

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



12 September 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 **18 September 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
	<u>Procedural items</u>
1	Apologies Council to note any apologies, the reason(s) given for absence and to consider acceptance of them.
2	Declarations of interest 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.
3	Public forum 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.
4	Minutes of the ordinary meeting held on 17 July 2018 Council to consider approving the minutes of the ordinary meeting as a true and accurate record.

Chairman 2018-2019 Councillor Martin Credland

5	<p>Minutes of the extraordinary meeting held on 21 August 2018 Council to consider approving the minutes of the extraordinary meeting as a true and accurate record.</p>
6	<p>Council committee minutes Council to note the minutes of the following committees and to consider any recommendations contained within:</p> <ul style="list-style-type: none"> i. 11 July 2018 – Events & Publicity Committee ii. 11 July 2018 – Planning Committee iii. 31 July 2018 - Events & Publicity Committee iv. 23 July 2018 – Personnel Committee v. 8 August 2018 – Environment Committee vi. 8 August 2018 – Planning Committee vii. 15 August 2018 – Personnel Committee viii. 15 August 2018 – Administration & Finance Committee
<u>Reports to Council</u>	
7	<p>Community and outside bodies</p> <p>a) Reports Council to receive verbal reports from representatives of community organisations and outside bodies.</p> <p>b) ERNLLCA Council to receive a report and to consider matters relating to ERNLLCA.</p>
8	<p>East Riding of Yorkshire Council 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>
<u>Town Council Finance</u>	
9	<p>a) Schedule of payments Council to note and consider approval of payments for the period 12 July 2018 to the 11 September 2018 amounting to £23,250.95.</p> <p>b) Bank Reconciliation Council to review and consider the Bank Reconciliation for the period up to 31 August 2018.</p>
10	<p>Grant application Council to consider a grant application for £1,000 from 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.</p> <p>Members to note that there is currently £3,520 remaining in the grants budget line for the 2018-19 financial year.</p>

<u>Town Council Business Items</u>	
11	<p>Deferred business – Terms of reference Council to consider the adoption of a new Terms of Reference for the following committees:</p> <ul style="list-style-type: none"> • Events & Publicity Committee • Environment Committee • Finance & Strategic Planning Committee (proposed name change from Administration & Finance Committee) • Planning & Highways Committee • Personnel Committee <p>Council to consider any matter arising out of the adoption of new Terms of Reference, such as, the need to adjust the membership of the committees.</p>
12	<p>Referred Business - Internal Audit Arrangements Council to note the recommendation below (<i>in italics</i>) of the Administration and Finance Committee and to consider appointing Anthony Whitely (Sancton Accounting) as the internal auditor for the Town Council.</p> <p><i>Minute number A18.10</i> <i>Cllr Muzaffar proposed, seconded by Cllr Luckraft, that:</i></p> <ul style="list-style-type: none"> • <i>The specification setting out the internal audit arrangements of the authority be approved, and:</i> • <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> • <p><i>RESOLVED: Committee resolved that the internal audit arrangements specification be approved and that the Town Clerk be instructed to place the item of appointing an internal auditor on the agenda of the next ordinary meeting of Council.</i></p>
13	<p>A63 noise monitoring Council to consider the purchase of noise monitoring equipment which could be placed in residents' gardens and be used to support a civil prosecution over the noise generated by traffic travelling on the A63.</p>
<u>Next ordinary meeting of the Town Council</u>	
14	<p>Date and time of the next meeting Council to confirm date and time of the next ordinary meeting which is scheduled to be held on 16 October 2018, commencing at 7pm, in the Committee Room, Brough Community Centre, Centurion Way, Brough HU15 1DF.</p>

ITEM 4

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

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Minutes of the ordinary meeting of Council held on **17 July 2018** in the **Committee Room, Brough Community Centre, Centurion Way, Brough, HU15 1DF.**

Members Present: Cllr Bentley, Cllr Muzaffar, Cllr Rowe, Cllr Luckraft, Cllr Brogden, Cllr T. Galbraith, Cllr K. Galbraith and Cllr Davies

Meeting Clerks: Tom Clay, Town Clerk

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

Minutes

Minute	Item
	<u>Procedural items</u>
18/18	<p>Apologies The following apologies we received:</p> <ul style="list-style-type: none"> • Cllr Credland – Civic Engagement • Cllr S. Duckles – Holiday • Cllr C. Duckles - Holiday • Cllr P. Duckles – Work commitment <p>RESOLVED: Council resolved to note the apologies and accept the reason(s) given for absence.</p> <p>Cllr T. Galbraith proposed, seconded by Cllr Rowe, that in the Chairman's and Vice-Chairman's absence Cllr Davis be appointed as Chairman for the meeting.</p> <p>RESOLVED: Council resolved to accept the proposal and Cllr Davis was appointed Chairman for the meeting.</p>
18/19	<p>Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.</p>

Signature: Date:

19/18	<p>Public Forum</p> <p>A resident of Elloughton, raised concerns about tree felling at 44 Main Street (Elloughton), trespass on land and anti-social behaviour. Several other residents also raised similar concerns about the area in question.</p> <p>Council advised the residents that they had no planning enforcement powers and that several issues raised were outside the purview of the Council.</p> <p>RESOLVED: Council instructed the Town Clerk raise the issue of the tree felling with the ERYC planning department.</p> <p>Cllr T. Galbraith was asked if he would pursue the concerns relating to tree felling and planning at ERYC.</p> <p>A resident of Brough, raised a concern about changes to parking which would see the number of cars parking on Wrygarth Avenue increase. He also raised concerns about overhanging trees on the Burrs Playing Fields.</p> <p>Cllr Meredith stated that he was working to find a solution to the parking issue and was already taking the matter up at the ERYC.</p> <p>RESOLVED: Council instructed the Town Clerk to pass the residents details onto Burrs Playing Field Association who were the right body to provide a response about the trees.</p> <p>Cllr Davis provided a brief introduction to the topic of the Brough Community Centre. He highlighted the issue of the several leases in operation, the covenant on the land, the history of the site and its complicated nature.</p> <p>Several residents spoke about the Brough Community Centre. In summary they stated how important the facility is for the community, that they would like to see it remain open and that for children in particular the site is very important.</p> <p>A resident of Elloughton, stated that he would like to see the Brough Community Centre remain open and would be willing to become a member of the Management Committee.</p> <p>Cllr Muzaffar welcomed the prospect that members of the community might wish to join the Management Committee. He also stated that Management Committee members were working in the best interest of the community and that a letter to users had been issued only to provide enough warning as possible about issues at the site and for no other reason.</p> <p>Cllr Davis welcomed the support shown for the Brough Community Centre and in particular the possibility that several residents might wish</p>
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	<p>to join the Management Committee or support the Brough Community Centre in other ways.</p> <p>He stated that while Council would formally be discussing the issue later on the agenda he felt certain that the Town Council would work with the Management Committee to ensure the long-term future of the Brough Community Centre.</p>
20/18	<p>Minutes of the meeting held on 19 June 2018 Cllr K. Galbraith proposed, seconded by Cllr Rowe, 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>
	<u>Reports to Council</u>
21/18	<p>Community and outside bodies</p> <p>a) Reports The following reports were made:</p> <ol style="list-style-type: none"> i. Cllr Brogden – no Village Hall meeting has taken place and therefore there are no issues to report. ii. Cllr Muzaffar – the most pressing issues relating to the Brough Community Centre have been covered elsewhere on the agenda. iii. Cllr T. Galbraith – reported on behalf of the Petuaria Community Forum that the Pet-u-Fair-ia (a pet fair and dog show) would take place on 22 July 2018. He also reminded members about the launch of the Petuaria Revisited event on 29 July 2018. <p>b) ERNLLCA Cllr T. Galbraith informed members that the branch AGM had recently taken place and he had again been elected Chairman, with Cllr Astell of Beverley elected Vice-Chairman. At the AGM an update was provided which related to Clerk recruitment. Branch members were informed that arrangements for appointing representatives were being tightened up.</p>
22/18	<p>East Riding of Yorkshire Council</p> <p>a) East Riding of Yorkshire Councillors' Reports Council received reports from East Riding of Yorkshire Council members on the following issues:</p> <ol style="list-style-type: none"> i. Cllr T. Galbraith provided various statistics to members which indicated that the East Riding collects 98.3% of Council Tax, 99.6% of Business Rates and that there is 90% broadband coverage in the authority's area. ii. Cllr Meredith provided assurances that there was no prospect of the Petuaria Centre closing and that ERYC would offer what assistance it could with the Brough

