

# Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

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

Telephone: 01482 665600

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



13 June 2019

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 **Tuesday 18 June 2019**, commencing at **7pm**, in the **Committee Room, Petuaria Community Centre, Centurion Way, HU15 1DF**.

The agenda for the meeting is set out below.

**Tom Clay**  
Town Clerk

## Agenda

No	Item
	<b><u>Procedural Items</u></b>
<b>1</b>	<b>Apologies</b> Council to note any apologies, the reason(s) given for absence and to consider acceptance of them.
<b>2</b>	<b>Declarations of interest</b> Council to receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any applications for dispensations in relation to disclosable pecuniary interests or personal interests.
<b>3</b>	<b>Crime and anti-social behaviour in the Town Council area</b> Council to receive an update from officer about recent incidents of crime and anti-social behaviour in the Town Council area. Members will be provided the opportunity to raise further concerns and ask questions.

**Chairman 2019-2020 Councillor Martin Credland**

<b>4</b>	<p><b>Public forum</b> The period of time which is designated for public participation shall not exceed 15 minutes. Each member of the public may only speak once and for no longer than 3 minutes.</p>
<b>5</b>	<p><b>Minutes of the annual meeting of the Town Council held on Tuesday 14 May 2019</b> Council to consider approving the minutes of the annual meeting as a true and accurate record.</p>
<b>6</b>	<p><b>Minutes of the ordinary meeting held on Tuesday 14 May 2019</b> Council to consider approving the minutes of the ordinary meeting as a true and accurate record.</p>
<b>7</b>	<p><b>Minutes of the extraordinary meeting held on Tuesday 28 May 2019</b> Council to consider approving the minutes of the extraordinary meeting as a true and accurate record.</p>
<b>8</b>	<p><b>Council committee minutes</b> Council to note the minutes of the following committees and to consider any recommendations contained within:</p> <ul style="list-style-type: none"> <li>i. 30 April 2019 – Planning Committee</li> <li>ii. 28 May 2019 – Finance &amp; Strategic Planning Committee</li> <li>iii. 11 June 2019 – Personnel Committee</li> </ul>
<b><u>Reports to Council</u></b>	
<b>9</b>	<p><b>Reports from external organisations and groups</b> Council to receive verbal reports from representatives from the following organisations:</p> <ul style="list-style-type: none"> <li>a) ERNLLCA</li> <li>b) Village Hall</li> <li>c) Community Centre</li> <li>d) The Burrs PFA</li> <li>e) Other groups not specified above</li> </ul>
<b>10</b>	<p><b>East Riding of Yorkshire Council</b> Council to receive reports from the East Riding of Yorkshire Council members for the Town Council area and to consider any issues relating to the East Riding of Yorkshire Council.</p>
<b><u>Council Finance</u></b>	
<b>11</b>	<p><b>Schedule of payments</b> Council to consider approval of payments for the period 9 May 2019 to 12 June 2019 amounting to £13,150.04 and to note income for the same period of £3,022.67 (Tidy Town Grant, VAT reclaim and refund from Siemens).</p>

12	<p><b>Bank Reconciliation</b></p> <p><b>A) April 2019</b> Council to consider approval of the Bank Reconciliation for all accounts up to 30 April 2019.</p> <p><b>B) May 2019</b> Council to consider approval of the Bank Reconciliation for all accounts up to 31 May 2019.</p>
13	<p><b>Bank mandate</b></p> <p>Council to consider updating the bank mandate. It is proposed that former Town Council members be removed and the following members be added:</p> <ul style="list-style-type: none"> <li>• Councillor Muzaffar</li> <li>• Councillor Luckraft</li> </ul>
<b>Annual Governance and Accountability Return 2018/19 (AGAR)</b>	
14	<p><b>Internal Audit 2018/19</b></p> <p><b>A) Final Internal Audit Report</b> Council to note and consider the final internal audit report for the financial year 2018/19.</p> <p><b>B) Annual Internal Audit Report 2018/19</b> Council to further note and consider the Annual Internal Audit Report, which forms part of the AGAR.</p>
15	<p><b>Section 1 – Annual Governance Statement 2018/19</b></p> <p>Council to consider Section 1 – Annual Governance Statement of the AGAR, specifically the nine individual statements preceded by the following assertion:</p> <p><i>“We acknowledge as the members of Elloughton cum Brough Town Council our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018.”</i></p>
16	<p><b>Section 2 – Accounting Statements 2018/19</b></p> <p><b>A) Supporting Information to Section 2 – Accounting Statements</b> Council to note and consider the supporting documentation which relates to the Accounting Statements.</p> <p><b>B) Accounting Statements 2018/19</b> Council to consider approval of Section 2 - Accounting Statements of the AGAR in the following manner:</p> <ol style="list-style-type: none"> <li>i. Consideration of the Accounting Statements;</li> <li>ii. approval of the Accounting Statements through a resolution, and;</li> <li>iii. the Accounting Statements are to be signed and dated.</li> </ol>

	<b><u>Council Business</u></b>
<b>17</b>	<p><b>Appoint of members to committees</b> Council to note that there are vacancies on all the Council's committees following the Annual Meeting of the Town Council which took place on 14 May 2019.</p> <p>Council to consider appointing members to the committee vacancies.</p>
	<b><u>The Next Ordinary Meeting of Council</u></b>
<b>18</b>	<p><b>Date and time of the next meeting</b> Council to confirm date and time of the next ordinary meeting which is scheduled to be held on <b>Tuesday 16 July 2019</b>, commencing at <b>7pm</b>, in the <b>Committee Room, Petuaria Community Centre (HU15 1DF)</b>.</p>