

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 July 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 **17 July 2018**, commencing at **7pm**, in the **Committee Room, Brough Community Centre, Centurion Way, Brough, 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 19 June 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>Council committee minutes</p> <p>Council to note the minutes of the following committees and to consider any recommendations contained within:</p> <ul style="list-style-type: none"> i. 13 June 2018 - Village Environment Committee ii. 13 June 2018 - Planning & Highways Committee | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------------------------|--|----------|-------------|----------|-----|-------|---------------------|-------|----------|--|----------|------------------|-----------------|--------|--|--------|-------------------|------|--------|--|--------|------|--------------------------|-------|-------|-------|---------------------------|-------------------|--------|-------|--------|------|--------------------|-------|------|-------|-------------------|--------------------------|-------|--|-------|------|--------------------------|-------|------|-------|---------|--------------|--------|-------|--------|
| <u>Reports to Council</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | <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 consider matters to relating to ERNLLCA and to specifically consider submitting resolutions for consideration by the Annual General Meeting. The deadline for a response to ERNLLCA is 12 noon on Tuesday 14 August 2018.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | <p>East Riding of Yorkshire Council</p> <p>a) East Riding of Yorkshire Councillors' Reports Council to receive reports from the East Riding of Yorkshire Council members for the Elloughton cum Brough Town Council area.</p> <p>b) Matters relating to the East Riding of Yorkshire Council Council to consider any issues to relating to the East Riding of Yorkshire Council.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Town Council Finance</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | <p>a) Schedule of payments Council to note and consider approval of payments for the period 14 June 2018 to 11 July 2018 amounting to £6,970.57.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Item</th> <th style="text-align: center;">Description</th> <th style="text-align: center;">Amount</th> <th style="text-align: center;">VAT</th> <th style="text-align: center;">Total</th> </tr> </thead> <tbody> <tr> <td>Salaries -June 2018</td> <td style="text-align: center;">Staff</td> <td style="text-align: right;">2,465.10</td> <td></td> <td style="text-align: right;">2,465.10</td> </tr> <tr> <td>HMRC - June 2018</td> <td style="text-align: center;">NIC/PAYE/EMPNIC</td> <td style="text-align: right;">596.09</td> <td></td> <td style="text-align: right;">596.09</td> </tr> <tr> <td>Pension -Jun 2018</td> <td style="text-align: center;">ERPF</td> <td style="text-align: right;">883.08</td> <td></td> <td style="text-align: right;">883.08</td> </tr> <tr> <td>KCOM</td> <td style="text-align: center;">Direct Debit - June 2018</td> <td style="text-align: right;">60.80</td> <td style="text-align: right;">12.16</td> <td style="text-align: right;">72.96</td> </tr> <tr> <td>Nicholas Associates Group</td> <td style="text-align: center;">May/June invoices</td> <td style="text-align: right;">386.23</td> <td style="text-align: right;">77.25</td> <td style="text-align: right;">463.48</td> </tr> <tr> <td>HAGS</td> <td style="text-align: center;">Monthly inspection</td> <td style="text-align: right;">45.00</td> <td style="text-align: right;">9.00</td> <td style="text-align: right;">54.00</td> </tr> <tr> <td>Southern Electric</td> <td style="text-align: center;">Direct Debit - June 2018</td> <td style="text-align: right;">50.00</td> <td></td> <td style="text-align: right;">50.00</td> </tr> <tr> <td>KCOM</td> <td style="text-align: center;">Direct Debit - July 2018</td> <td style="text-align: right;">49.32</td> <td style="text-align: right;">9.86</td> <td style="text-align: right;">59.18</td> </tr> <tr> <td>Glasdon</td> <td style="text-align: center;">Phoenix Seat</td> <td style="text-align: right;">416.69</td> <td style="text-align: right;">83.33</td> <td style="text-align: right;">500.02</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 |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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|---|---|----------------------|-----------------|---------------|-----------------|
| | 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 |
| | <p>b) Bank mandate Council to consider approval of an update to the bank mandate which would see the new Town Clerk added.</p> | | | | |
| <u>Town Council Business Items</u> | | | | | |
| 9 | <p>Deferred Business - Brough Community Centre Council to note an update relating to the Brough Community Centre and to consider any matters arising.</p> | | | | |
| 10 | <p>Town Council Policy</p> <p>a) Standing Orders Council to consider adoption of an updated set of Standing Orders based on NALC's 2018 model version.</p> <p>b) Terms of Reference Council to consider adoption of a new set of Terms of Reference for the following committees and any issues arising from that:</p> <ul style="list-style-type: none"> • Events & Publicity Committee • Environment Committee • Finance & Strategic Planning Committee (proposed name change from Administration & Finance) • Planning & Highways Committee • Personnel Committee <p>c) General Data Protection Regulations (GDPR) 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 | | | | |

| | |
|---|---|
| | <ul style="list-style-type: none"> • Internal Privacy Notice • Privacy Policy • Subject Area Review Policy |
| 11 | <p><u>Exclusion of the press and public</u></p> <p>Due to the confidential nature members may resolve 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> <p>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> |
| 12 | <p>Deferred Business – Town Council Office Lease</p> <p>Council to consider renewal of the lease for the Town Council offices which are currently based at 60 Welton Road, Brough.</p> |
| 13 | <p>Office Electric Supply</p> <p>Council to consider proposals relating to establishing a new contractual arrangement for the supply of electric to the Town Council offices.</p> |
| <u>Next ordinary meeting of the Town Council</u> | |
| 14 | <p>Date and time of the next meeting</p> <p>Council to confirm date and time of the next ordinary meeting which is scheduled to be held on 12 September 2018, commencing at 7pm, in the Committee Room, Brough Community Centre, Centurion Way, Brough HU15 1DF.</p> |