	<p>Community Centre. He also welcomed the letter sent by an ERYC officer in relation to the covenant issues at the Brough Community Centre. Finally Cllr Meredith mentioned that at the next meeting of the Safer & Stronger Committee the Chief Constable and Police Crime Commissioner would be present.</p> <p>iii. Cllr Smith provided a brief update about the Burrs Playing Fields and overhanging trees.</p> <p>b) Matters relating to the East Riding of Yorkshire Council All matters relating to ERYC had been raised elsewhere in the meeting and there was therefore no further discussion.</p>																																																																																										
<u>Town Council Finance</u>																																																																																											
23/18	<p>a) Schedule of payments Cllr K. Galbraith, seconded by Cllr Rowe, that Council note and approve the payments for the period 14 June 2018 to 11 July 2018 amounting to £6,970.57 set out in the schedule below.</p> <table border="1" data-bbox="357 922 1399 2024"> <thead> <tr> <th>Item</th> <th>Description</th> <th>Amount</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Salaries -June 2018</td> <td>Staff</td> <td>2,465.10</td> <td></td> <td>2,465.10</td> </tr> <tr> <td>HMRC - June 2018</td> <td>NIC/PAYE/EMPNIC</td> <td>596.09</td> <td></td> <td>596.09</td> </tr> <tr> <td>Pension -Jun 2018</td> <td>ERPF</td> <td>883.08</td> <td></td> <td>883.08</td> </tr> <tr> <td>KCOM</td> <td>Direct Debit - June 2018</td> <td>60.80</td> <td>12.16</td> <td>72.96</td> </tr> <tr> <td>Nicholas Associates Group</td> <td>May/June invoices</td> <td>386.23</td> <td>77.25</td> <td>463.48</td> </tr> <tr> <td>HAGS</td> <td>Monthly inspection</td> <td>45.00</td> <td>9.00</td> <td>54.00</td> </tr> <tr> <td>Southern Electric</td> <td>Direct Debit - June 2018</td> <td>50.00</td> <td></td> <td>50.00</td> </tr> <tr> <td>KCOM</td> <td>Direct Debit - July 2018</td> <td>49.32</td> <td>9.86</td> <td>59.18</td> </tr> <tr> <td>Glasdon</td> <td>Phoenix Seat</td> <td>416.69</td> <td>83.33</td> <td>500.02</td> </tr> <tr> <td>Garden Slave - A Coultish</td> <td>Maintenance tasks</td> <td>710.00</td> <td></td> <td>710.00</td> </tr> <tr> <td>L & K Warcup Construction Ltd</td> <td>Water pump</td> <td>495.00</td> <td>99.00</td> <td>594.00</td> </tr> <tr> <td>EROYC</td> <td>Various office items</td> <td>78.91</td> <td>15.79</td> <td>94.70</td> </tr> <tr> <td>EROYC</td> <td>Copier paper</td> <td>40.80</td> <td>8.16</td> <td>48.96</td> </tr> <tr> <td>SLCC</td> <td>Clerk Membership</td> <td>258.00</td> <td></td> <td>258.00</td> </tr> <tr> <td>W Richardson</td> <td>Various office items</td> <td>17.50</td> <td>3.50</td> <td>21.00</td> </tr> <tr> <td>Petty cash</td> <td>Top up float</td> <td>100.00</td> <td></td> <td>100.00</td> </tr> <tr> <td colspan="2" style="text-align: center;">Totals</td> <td>6,652.52</td> <td>318.05</td> <td>6,970.57</td> </tr> </tbody> </table>	Item	Description	Amount	VAT	Total	Salaries -June 2018	Staff	2,465.10		2,465.10	HMRC - June 2018	NIC/PAYE/EMPNIC	596.09		596.09	Pension -Jun 2018	ERPF	883.08		883.08	KCOM	Direct Debit - June 2018	60.80	12.16	72.96	Nicholas Associates Group	May/June invoices	386.23	77.25	463.48	HAGS	Monthly inspection	45.00	9.00	54.00	Southern Electric	Direct Debit - June 2018	50.00		50.00	KCOM	Direct Debit - July 2018	49.32	9.86	59.18	Glasdon	Phoenix Seat	416.69	83.33	500.02	Garden Slave - A Coultish	Maintenance tasks	710.00		710.00	L & K Warcup Construction Ltd	Water pump	495.00	99.00	594.00	EROYC	Various office items	78.91	15.79	94.70	EROYC	Copier paper	40.80	8.16	48.96	SLCC	Clerk Membership	258.00		258.00	W Richardson	Various office items	17.50	3.50	21.00	Petty cash	Top up float	100.00		100.00	Totals		6,652.52	318.05	6,970.57
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Signature: Date:

23/18.1	RESOLVED: Council resolved to approve the payments for the period 14 June 2018 to 11 July 2018 amounting to £6,970.57 set out in the schedule above.
23/18.2	<p>a) Bank mandate Cllr K. Galbraith, seconded by Cllr Bentley, that Council to approve a change to the bank mandate which would see the name of the new Town Clerk added.</p>
23/18.3	RESOLVED: Council resolved to approve the change to the bank mandate and instructed the Town Clerk to complete the necessary paperwork to update the mandate.
<u>Town Council business items</u>	
24/18	<p>Deferred Business - Brough Community Centre Council noted and welcomed the fact that several members of the public had shown a specific interest in joining or supporting the Management Committee to ensure the long-term viability of the Brough Community Centre.</p> <p>Cllr T. Galbraith proposed, seconded by Cllr K. Galbraith, that</p> <ol style="list-style-type: none"> i. Council will provide support to the Management Committee to ensure that the Brough Community Centre remains a community facility into the future and that all other concerns are secondary; ii. the Management Committee is a registered charity which manages the BCC under lease from the Town Council and that it is an independent legal entity with an identity that is separate and distinct from the Council; iii. the issue of the continuation of the BCC is most important, however, the positive reaction of ERYC to the possibility of the Town Council's office relocating to the BCC is welcomed and further investigation would be appreciated; iv. Council delegates the work of liaising with the Management Committee, ERYC and interested parties to the Town Clerk, with decision making on important issues retained by Council, and; v. the Chairman and Town Clerk liaise on the matter of calling an extraordinary meeting before the September 2018 ordinary meeting to further consider the issue of the Brough Community Centre.
24/18	RESOLVED: Council resolved to support the proposal outlined above and in particular that it is the aim of the Town Council to ensure that the BCC remains a community centre.

<p>25/18</p> <p>25/18.1</p> <p>25/18.2</p> <p>25/18.3</p>	<p>Town Council Policy</p> <p>a) Standing Orders Cllr Bentley proposed, seconded by Cllr K. Galbraith, that Council adopt the updated set of Standing Orders based on NALC's 2018 model version, with the deletion of the redundant paragraph relating to the Council's duty to appoint a DPO.</p> <p>It was further proposed that the Town Clerk draft a 'preamble' to be read out at the start of the meeting to inform members of the public that the meeting might be being recorded and to set out emergency evacuation arrangements.</p> <p>RESOLVED: Council resolved to adopt the new set of Standing Orders as described above and the Town Clerk was instructed to draft the preamble as set out above.</p> <p>b) Terms of Reference RESOLVED: Council resolved to defer consideration of the new Terms of Reference until the next ordinary meeting of the Council.</p> <p>c) General Data Protection Regulations (GDPR) Cllr Bentley proposed, seconded by Cllr K. Galbraith, that Council to consider adoption of the following set of policies relating to GDPR:</p> <ul style="list-style-type: none"> • Data Protection Policy • Data Consent Form • Bring Your Own Device Policy • Document Retention Policy • GDPR Information Audit • General Privacy Notice • Internal Privacy Notice • Privacy Policy • Subject Area Review Policy <p>RESOLVED: Council resolved to adopt the policies relating to GDPR outlined above.</p>
<p>26/18</p>	<p><u>Exclusion of the press and public</u> Cllr Davis proposed, seconded by Cllr Bentley, that Council exclude the press and public from the meeting during consideration of the next two items in accordance with the Public Bodies (Admission to Meetings) Act 1960. The next two items on the agenda can be treated as confidential as they refer to heads of terms (contractual arrangements) and proposals in relation to contractual matters.</p> <p>RESOLVED: Council resolved to exclude the press and public from the meeting during consideration of the next two items in accordance with the Public Bodies (Admission to Meetings) Act 1960.</p>

27/18	<p>Deferred Business – Town Council Office Lease Cllr Rowe proposed, seconded by Cllr K. Galbraith, that Council renew the lease for the current Town Council offices at 60 Welton Road (option 1 of the report) at a cost of £7,800 per annum (exclusive of rates and VAT) from 10 November 2018 and to be paid on a quarterly basis by standing order.</p> <p>It was further proposed that;</p> <ul style="list-style-type: none"> • Council instruct the Town Clerk to make the necessary arrangements to the renew the lease as set out in paragraph 3.4-3.7 and appendix 1 of the report attached to the agenda; • Council instruct the Town Clerk to liaise with ERYC and the Management Committee over the future of the Brough Community Centre and that the option of the Town Council moving onto the site in three years time be considered further, and; • that new proposals relating to the relocation of the Town Council offices be considered by the Finance & Administration Committee with any recommendations made to Full Council. <p>27/18.1 RESOLVED: Council resolved to renew the lease for the current Town Council offices at 60 Welton Road at a cost of £7,800 per annum (exclusive of rates and VAT) from 10 November 2018 and to be paid on a quarterly basis by standing order. The Town Clerk was instructed to carry out the actions described above.</p>
28/18	<p>Office Electric Supply Cllr Davis proposed, seconded by Cllr Bentley, that Council accept a quote from British Gas of approximately £1,111.01 per annum for the supply of electricity to the Council Office (60 Welton Road) and that a direct debit be set up for the payment thereof.</p> <p>Furthermore it was proposed that the Town Clerk be instructed to set up a new contractual arrangement with British Gas and complete all the necessary documents on behalf of Council.</p> <p>28/18.1 RESOLVED: Council resolved to accept a quote from British Gas of approximately £1,111.01 per annum for the supply of electricity to the Council Office (60 Welton Road) and that a direct debit be set up for the payment thereof. The Town Clerk was instructed to set up the new contractual arrangement and complete all the necessary documents on behalf of the Town Council.</p>
<u>Next ordinary meeting of the Town Council</u>	
29/18	<p>Date and time of the next meeting Council confirmed the date and time of the next ordinary meeting to be 18 September 2018 at 7pm, in the Committee Room, Brough Community Centre, Centurion Way, Brough HU15 1DF.</p>

