.

5. **TO CONSIDER MATTERS RELATING TO THE CHRISTMAS TREE FESTIVAL – 1<sup>st</sup> DECEMBER 2018**  
Councillor Mrs. Brogden submitted a progress report for the forthcoming event. Preparations are going well. Responses for 12 trees have been received so far. Discussion took place with regards to a chosen charity for the event and it was agreed unanimously that this year the chosen charity would be the Teenage Cancer Trust.

6. **TO CONSIDER MATTERS RELATING TO THE ART AND PHOTOGRAPHY EXHIBITION**  
Following recent issues surrounding the Community Centre it was agreed unanimously that the Deputy Clerk contact both the Community Centre and Village Hall to seek availability for the 2019 Art Exhibition which is usually one week after Easter.

7. **TO CONSIDER MATTERS RELATING TO THE PTUARIA AWARDS**  
7.1 **To consider criteria for the Petuaria Awards** – Deferred to a future meeting of this Committee.

8. **TO NOTE BUDGTET EXPENDITURE FOR 2018/19** – Noted.

9. **TO NOTE THE DATE OF THE NEXT MEETING** – Wednesday 14 November 2018

Signed as a True and Accurate Record by the Chairman ..... Date .....

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Minutes of the **Events and Publicity Committee** meeting held on **5 October 2018** in the **Committee Room**.

**Committee Members:** Cllr Brogden, Cllr K. Galbraith and Cllr T. Galbraith

**Also present:** Cllr Credland and Duncan McMillian

**Meeting Clerk:** Tom Clay

## Minutes

Number	Item
	<b><u>Procedural items</u></b>
<b>E18.1</b>	<p><b>Apologies</b> The following apologies we received:</p> <ul style="list-style-type: none"> <li>• Cllr S. Duckles - holiday</li> <li>• Cllr Luckraft – other engagement</li> <li>• Cllr Muzaffar – Ill health</li> </ul> <p><b>RESOLVED: Committee resolved to note the apologies and accept the reason(s) given for absence.</b></p>
<b>E18.2</b>	<p><b>Declarations of interest</b> No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.</p>
<b>E18.3</b>	<p><b>Minutes of the meeting held on 12 September 2018</b> Cllr Brogden proposed, seconded by Cllr T. Galbraith, that the minutes be accepted as a true and accurate record of the meeting.</p> <p><b>RESOLVED: Committee resolved to approve the minutes as a true and accurate record.</b></p>
	<b><u>Business items</u></b>
<b>E18.4</b>	<p><b>To consider matters relating to the Petuaria Press</b> Duncan McMillian, the editor of the Petuaria Press, gave a brief update about how adverts could be incorporated in the publications design.</p>

<p><b>E18.4.1</b></p>	<p>Members considered the matter, reviewing similar publications and considering proposals for costing circulated in advance of the meeting.</p> <p><b>RESOLVED: Committee resolved that:</b></p> <ul style="list-style-type: none"> <li>i. The inculcation of adverts and the income generated would, at a minimum, attempt to cover the costs of Royal mail delivery;</li> <li>ii. the Petuaria Press increase to an 8 page (A4) publication;</li> <li>iii. the equivalent of two pages of adverts would be included in each publication starting from January 2019;</li> <li>iv. the general pricing structure is to be based on that of the 'Villages Advertising', which was circulated in advance of the meeting, and that Duncan McMillian and the Town Clerk should create a similar one for the Petuaria Press and share it with members;</li> <li>v. the Deputy Clerk is to contact business who have supported events in the past to give them the first refusal of having an advert;</li> <li>vi. initial Duncan McMillian should be paid for by the hour if workloads increase because of design work and that if required a review should take place next year to establish a new base rate;</li> <li>vii. other organisations, such as, schools, the police, etc. be approached to see if they wish to contribute local stories to the publication, and;</li> <li>viii. the next edition of the Petuaria Press is to be sent out towards the end of January 2019 and that the Town Clerk and Duncan McMillian are to create a schedule to be circulated to members.</li> </ul>
<p><b><u>Next meeting</u></b></p>	
<p><b>E18.5</b></p>	<p><b>Date and time of the next meeting</b>          Committee confirmed the date and time of the next meeting to be held at <b>14th November 2018</b> at <b>5pm</b> in the <b>Committee Room of the Council Offices.</b></p>