Meeting started 7pm and closed 8:57pm

Document published on 19 July 2018

Signed:

Print Name:

Print Position:

Date:

ITEM 5

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

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Minutes of the ordinary meeting of Council held on **21 August 2018** in the **Committee Room, Brough Community Centre, Centurion Way, Brough.**

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

Meeting Clerk: Tom Clay, Town Clerk

Also in attendance: ERYC Cllr Meredith

Minutes

Minute	Item
	<u>Procedural items</u>
30/18	<p>Apologies The following apologies we received:</p> <ul style="list-style-type: none"> • Cllr Bentley – Holiday • Cllr Muzaffar – Ill health <p>RESOLVED: Council resolved to note the apologies and accept the reason(s) given for absence.</p> <p>Council also noted the apologies of ERYC councillor P Smith who was away on holiday at the time of the meeting.</p>
31/19	<p>Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.</p>
32/18	<p>Public Forum Cllr Meredith said that he was working with the ERYC officer for the area to have a model Roman Fort installed in the area, but that further details about the models dimensions are required.</p> <p>Cllr Meredith raised the issue of the noise of the A63 and concerns he had received from residents. He had been advised that one approach would be for the Town Council to purchase noise monitoring equipment</p>

Signature: Date:

32/18.1	<p>which could be placed in residents' gardens and the evidence of which would support a civil prosecution. Cllr Meredith said that he would investigate if the equipment needed to be calibrated and what the general costs would be for the Town Council.</p> <p>RESOLVED: Council instructed the Town Clerk to place the issue on the next agenda of Council for further discussion.</p>
<u>Town Council business items</u>	
33/18	<p>Brough Community Centre</p> <p>Cllr Brogden on behalf of the Management Committee gave a brief update to say that a decision would be made on 22 August 2018 about appointing a member of staff to manage the BCC. However, volunteers would likely be required to assist with the opening and closing of the BCC in September 2018. Cllr T. Galbraith and Cllr S. Duckles indicated that they would be able to volunteer to provide some assistance in September with the opening and closing of the BCC. The Town Clerk was asked to enquire with ERYC about how quickly new key fobs could be issued.</p> <p>Cllr Brogden also confirmed that users had been approached in the past about joining the Management Committee, that the new member of staff would attend Management Committee meetings to provide updates and that it was unlikely that a 'joint' Village Hall and BCC Management Committee could be established at some point in the future.</p> <p>Cllr K. Galbraith proposed, seconded by Cllr Rowe, that Council:</p> <ol style="list-style-type: none"> i. Continue instruct the Town Clerk to continue to attend Management Committee meetings and to provide appropriate levels of support while new arrangements are established; ii. Council continue to appoint a town councillor appointed annually to act as the Council's representative, and; reports back on issues relating to the Brough Community Centre; iii. Council will continue to provide the Management Committee with appropriate levels of support to ensure that the Community Centre stays open, which could, if required, include grant funding in the future. <p>RESOLVED: Council resolved to support the proposal outlined above.</p>

Meeting started 7pm and closed 7:38pm

Document published on 22 August 2018

Signed:

Print Name:

Print Position:

Date:

Signature: Date:

ITEM 6

**ELLOUGHTON-CUM-BROUGH TOWN COUNCIL
MINUTES OF AN EVENTS AND PUBLICITY COMMITTEE MEETING
HELD ON WEDNESDAY 11 JULY 2018
AT THE TOWN COUNCIL OFFICE, 60 WELTON ROAD**

Members Present: Councillors Mrs. Brogden (Chairman), Credland, Mrs. Galbraith, Luckraft (Vice Chairman), and Muzaffar

Public Participation: No members of the public were present.

1. **TO ACCEPT APOLOGIES FOR ABSENCE** Councillors Mrs. Duckles and Galbraith
2. **TO DECIDE ON THE ELECTION OF CHAIRMAN AND VICE-CHAIRMAN**
It was proposed by Councillor Mrs. Galbraith, seconded by Councillor Muzaffar and agreed unanimously that Councillor Mrs. Brogden be Chairman of this Committee.

It was proposed by Councillor Mrs. Galbraith, seconded by Councillor Credland and agreed unanimously that Councillor Luckraft be Vice-Chairman of this Committee.
3. **TO ACCEPT DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**
No declarations received.
4. **TO ACCEPT THE MINUTES OF THE ARTS, PUBLICITY & FUNDRAISING COMMITTEE MEETING HELD ON 9 MAY 2018**
It was proposed by Councillor Mrs. Galbraith, seconded by Councillor Luckraft and agreed unanimously that the minutes of the meeting held on 9th May 2018 be signed as a true and accurate record of the meeting.
5. **TO DECIDE ON MATTERS RELATING TO THE PETUARIA PRESS**
Discussion took place with regards to having the Petuaria Press delivered once again. Councillor Mrs. Brogden suggested contacting local youth groups with a view to paying them for delivery. The Deputy Clerk advised that this may have legal implications and is to make further investigations.

A suggestion was put forward to invite local businesses to advertise in the Petuaria Press, this would generate an income to feasibly cover delivery charges or other costs incurred with the Press. It was agreed to approach the Editor with the suggestion.
6. **TO CONSIDER MATTERS RELATING TO ARMISTICE 2018**
Information had been received regarding a Remembrance Day Silhouette Grant Scheme. This was considered, however due to the impending deadline and concern that the silhouettes would be damaged in public spaces it was decided not to go ahead with the scheme.
7. **TO CONSIDER MATTERS RELATING TO THE ARTS AND PHOTOGRAPHY EXHIBITION**
This item was deferred to the next Events and Publication Committee.
8. **TO CONSIDER MATTERS RELATING TO THE PETUARIA COMMUNITY AWARDS**
Following discussion, it was agreed that the next Award ceremony be held in conjunction with the 2019 Christmas Tree Festival. It was felt that the format be changed and renamed Petuaria Awards and the criteria to involve more than once category.

Signed as a True and Accurate Record by the Chairman Date

9. TO DECIDE ON MATTERS RELATING TO THE CHRISTMAS TREE FESTIVAL

The Christmas Tree Festival is to take place on Saturday 1st December 2018. Local Schools and groups have been notified. Other organisations are to be approached from September. It was agreed unanimously that the cost of the sponsorships for trees remain at £30.

10. TO NOTE BUDGET EXPENDITURE FOR 2017/18 – Noted.

11. TO NOTE THE DATE OF THE NEXT MEETING – Wednesday 12 September 2018

**ELLOUGHTON-CUM-BROUGH TOWN COUNCIL
MINUTES OF A PLANNING AND HIGHWAYS COMMITTEE MEETING
HELD ON WEDNESDAY 11 JULY 2018
AT THE TOWN COUNCIL OFFICE, 60 WELTON ROAD**

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

Public Participation: No members of the public attended the meeting.

1. **TO ACCEPT APOLOGIES FOR ABSENCE** – Councillors Credland, Mrs. Duckles (Chairman) and C. Duckles.

In the absence of Councillor Mrs. Duckles, Councillor Mrs. Galbraith Chaired the meeting.

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

3. **TO ACCEPT THE MINUTES OF THE DEVELOPMENT, PLANNING HIGHWAYS AND SAFETY MEETING HELD ON 9TH MAY 2018**

It was proposed by Councillor Davis, seconded by Councillor Ms. Rowe and agreed unanimously that the minutes of the meeting held on 9th May, 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 **18/01728** – Erection of porch extension to front and external alterations to rear at 6 Church View
No objections

4.2 **18/01886** – Variation of Condition 2 (approved plans) at Fairway View, Elloughton Road
Noted

4.3 **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
No objections

5. **TO NOTE THE FOLLOWING NOTICES OF DECISION**

5.1 **18/00328** – The Ridings Medical Group, 4 Centurion Way – **Granted with conditions**

5.2 **18/00827** – 85A Welton Road – **Granted with conditions**

5.3 **18/01332** – 22 Broadley Way – **Granted with conditions**

5.4 **18/01339** – 17 Stockbridge Road – **Granted with conditions**

5.5 **18/01366** – 38 Drovers Rise – **Granted with conditions**

6. **TO NOTE THE FOLLOWING TREE DECISIONS**

6.1 **18/01244** – 84 Elloughton Road – **No objections**

6.2 **18/01633** – 44 Main Street – **No objections**

7. **TO DECIDE ON MATTERS RELATING TO HIGHWAYS AND ROAD SAFETY** – No matters arising.

8. **TO NOTE THE DATE OF NEXT MEETING** – Wednesday 8th August 2018

Signed as a True and Accurate Record by the Chairman Date

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

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Telephone: 01482 665600

Website: elloughtonbrough-tc.gov.uk



Minutes of the **Personnel Committee** meeting held on **23 July 2018** in the **Committee Room**.

Committee Members Present: Cllr Brogden, Cllr S. Duckles, Cllr K. Galbraith, Cllr Luckraft and Cllr Muzaffar.

Meeting Clerk: Tom Clay

Minutes

Number	Item
	<u>Procedural items</u>
P18.1	<p>Appointment of a Committee Chairman Cllr Galbraith proposed that Cllr Luckraft be appointed Committee Chairman. There was no seconder for the proposal and it was therefore in line with Standing Orders not considered any further.</p> <p>Cllr Brogden proposed, seconded by Cllr Luckraft, that Cllr Duckles be appointed Committee Chairman.</p> <p>RESOLVED: Committee resolved that Cllr Duckles be appointed Committee Chairman for the 2018-19 municipal year.</p>
P18.2	<p>Appointment of a Committee Vice-Chairman Cllr Luckraft proposed, seconded by Cllr Muzaffar, that Cllr K. Galbraith be appointed Committee Vice-Chairman.</p> <p>RESOLVED: Committee resolved that Cllr K. Galbraith be appointed Committee Vice-Chairman for the 2018-19 municipal year.</p>
P18.3	<p>Apologies The following apologies were received:</p> <ul style="list-style-type: none"> • Cllr Davis – personal commitment <p>RESOLVED: Committee resolved to note the apologies and accept the reason(s) given for absence.</p>

P18.4	<p>Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.</p>
P18.5	<p>Minutes of the meeting held on 10 April 2018 Cllr S. Duckles proposed, seconded by Cllr Muzaffar, that the minutes be accepted as a true and accurate record of the meeting.</p> <p>RESOLVED: Committee resolved to approve the minutes as a true and accurate record.</p>
	<u>Business items</u>
P18.6	<p>Payroll arrangements Cllr K. Brogden proposed, seconded by Cllr K. Galbraith, that the quote from Turpin Bookkeeping Service to undertake the processing of the monthly payroll for the Town Council be accepted.</p> <p>Furthermore, that the Clerk be instructed to establish an arrangement with Turpin Bookkeeping Service to provide monthly payroll for 4 employees, including auto-enrolment of pension submissions, for £30.00 per month plus VAT on the understanding that the Council will not be tied-in permanently.</p> <p>RESOLVED: Committee resolved to instruct the Clerk to establish an arrangement with Turpin Bookkeeping Service to provide payroll services for £30.00 per month plus VA, as described above.</p>
P18.7	<p>Office ICT equipment Cllr S. Duckles proposed, seconded by Cllr Brogden, that the Clerk be instructed to purchase a Desktop Esprimo D556/2 SFF (Intel i5, 8Gb Ram, 256GB SSD, Windows 10 Pro) from MNB computing at a cost of £565.30+VAT.</p> <p>Furthermore it was proposed that the Clerk liaise with MNB computing in relation to the office server and explore with them the options for improving the office's IT and network to report back at a future meeting.</p> <p>RESOLVED: Committee resolved that the Clerk be instructed to purchase a Desktop Esprimo D556/2 SFF at a cost of £565.30+VAT from MNB computing and carry out the work described above.</p>
P18.8	<p>Staff appraisals Cllr S. Duckles proposed, seconded by Cllr. K. Galbraith, that:</p> <ul style="list-style-type: none"> • The Chairman of the Personnel Committee carry out the Town Clerk's appraisal; • the Town Clerk carry out the appraisal for all other members of staff; • the appraisals would take place in September and that the issue would be considered again in late October or early November;

P18.8.1	<ul style="list-style-type: none"> • the appraisals would focus on staff development, and; • the Town Clerk would create a set of documents to be utilised during the appraisals. <p>RESOLVED: Committee resolved to undertake the process outlined above and the Clerk was instructed to carry out the actions described.</p>
P18.9	<p>Review of policy</p> <p>RESOLVED: Committee resolved that the issue be deferred until the next meeting and the Clerk develop a set of policies for consideration by the Committee.</p>
P18.10	<p><u>Exclusion of the press and public</u></p> <p>Cllr Duckles proposed, seconded by Cllr Galbraith, that the Committee resolve to exclude the press and public from the meeting during consideration of the next items in accordance with the Public Bodies (Admission to Meetings) Act 1960.</p> <p>The next item on the agenda can be treated as confidential as they refer to confidential staffing issues, such as, terms of service, contractual arrangements and engagement of staff.</p> <p>RESOLVED: Council resolved to exclude the press and public from the meeting during consideration of the next two items in accordance with the Public Bodies (Admission to Meetings) Act 1960.</p>
P18.11	<p>Staffing arrangements</p> <p>Committee to consider staffing arrangements following a review by the incoming Town Clerk, which includes a proposal for the creation of a permanent</p> <p>Cllr Muzaffar proposed, seconded by Luckraft, that:</p> <ol style="list-style-type: none"> i. The Town Clerk to generate more options for members to consider (option 2 of the report) as part of a comprehensive review of staffing arrangements for consideration later in the year; ii. the Administrative Assistant position within the Town Council be extended for a fixed term period of three calendar months; iii. the Town Clerk be instructed to draft a contract to be reviewed by the Chairmen of the Personnel Committee, and; iv. the contract be signed by the post holder and the Chairman of the Personnel Committee. <p>RESOLVED: Committee resolved that the Clerk be instructed to carry out the actions described above and the Administrative Assistant position within the Town Council be extended for a fixed term period of three calendar months.</p>

<u>Next meeting</u>	
P18.12	Items for inclusion on the next meeting agenda Members requested that the following items appear on the next Committee meeting agenda: <ul style="list-style-type: none"> • Policy • Staff ICT • Staff review – to be considered at a meeting later in the year
P18.13	Date and time of the next meeting Committee confirmed the date and time of the next meeting to be 15 August 2018, 11am, in the Committee Room.

Meeting started 11am and closed 1.10pm

Document published on 25 July 2018

Signed:
Print Name:
Print Position:
Date:

**ELLOUGHTON-CUM-BROUGH TOWN COUNCIL
MINUTES OF AN EVENTS AND PUBLICITY COMMITTEE MEETING
HELD ON WEDNESDAY 31 JULY 2018
AT THE TOWN COUNCIL OFFICE, 60 WELTON ROAD**

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

Public Participation: No members of the public were present.

1. **TO ACCEPT APOLOGIES FOR ABSENCE** Councillor Credland
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 Luckraft 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 delivery of the Petuaria Press by the Royal Mail Door to Door
Councillor Mrs. Brogden, had once again looked for quotes for delivery of the Petuaria Press. Having pursued several companies the only options available was a company the Town Council had previously unsuccessfully used and the Royal Mail Door to Door.

Door to Door deliver by post code only on a minimum £500 spend (5,748 households.) The Elloughton/Brough area would be HU15-1, however this touches on other parishes.

Following discussion it was proposed by Councillor Mrs. Galbraith, seconded by Councillor Muzaffar that the next edition of the Petuaria Press be delivered by Door to Door, covering the HU15-1 area. Five members voted for the proposal and one member abstained.

RESOLVED that Issue 74 (Autumn Edition) of the Petuaria Press be delivered by Royal Mail Door to Door.
5. **TO CONSIDER MATTERS RELATING TO THE CHRISTMAS TREE FESTIVAL**
5.1 To consider entertainment for the Christmas Tree Festival
Councillor Mrs. Brogden spoke on matters relating to entertainment throughout the course of the Christmas Tree Festival. She had approached various musicians and received two quotes one from a Ukulele Group @ £70, the other from an Accordion Group @ £50.

Following discussion it was proposed by Councillor T. Galbraith, seconded by Councillor Mrs. Galbraith and agreed unanimously to provisionally book both groups for the event.

RESOLVED that Councillor Mrs. Brogden book both musical groups for the Christmas Tree Festival.
6. **TO NOTE THE DATE OF THE NEXT MEETING – Wednesday 12 September 2018**

Signed as a True and Accurate Record by the Chairman Date

**ELLOUGHTON-CUM-BROUGH TOWN COUNCIL
MINUTES OF A VILLAGE ENVIRONMENT COMMITTEE MEETING HELD ON
WEDNESDAY 8 AUGUST AT THE TOWN COUNCIL OFFICE
60 WELTON ROAD, BROUGH**

Present: Councillors Credland, Mrs. Galbraith, T. Galbraith (Chairman), Luckraft and Ms. Rowe (Vice-Chairman)

Public Participation: No members of the public in attendance.

1. **TO ACCEPT APOLOGIES FOR ABSENCE** – Councillors Mrs. Duckles and C. Duckles
2. **TO ACCEPT MEMBERS DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS RELATED TO ITEMS ON THE AGENDA** – No declarations of interest received.
3. **TO ACCEPT THE MINUTES OF THE VILLAGE ENVIRONMENT MEETING HELD ON 13 JUNE 2018**
It was proposed by Councillor Mrs. Galbraith, seconded by Councillor Ms. Rowe and agreed unanimously to approve the minutes of the meeting held on 25 June, 2018 as a true and accurate record and authorise the Chairman to sign.
4. **TO CONSIDER MATTERS RELATING TO ELLOUGHTON-CUM-BROUGH IN BLOOM**
The summer in Bloom judging took place in July and Councillor Credland reported that the Petuaria Revisited project had been included in the criteria for assessment.
5. **TO CONSIDER MATTERS RELATING TO PLAY AREAS**
Following a recent weekly inspection of the play area, it was reported that the wet pour surface was showing signs of wear and tear. This was not highlighted in the monthly inspection report provided by HAGS therefore Councillor T. Galbraith felt the surface be monitored.
6. **TO CONSIDER MATTERS RELATING TO STREET FURNITURE**
 - 6.1 **To decide on a location for the new notice board**
A site visit had taken place on 19th June, following which it was agreed that the notice board be placed on the corner of Centurion Way (East.) The necessary license has since been approved by ERYC.