**Meeting started 2pm and closed 3:20pm**

Document published on 8 October 2018

**Signed:** .....

**Print Name:** .....

**Print Position:** .....

**Date:** .....



# **ITEM 9**

## Appendix A

## Schedule of Payments 12 September 2018 to the 10 October 2018

REFERENCE	ENTRY DATE	INVOICE NUMBER	COMPANY/ORGANISATION	VAT NUMBER	DESCRIPTION OF ITEM	TOTAL NET	TOTAL VAT	TOTAL PAYABLE
PS1	14.09.2018	SB201801358	PKF Littlejohn	440 4982 50	2017-18 External Audit	£400.00	£80.00	£480.00
PS2	14.09.2018	758344	Glasdon	155 8470 44	Glasdon	£416.69	£83.33	£500.02
PS3	25.09.2018	CA 353270	Stamps Direct	283 5042 63	Invoice stamp	£29.83	£5.97	£35.80
PS4	28.09.2018	INV No 38346	ROSPA	876 3283 89	Play Area annual inspection	£108.50	£21.70	£130.20
PS5	02.10.2018	ERN18-184	ERNLLCA	135 6809 00	ERNLLCA Conference	£270.00	£54.00	£324.00
PS6	20.09.2018	INV No 60572	HAGS SNP - Play Equipment	207 8538 51	Play Area inspection	£45.00	£9.00	£54.00
PS7	02.10.2018	INV 48234	PPH	561 0673 00	Service Charge Balance 23/06/18	£236.00	£0.00	£236.00
PS8	02.10.2018	INV 26309	Rialtas Business Solutions	920 9508 27	Alpha Software	£756.00	£151.20	£907.20
PS9	02.10.2018	INV 9057410314	Royal Mail	243 1700 02	PP Delivery	£500.00	£100.00	£600.00
PS10	02.10.2018	BUS001078740	KCOM	647 2351 37	Office Internet	£75.00	£15.00	£90.00
PS11	02.10.2018	BUS001078739	KCOM	647 2351 37	Office Calls	£56.29	£11.25	£67.54
PS12	02.10.2018	INV 4126	East Riding Engraving	851 1110 77	Logo engraving	£83.96	£0.00	£83.96
PS13	02.10.2018	ERI 1399468	ERYC	647 4711 21	Office Supplies	£29.69	£5.94	£35.63
PS14	02.10.2018	INV 920682	Lite Ltd	775 8152 93	Lighting column upgrade	£5,500.00	£1,100.00	£6,600.00
PS15	02.10.2018	27.09.2018	Hull Ionians Coal Importers	N/A	Community Grant	£1,000.00	£0.00	£1,000.00
PS16	02.10.2018	INV 301990	JP Locksmith Ltd	125 4121 55	Notice Board repairs	£120.02	£23.98	£144.00
PS17-21	02.10.2018	19.09.22018	Town Council	N/A	Aug/Sept Salary	£3,861.70	£0.00	£3,861.70
PS22	02.10.2018	20.09.2018	HMRC	N/A	Aug/Sept PAYE/NI	£1,219.06	£0.00	£1,219.06
PS23	02.10.2018	20.09.2018	ERPF	N/A	Aug/Sept Pension	£1,794.29	£0.00	£1,794.29
PS24	02.10.2018	INV 48180	PPH	561 0673 00	Office rent	£989.28	£0.00	£989.28
PS25	04.10.2018	3.10.18	Cleaner	N/A	Office Clean	£27.00	£0.00	£27.00
PS26	04.10.2018	INV 33000934	Image Data	500 6531 93	PP 74 Edition	£354.00	£70.80	£424.80
PS27	08.10.2018	ER1400954	ERYC	647 4711 21	Office supplies	£109.67	£21.93	£131.60
PS28	08.10.2018	INV 33000936	HAGS SNP - Play Equipment	207 8538 51	Play Area inspection	£45.00	£9.00	£54.00
PS29	10.10.2018	24.09.2018	SSE SOUTHERN ELECTRIC	553 7696 03	Office electric	£68.00	£0.00	£68.00
PS30	10.10.2018	24.09.2018	PPH	561 0673 00	Service Charge to 23/06/2019	£1,950.00	£0.00	£1,950.00
PS30	10.10.2018	24.09.2018	PPH	561 0673 00	Office Rent up to 09.11.2018	£126.61	£0.00	£126.61
<b>TOTALS</b>						<b>£20,171.59</b>	<b>£1,763.10</b>	<b>£21,934.69</b>

Signature: ..... Date: .....

# ELLOUGHTON CUM BROUGH TOWN COUNCIL

## Bank Reconciliation

ACCOUNTS RECONCILED TO: 30/09/2018

### General Fund - Movement

Amount Shown Bank Statement 31/08/18	£127,037.41
Add income (2nd instalment of precept)	£79,637.50
Less payments	£18,613.38
<b>Total</b>	<b>£188,061.53</b>

### General Fund - Reconciliation

Amount Shown Bank Statement 30/09/18	£188,061.53
Less Unrepresented Cheques	£0.00
<b>Balance A</b>	<b>£188,061.53</b>

### Petty Cash - Imprest Account

	<b>Balance B</b>	<b>£200.00</b>
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### NS&I Investment

	<b>Balance C</b>	<b>£31,296.08</b>
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### TOTAL FUNDS AS AT: 30/09/2018

	<b>Balance (A+B+C=D) D</b>	<b>£219,557.61</b>
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Prepared by the Town Clerk and RFO - Tom Clay

Signed: 

Date: 11/10/2018