It was proposed by Councillor Mrs. Galbraith, seconded by Councillor Ms. Rowe and agreed unanimously that the new notice board be erected at the eastern corner of Centurion Way.
 - 6.2 **To consider a replacement seat on Stockbridge Road**
It was reported that the seat on Stockbridge Road outside the EYMS building was very dilapidated.

It was proposed by Councillor Ms. Rowe, seconded by Councillor T. Galbraith and agreed unanimously to replace the seat with a Gladstone enviropol replacement.
7. **TO DECIDE ON MATTERS RELATING TO FOOTPATHS** – Nothing to report.
8. **TO CONSIDER MATTERS RELATING TO OPEN SPACES**
 - 8.1 **To consider matters relating to outdoor gymnasiums**
Following discussion it was agreed that the Admin Assistant seek further advice from an outdoor gymnasium specialist.

Signed as a True and Accurate Record by the Chairman Date

9. TO CONSIDER MATTERS RELATING TO THE FRONT GARDEN OF THE YEAR AWARD 2018

The 2018 winners of the Front Garden of the Year Award went to Mr. & Mrs. Howson at 4 Spindlewood, who have been presented with the trophy. The competition was of an exceptionally high standard, however the winning garden was a wonderful example to the neighbourhood and a delight to all who pass by.

11. TO CONSIDER MATTERS RELATING TO CHRISTMAS LIGHTS PROJECT 2018

Following consideration a final decision on the 2018 lights was agreed (RLD17SW.MC.1.5 – 1.5M)

It was proposed by Councillor Mrs. Galbraith, seconded by Councillor Galbraith and agreed unanimously on the installations and instruct contractor to proceed.

12. TO NOTE VILLAGE ENVIRONMENT BUDGETS - Noted

13. TO NOTE THE DATE OF THE NEXT MEETING - Wednesday 10th October 2018

**ELLOUGHTON-CUM-BROUGH TOWN COUNCIL
MINUTES OF A PLANNING AND HIGHWAYS COMMITTEE MEETING
HELD ON WEDNESDAY 8 AUGUST 2018
AT THE TOWN COUNCIL OFFICE, 60 WELTON ROAD**

Present: Councillors Credland, Davis, Mrs. Galbraith (Vice-Chairman), Luckraft and Ms. Rowe
Councillor T. Galbraith attended to observe only but took no part in the meeting.

1. **TO ACCEPT APOLOGIES FOR ABSENCE** – Councillors Mrs. Duckles (Chairman) and C. Duckles.

In the absence of Councillor Mrs. Duckles, Councillor Mrs. Galbraith Chaired the meeting.

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

3. **TO ACCEPT THE MINUTES OF THE DEVELOPMENT, PLANNING HIGHWAYS AND SAFETY MEETING HELD ON 11 JULY 2018**

It was proposed by Councillor Ms. Rowe, seconded by Councillor Luckraft 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 and authorise the Chairman to sign.

4. **TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS**

4.1 **18/02111** – Erection of a detached outbuilding (garden room/office) to rear at 49 Main Street
No objections

4.2 **18/02269** – Erection of two storey extensions to each side and single storey extension to rear at 4 Westfield Park
No objections

4.3 **18/02369** – Erection of single storey extension to rear at 15 Hobson Road
No objections

4.4 **18/02487** – Erection of single storey extension to rear and porch to front at 43 Grange Park
No objections however request that any relevant archaeological surveys be carried out

4.5 **18/02504** – Erection of single storey extension to rear following demolition of existing conservatory and erection of porch to front (amended scheme 18/00730/PLF) at 8 Welton Road
No objections, however request that any relevant archaeological surveys be carried out

5. **TO NOTE THE FOLLOWING NOTICES OF DECISION**

5.1 **18/00815** – Installation of extraction flue to rear at Taste of India, 57C Welton Road – **Granted with conditions**

5.2 **18/01097** – Erection of single storey extension to rear at 12 Cave Road – **Granted with conditions**

5.3 **18/01450** – Single storey extension to front to allow partial conversion of integral garage to additional living space at 43 Spindlewood – **Granted with conditions**

Signed as a True and Accurate Record by the Chairman Date

- 5.4 **18/01514** – Erection of a two storey extension to side, single storey extension to rear, installation of new windows at front and alterations to existing flat roof to create pitched roof at 4 Chantreys Drive – **Granted with conditions**
- 5.5 **18/01695** – Erection of a single storey extension to kitchen and utility to rear and conversion of existing garage to additional living accommodation at 15 Thornhams – **Granted with conditions**

- 6. **TO NOTE THE FOLLOWING TREE DECISIONS**
 - 6.1 **18/01793** – TPO Crown lift Horse Chestnut at 62 Welton Road – **Granted with conditions**

- 7. **TO DECIDE ON MATTERS RELATING TO HIGHWAYS AND ROAD SAFETY**
 - 7.1 To note the following Road Closures:
 - Brough Level Crossing – Skillings Lane - **Noted**
 - Brantingham Road, Elloughton - **Noted**

- 8. **TO NOTE THE DATE OF NEXT MEETING–** Wednesday 12 September 2018

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

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Minutes of the **Personnel Committee** meeting held on **15 August 2018** in the **Committee Room**.

Committee Members Present: Cllr Brogden, Cllr Davis, Cllr S. Duckles, Cllr K. Galbraith, Cllr Luckraft and Cllr Muzaffar.

Meeting Clerk: Tom Clay

Minutes

Number	Item
	<u>Procedural items</u>
P18.14	Apologies The Committee noted that no apologies were received.
P18.15	Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.
P18.16	Minutes of the meeting held on 23 July 2018 Cllr Brogden proposed, seconded by Cllr Luckraft, that the minutes be accepted as a true and accurate record of the meeting. RESOLVED: Committee resolved to approve the minutes as a true and accurate record.
	<u>Business items</u>
P18.17	Review of Policy RESOLVED: Committee resolved to defer consideration of the item until the next ordinary meeting to give members the chance to review the policies in greater detail.
	<u>Next meeting</u>
P18.18	Items for inclusion on the next meeting agenda Members requested that the following items appear on the next Committee meeting agenda: <ul style="list-style-type: none"> • Policy review • Staff review

P18.19	Date and time of the next meeting Committee confirmed the date and time of the next meeting to be held on Tuesday 16 October 2018, 5pm , in the Committee Room at the Brough Community Centre .
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Meeting started 11am and closed 12pm

Document published on 16 August 2018

Signed:
Print Name:
Print Position:
Date:

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

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Minutes of the **Administration and Finance Committee** meeting held on **15 August 2018** in the **Committee Room**.

Committee Members: Cllr Credland, Cllr S. Duckles, Cllr Brogden, Cllr Davis, Cllr C. Duckles, Cllr K. Galbraith, Cllr T. Galbraith and Cllr Luckraft.

Also present: Cllr P. Duckles

Meeting Clerk: Tom Clay

Minutes

Number	Item
	<u>Procedural items</u>
A18.1	<p>Appointment of a Committee Chairman Cllr T. Galbraith proposed, seconded by Cllr K. Galbraith, that Cllr Credland be appointed Committee Chairman.</p> <p>RESOLVED: Committee resolved that Cllr Credland be appointed Committee Chairman for the 2018-19 municipal year.</p>
A18.2	<p>Appointment of a Committee Vice-Chairman Cllr T. Galbraith proposed, seconded by Cllr Credland, that Cllr S. Duckles be appointed Committee Vice-Chairman.</p> <p>RESOLVED: Committee resolved that Cllr S. Duckles be appointed Committee Vice-Chairman for the 2018-19 municipal year.</p>
A18.3	<p>Apologies No apologies were received.</p>
A18.4	<p>Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.</p>
A18.5	<p>Minutes of the meeting held on 27 November 2017 Cllr S. Duckles proposed, seconded by Cllr K. Galbraith, that the minutes be accepted as a true and accurate record of the meeting.</p>

A18.5.1	RESOLVED: Committee resolved to approve the minutes as a true and accurate record.
	<u>Business items</u>
A18.6	<p>Budget Monitoring Committee considered the budget monitoring document and report relating to the first quarter of the 2018-19 financial year.</p> <p>RESOLVED: Committee resolved to instruct the Clerk to investigate several issues relating to agency spend and to report back at the next meeting.</p>
A18.7	<p>Financial Regulations and Policies</p> <p>RESOLVED: Committee resolved that the issue be deferred until the next meeting ordinary meeting to allow time for members to read and consider the draft documents in greater detail.</p>
A18.8	<p>Accounting Software Committee to consider a proposal for the Council to purchase and utilise accounting software.</p> <p>Cllr Credland proposed, seconded by Cllr. K. Galbraith, that the Town Clerk be instructed to arrange for the purchase and installation of Rialtas Suite 'Alpha' accounting software (option 2) at a cost of £639 plus VAT.</p> <p>RESOLVED: Committee resolved to instruct the Town Clerk to arrange for the purchase and installation of Rialtas Suite 'Alpha' accounting software (option 2 of the report) at a cost of £639 plus VAT.</p>
A18.9	<p><u>Exclusion of the press and public</u> Cllr Credland proposed, seconded by Cllr Davis, that the Committee resolve to exclude the press and public from the meeting during consideration of the next items in accordance with the Public Bodies (Admission to Meetings) Act 1960.</p> <p>The next item on the agenda can be treated as confidential as it refers to establishment of contractual arrangements.</p> <p>RESOLVED: Council resolved to exclude the press and public from the meeting during consideration of the next item in accordance with the Public Bodies (Admission to Meetings) Act 1960.</p>

A18.10	<p>Internal Audit Arrangements Cllr Muzaffar proposed, seconded by Luckraft, that:</p> <ul style="list-style-type: none"> • The specification setting out the internal audit arrangements of the authority be approved, and: • 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. <p>RESOLVED: Committee resolved that the internal audit arrangements specification be approved and that the Town Clerk be instructed to place the item of appointing an internal auditor on the agenda of the next ordinary meeting of Council.</p>
	<u>Next meeting</u>
A18.11	<p>Items for inclusion on the next meeting agenda Members requested that the following items appear on the next Committee meeting agenda:</p> <ul style="list-style-type: none"> • Policy Review • Agency Spend • Draft Budget
A18.12	<p>Date and time of the next meeting Committee confirmed the date and time of the next meetings are to be held at 5pm, in the Committee Room of the Council Offices on the following dates:</p> <ul style="list-style-type: none"> • Monday 22 October 2018 • Monday 26 November 2018

Meeting started 5pm and closed 6pm

Document published on 16 August 2018

Signed:

Print Name:

Print Position:

Date:

ITEM 9

ELLOUGHTON-CUM-BROUGH TOWN COUNCIL RFO REPORT - 12 July 2018 - 12 September 2018
EXPENDATURE

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

Bank Reconciliation 2018/19 - 31 August 2018

	Balance brought forward		102,428.38
01-Apr-17	PO Investment Account		31,149.29
	April (Precept - first half)	79,637.50	
plus Receipts	April	2,213.60	
	May		
	June		
	July		
	August		
	September (Precept - second half)		
	October		
	November		
	December		
	January		
	February		
	March	1,639.49	83,490.59
less Payments	April	12,837.00	
	May	16,017.90	
	June	9,358.25	
	July	9,389.20	
	August	11,279.21	
	September		
	October		
	November		
	December		
	January		
	February		
	March		58,881.56
	Balance carried forward		127,037.41
	Current Account balance		147,705.82
	less Unpresented		
			147,705.82
	plus PO/NS+I Investment Account		31,296.08
	Total		179,001.90
PO Investment Acct	General Reserves	22,296.08	
	Election Contingency	9,000.00	
		<u>31,296.08</u>	

ITEM 10



**ELLOUGHTON-CUM-BROUGH TOWN COUNCIL
COMMUNITY GRANTS FUND APPLICATION**

Project Information

PROJECT (use no more than 25 words)

New Pavilion including changing facilities and tea room for Hull Ionians Coal Exporters Cricket Club (HICE CC)

GRANT AMOUNT REQUESTED: £ 1,000

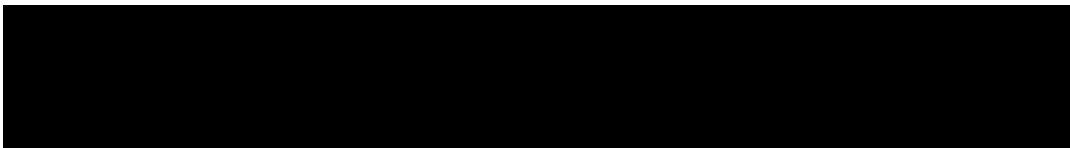
Contact Details

Q1 Name of your organisation: Hull Ionians Coal Exporters Cricket Club

Name of contact for this application

Title: Mr First Name: Alan Surname: Barker

Position held in the organisation: Auditor / Committee Member



About your organisation

Q2 What type of organisation are you?

Tick (✓) relevant category:

Registered Charity: () (Charity Registration Number:)

Voluntary Organisation: (X)

Other – Please specify:

Q3 When was your organisation established? 1996

Q4 Briefly describe your organisation, including how many members/users you have, whether there is a subscription fee and the usual activities/services you provide. If you are a new organisation, describe the services/activities you plan to provide.

HICE CC have 2 teams who participate in the York & District Senior Cricket league in Holderness Divisions 2 and 4. The club has approx 30 players who regularly participate during the summer. The club runs well attended junior training sessions on Tuesday and Friday evenings with all training being supported by qualified cricket coaches. The club supports pre-season training for Junior and Senior players on Sunday's from January to Easter at Haltemprice Leisure Centre.

Playing members pay £12 per match. The club relies on volunteers to umpire, score, prepare teas and maintain the grounds / facilities. The individual players also have considerable personal expense to purchase playing equipment. Additional grants and fundraising events are completed to meet expenditure.

Details of the project you are planning

Q5 Give details of the project (continue on another sheet if necessary)

Unfortunately, the first team was denied promotion to Division 1 of the York & District Senior Cricket league having won the Holderness Division 2 competition in the 2017 season due to the poor-quality player facilities available. The club therefore is seeking funding to build a new pavilion at an estimated cost of £200,000.

HICE CC wish to engage Pete McCabe from @sportfunding to conduct a feasibility study and assist with sourcing further funding. The cost of the feasibility study and initial grant applications is £3,000 hence the request for a grant of £1,000 towards this cost.

The pavilion will have 2 changing rooms with showers, along with an umpires changing area and a players tea room. During the winter months the pavilion will be made available to Hull Ionians Rugby Club to use for their ladies / girl's teams.

Funding of your project

Q6 List any funding you have received from the Town Council in the last three years.

Year	Project Description	Award £
N/A		

Q7 Please provide a detailed breakdown of funding required. Please provide quotes, or any other information to show costs, to support your application.

Project Expenditure - list all items of expenditure for your project (use another sheet if necessary)	
Feasibility Study to be completed by @sportsfunding	£3,000
	£
	£
	£
	£
	£
	£
Total	£3,000

Your Accounts

Q8 Please provide with this application a copy of your most recently annual audited accounts or, in the case of newly established organisations, the projected income and expenditure for the next twelve months.

Any Other Information

Q9 Any other information which you consider to be relevant to your application.
Please also enclose with this application form any other information you feel supports your application.

The club prides itself on the friendly family-based ethos promoted by its members and officials. We encourage our junior members to progress, through a dedicated coaching team and the involvement of parents, so that our members play in the true spirit of cricket. We intend to continue the increase in junior participation at the club and to create a sustainable junior section which helps provide young cricketers for senior sides in the future. This has been achieved in the past and is evidenced by the number of former younger players involved in the top two men's teams. In our Development Plan we intend to continue to be a successful local cricket club, playing at the highest level possible within our means. We will build our cricketing talent from within the club, providing junior cricketers with high quality facilities and quality coaching with the aim of improving their performance and retaining them as long-term members of the club. We will continue to support our coach development as well as trying to find parents willing to help to run junior cricket. We will continue to build links in the community and sustain a strong link with the local schools and support the development of activity at BrantinghamPark.

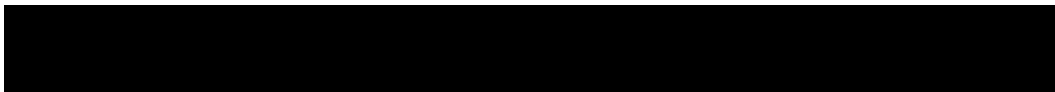
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Declarations

Q10 Signature of person completing the application (as named in Q1).

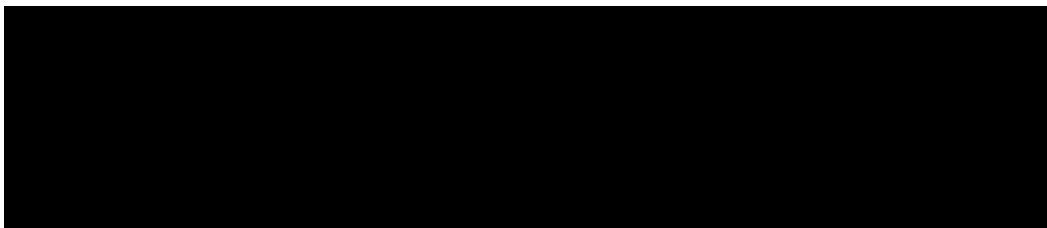
I confirm that, to the best of my knowledge and belief, all information in this application form is true and correct. If successful the organisation will use the grant only for the purpose specified. I understand that you may ask for additional information.



Q11 Details and signature of a senior member of your organisation.

I confirm that, to the best of my knowledge and belief, all information in this application form is true and correct. If successful the organisation will use the grant only for the purpose specified in the application.

Position held in the organisation: Hon Secretary
Title: Mr First Name: Barry Surname: Young



Checklist

1. Have you answered every question?
2. Have you included documentation for Q7, Q8 and Q9?

Please return your completed application form to:



ELLOUGHTON-CUM-BROUGH TOWN COUNCIL COMMUNITY GRANTS FUND POLICY

Elloughton-cum-Brough Town Council awards grants to local organisations to assist them to achieve their aims and objectives. Applications will be considered from local community groups who are based in Elloughton-cum-Brough or from national bodies with an independent branch within the parish providing support to residents of the parish.

1. Applications may be made for any amount up to a maximum of £1000.
2. Applications will only be accepted from properly formed groups, clubs, committees or charities with charitable/community aims to benefit residents within the parish of Elloughton-cum-Brough.
3. A Community Grants Fund grant may be used to fund new projects or continued services or for match funding. The Town Council is unable to give funding to individuals or to projects that have been completed or items already paid for.
4. Organisations must have a bank account with at least two signatories and must have Public Liability Insurance
5. The Town Council must be satisfied that the funding will be used for projects that will benefit residents of Elloughton-cum-Brough. Successful applicants will be required to submit an Evaluation Form on the completion of their project.
6. Only one application per financial year may be submitted by an organisation. Applications should be accompanied by as much information as possible and must include the following:
 - A clear description of the project the grant is being applied for
 - A copy of audited accounts or for new groups projected income/expenditure for the year
 - Relevant quotes/prices to support the application

ITEM 11

Terms of Reference for the Events and Publicity Committee



Type & Function: Committee of the Council
Author: Tom Clay, Town Clerk
Adopted: 11 September 2018
To Be Reviewed: May 2019

<p>Quorate Three voting committee members</p>	<p>Voting Members Five members appointed by the Town Council and one ex-officio position (either Chairman or Vice-Chairman of the Town Council)</p>
<p>Meeting Officer Deputy Clerk</p>	<p>Meeting Location and Frequency To meet in the Committee Room a minimum of four times a year</p>
<p>Non-Voting Members The Committee will have no non-voting members appointed to it.</p>	
<p>Aim and Roles Aim To consider all matters relating to the Town Council’s events, publicity and associated fund raising activities.</p> <p>Roles The roles of the Committee are to:</p> <ol style="list-style-type: none"> i. To manage and coordinate events on behalf of the Town Council. ii. To consider and oversee the production and distribution of the Town Council’s publicity, which includes the website, walks guide and the newsletter (Petuaria Press). iii. To identify and access appropriate sources of funding to support Town Council events and publicity. iv. To liaise with local groups and partner organisations in the planning of major events in the Town Council area. 	
<p>Budgetary Control The Committee is to have budgetary control of the Arts & Publicity expenditure line.</p>	
<p>Annual Procedural Business</p> <ol style="list-style-type: none"> a. Proposals for expenditure in an ensuing financial year are to be prepared by the Committee before the end of November and submitted to the Administration and Finance Committee. b. Review the Town Council website and make updates or improvements as deemed necessary. 	

- c. Review the production of the newsletter (Petuaria Press) and make updates or improvements as deemed necessary.
- d. Review stock levels for literature, such as the walk guide, to ensure that there are sufficient amounts in store and to order more if necessary.

Delegated Powers of the Committee

Members will be advised by the meeting officer (see above) whether or not a particular item under discussion is within the Committee's delegated powers. If it is, the minutes will then record the decision as "**RESOLVED**". If it is not, then the minutes will show the decision as "**RECOMMENDED**". The business will then appear on the next appropriate agenda of Council for consideration at which the Chairman of the Committee may wish to introduce the item before Council considers it.

- a. Undertake contract tendering and quote gathering exercises on behalf of the Council in relation to events and publicity. Note that the final decision rests with Council in relation to contracts.
- b. To oversee the production and distribution of the Council's newsletter (Petuaria Press).
- c. To consider issues relating to the Town Council's website.
- d. Develop successful partnerships and work effectively with representatives from local groups, organisations and other public bodies.
- e. Explore sponsorship and other financial support and resources for events and publicity.
- f. Work with partners on promoting and organising major events in the Town Council area.
- g. To nominate on behalf of the Town Council representatives to participate in joint working parties and committees which relate to event planning.
- h. Take a lead role in organising any events that the Town Council may decide to hold or is participating in.

Terms of Reference for the Environment Committee



Type & Function: Committee of the Council
Author: Tom Clay, Town Clerk
Adopted: 11 September 2018
To Be Reviewed: May 2019

<p>Quorate Three voting committee members</p>	<p>Voting Members Five members appointed by the Town Council and one ex-officio position (either Chairman or Vice-Chairman of the Town Council)</p>
<p>Meeting Officer Deputy Clerk</p>	<p>Meeting Location and Frequency To meet in the Committee Room a minimum of four times a year</p>
<p>Non-Voting Members The Committee will have no non-voting members appointed to it.</p>	
<p>Aim and Roles</p> <p>Aim To manage Town Council property for the safety of all users and consider matters relating to the general environment of the Town Council area.</p> <p>Roles The roles of the Committee are to:</p> <ol style="list-style-type: none"> i. Consider and resolve all matters of Council business relating to the general care and improvement of the Town Council’s environment, such as: seats, shelters, paths & footways, signs and notice boards, lights, pen spaces, play areas, allotments, street furniture, trees, land and structures. ii. Ensure all property owned or managed by the Town Council is maintained to a high standard and complies with legislation for the safety of its employees and members of the public. iii. Have a general overview of health and safety practices and the legislative framework the Town Council operates within which relates to property ownership and management. iv. Make proposals to Council about how land and property could be best utilised and make budget suggestions. 	
<p>Budgetary Control The Committee is to have budgetary control of the following expenditure lines of the Town Council’s budget:</p> <ol style="list-style-type: none"> i. Footway Lighting Maintenance ii. Village Environment (including street furniture) iii. Salt Bin Refills 	

Annual Procedural Business

- i. Proposals for expenditure in an ensuing financial year are to be prepared by the Committee before the end of November and submitted to the Administration and Finance Committee.
- ii. Oversee regular checks of Town Council property and assets.
- iii. Review the asset register and the office inventory document.
- iv. Assist with the review of insurance cover to ensure that it is adequate.
- v. Review annual inspections such as RoSPA and PAC testing.
- vi. Review the Town Council's risk management and health and safety arrangements at least once a year and more often as required.

Delegated Powers of the Committee

Members will be advised by the meeting officer (see above) whether or not a particular item under discussion is within the Committee's delegated powers. If it is, the minutes will then record the decision as "**RESOLVED**". If it is not, then the minutes will show the decision as "**RECOMMENDED**". The business will then appear on the next appropriate agenda of Council for consideration at which the Chairman of the Committee may wish to introduce the item before Council considers it.

- a. The Property Committee to have delegated powers for the maintenance, improvements and general upkeep of all council properties and land (owned, leased or managed) within the agreed budgets.
- b. The Committee to have delegated powers to ensure that all activities carried out within the Town Council's properties and land (owned, leased or managed) have due regard to health & safety, risk management, equalities and comply with all other relevant legislation.
- c. The Committee to have delegated powers to investigate the purchase of new property and land, and changes of use for existing property. A recommendation must be submitted to Council to ratify any proposed action in respect of these matters.
- d. The Committee has delegated powers to consider issues relating to capital projects. Depending on the budget and the amount required a recommendation might be need to be submitted to Council to ratify a proposed action in respect of these matters.
- e. Committee may request Council to set up a reserve fund to finance large scale improvements in the Town Council's area.
- f. **To the Chairman of the Committee and the Town Clerk (or their immediate subordinate):** have delegated power to take any action they consider appropriate in a situation where public and/or staff safety is at risk.

Terms of Reference for the Finance & Strategic Planning Committee



Type & Function: Committee of the Council
Author: Tom Clay, Town Clerk
Adopted: 11 September 2018
To Be Reviewed: May 2019

<p>Quorate Three voting committee members</p>	<p>Voting Members Four members appointed by the Town Council and two ex-officio positions (Chairman and Vice-Chairman of the Town Council)</p>
<p>Meeting Officer Town Clerk</p>	<p>Meeting Location and Frequency To meet in the Committee Room a minimum of four times a year with at least one meeting annually dedicated to considering the draft budget for the next financial year</p>
<p>Non-Voting Members The Committee will have no non-voting members appointed to it.</p>	
<p>Aim and Roles Aim: Provide effective management and monitoring of the Town Council’s finances, strategy and policy.</p> <p>Roles The roles of the Committee are to:</p> <ul style="list-style-type: none"> i. Receive suggestions from other Town Council committees relating to the next financial year’s budget and to provide a draft budget for Council’s consideration. ii. Ensure that the Town Council acts lawfully in relation to all expenditure and maintains adequate financial controls. iii. Ensure that the Town Council’s policy, strategy and key documents are consistent and up to date. iv. Monitor best practice and guidance and ensure the Council’s practices, policies and procedures are kept up to date. v. Consider the Council annual and long term strategy and goals. 	
<p>Budgetary Control The Committee is to have budgetary control of the following expenditure lines of the Town Council’s budget:</p> <ul style="list-style-type: none"> i. Parish Office Accommodation ii. Grants (s145, s214(a), s142(2a) & s137) iii. Projects/Contingencies iv. Reserves 	

Annual Procedural Business Delegated to the Committee

- a. Recommend a precept and budget to the Council no later than the end of December.
- b. Manage the Annual Return (external audit) process.
- c. Initially consider applications to the Town Council's Grants Scheme and, where necessary, make recommendations to Council.
- d. Set out and review the Town Council's short-term strategy in the form of the Annual Plan.
- e. To initiate and manage the policy and procedural review process in advance of the Annual Meeting of Council.
- f. Committee to review the following policies on an annual basis and make any necessary recommendations to Council:
 - i. Financial Regulations
 - ii. Investment Strategy
 - iii. Risk Management
 - iv. Annual Plan
 - v. Standing Orders
 - vi. Code of Conduct
 - vii. Annual Action Plan
 - viii. Data Protection (GDPR) and Document Retention policy
 - ix. Scheme of Delegation
 - x. Freedom of Information Policy & Publication Scheme
 - xi. Complaints Procedure
 - xii. Press and Media Policy
 - xiii. Community Engagement Policy

Delegated Powers of the Committee

Members will be advised by the meeting officer (see above) whether or not a particular item under discussion is within the Committee's delegated powers. If it is, the minutes will then record the decision as "**RESOLVED**". If it is not, then the minutes will show the decision as "**RECOMMENDED**". The business will then appear on the next appropriate agenda of Council for consideration at which the Chairman of the Committee may wish to introduce the item before Council considers it.

- a. Receive proposals from other committees of the Town Council when considering the draft for the annual budget.
- b. Receive, examine and implement internal auditor's reports and ensure that recommendations are considered by Council.
- c. Monitor all budgets on a quarterly basis, acting where required to vire unspent provision to ensure that the annual agreed budget strategy is maintained.
- d. Consider any expenditure outside the agreed budget strategy and, where required, make recommendations to Council.
- e. Responsible for the appointment of the Town Council's internal auditor.

- f. To monitor all the Town Council's investments and where required make recommendations to Council.
- g. Review of the effectiveness of internal audit controls, insurance and risk management on a regular basis.
- h. With the approval of Town Council enter into negotiations with other local authorities about the provision of services in the Town Council's area.
- i. Consider the Town Council's strategy and, where necessary, make recommendations to Council. It is expected when considering strategy that the Committee will consult with the wider Council membership, and where necessary outside of the Town Council.
- j. **To the Chairman or a Committee Member who is not on the mandatory signature:** review and approve the monthly bank reconciliations.

Terms of Reference for the Personnel Committee



Type & Function: Committee of the Council
Author: Tom Clay, Town Clerk
Adopted: 11 September 2018
To Be Reviewed: May 2019

<p>Quorate Three voting committee members</p>	<p>Voting Members Five members appointed by the Town Council and one ex-officio position (either Chairman or Vice-Chairman of the Town Council).</p> <p><i>Council has been advised by ERNLLCA that the Chairman and Vice-Chairman should not both sit on this committee at the same time in case the need arises for one of them to chair an appeal committee.</i></p>
<p>Meeting Officer Town Clerk</p>	<p>Meeting Location and Frequency To meet in the Committee Room a minimum of four times a year</p>
<p>Non-Voting Members The Committee will have no non-voting members appointed to it.</p>	
<p>Aim and Roles Aim: Provide effective and professional staff management of all matters related to those employed by the Town Council, contracted by the Town Council or volunteering for the Town Council.</p> <p>Roles The roles of the Committee are to:</p> <ol style="list-style-type: none"> i. Ensure compliance with relevant legislation and best practice relating to personnel issues. ii. Manage recruitment, health & safety and training of staff. iii. Determine staff and councillor training needs and manage the associated budget. iv. Develop strategy and policy in all matters relating to staff, contractors and volunteers. v. Take responsibility that confidentiality is maintained over all personnel matters. 	
<p>Budgetary Control The Committee is to have budgetary control of the following expenditure lines of the Town Council's budget:</p> <ol style="list-style-type: none"> i. Remuneration ii. Agency Workers iii. Administration 	

Annual Procedural Business

- a. Review personnel (pay and payroll) arrangements and make a recommendation to Administration & Finance Committee by the end of November.
- b. Consult with staff about health & safety issues and office working arrangements.
- c. Review staffing arrangements and the staffing structure.
- d. Committee to review policies relating to health & safety and personnel on an annual basis.
- e. Manage the staff appraisal process.

Delegated Powers of the Committee

Members will be advised by the meeting officer (see above) whether or not a particular item under discussion is within the Committee's delegated powers. If it is, the minutes will then record the decision as "**RESOLVED**". If it is not, then the minutes will show the decision as "**RECOMMENDED**". The business will then appear on the next appropriate agenda of Council for consideration at which the Chairman of the Committee may wish to introduce the item before Council considers it.

- a. Recruitment and appointment of all staff (including agency), with the exception of the post of Town Clerk who is to be appointed by Council.
- b. Implement any changes to ensure the Council is compliant with its statutory obligations; the Terms & Conditions of Service as laid down by the National Joint Council (NJC "Green Book"); and, recommended by National Association of Local Councils (NALC) and/or Society of Local Council Clerks (SLCC).
- c. Responsible for the preparation and submission of budget proposals in respect of salaries, payroll and training to no later than the end of November.
- d. Manage the training budget and determine the training requirements of staff and councillors.
- e. Committee is to consider and implement all pay awards, determine increment raises, manage payroll arrangements and review pension arrangements.
- f. Review job descriptions, person specifications, staff establishment (including promotion, re-grading, redundancies and contracts), and to approve all contracts of employment.
- g. Manage long-term and leave sickness of all staff employed by the Town Council.
- h. Review any accidents at work and ensure a record is kept.
- i. Review and assist in the implementation all employment policies.
- j. Address the health and safety needs of staff, members, contractors, volunteers and visitors.
- k. **To the Chairman and Vice Chairman:** matters of an urgent nature requiring settlement before the next meeting of the Committee may be dealt with by the Chairman and the Vice Chairman of the Committee in conjunction with the Town

Clerk. Such actions must be submitted for approval to the next meeting of that Committee.

- l. Chairman of the Committee to carry out the Town Clerk's appraisal.
- m. **To the Town Clerk:** to authorise the attendance of members or staff at conferences or training courses including the incurring of necessary expenditure not exceeding £500 in any instance.
- n. Town Clerk to carry out the appraisal of all other members of staff.

Terms of Reference for the Planning & Licensing Committee



Type & Function: Committee of the Council
Author: Tom Clay, Town Clerk
Adopted: 11 September 2018
To Be Reviewed: May 2019

<p>Quorate Three voting committee members</p>	<p>Voting Members Five members appointed by the Town Council and one ex-officio position (either Chairman or Vice-Chairman of the Town Council)</p>
<p>Meeting Officer Deputy Clerk</p>	<p>Meeting Location and Frequency To meet in the Committee Room once a month</p>
<p>Non-Voting Members The Committee will have no non-voting members appointed to it.</p>	
<p>Aim and Roles Aim: To act as a statutory consultee to the Planning Authority for all planning applications, license applications and alterations to the highway that are in or relate to the Town Council’s area.</p> <p>Roles The roles of the Committee are to:</p> <ol style="list-style-type: none"> i. Consider all planning applications and appeals on behalf of the Town Council and make responses. ii. Consider issues relating to license applications in the Town Council’s area and, where appropriate, respond on behalf of the Town Council. iii. Consider issues relating to major alterations to the highways in the Town Council’s area. iv. Manage the response of the Council to consultations relating to planning, highways or licensing matters (e.g. Local Plan, national policy consultations, major highways schemes, etc.). 	
<p>Budgetary Control The Committee has no budgetary control.</p>	
<p>Annual Procedural Business</p> <ol style="list-style-type: none"> a. Proposals for expenditure in an ensuing financial year are to be prepared by the Committee before the end of November and submitted to the Administration and Finance Committee. 	

- b. Review the planning documentation held by the Council and in line with the Council's Records Management (or similar named policy) determine which items need shredding, filing in storage or disposing of.

Delegated Powers of the Committee

Members will be advised by the meeting officer (see above) whether or not a particular item under discussion is within the Committee's delegated powers. If it is, the minutes will then record the decision as "**RESOLVED**". If it is not, then the minutes will show the decision as "**RECOMMENDED**". The business will then appear on the next appropriate agenda of Council for consideration at which the Chairman of the Committee may wish to introduce the item before Council considers it.

- a. Make observations on all planning applications and submit those observations to the Planning Authority, and when necessary hold meetings with residents, developers or Planning Officers to assist with the formulation of those observations.
- b. Receive notification of any licensing applications and make any observations the Committee deems necessary.
- c. Keep a watching brief on any licensing issue referring any concerns back to the licensing authority.
- d. Consider any issue relating to the major alterations of highways (streets and pavements) and make any observations the Committee deems necessary.
- e. Respond to all consultations on planning related matters and to take part in any discussions which could result in changes to the Local Development Plan, Local Development Framework, Planning Policy Guidance, Conservation Areas, Town & Country Planning Act, etc.
- f. Act on behalf of the Council to appoint a representative to attend Planning inquiries/appeals and to make representations in respect of appeals against the refusal of planning permission.
- g. Communicate on behalf of the Town Council with the Planning Inspectorate in relation to planning issues in the Town Council's area.
- h. Identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
- i. To ensure that all members of the Committee have received at least a minimal level of training in relation to planning and the legislation pertaining to it.
- j. To provide the principle authority with suggestions for road names or to act on behalf of the Town Council should a request be received to change a road name.