

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

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Minutes of the ordinary meeting of Council held on **18 June 2019** in the **Committee Room, Petuaria Community Centre, Centurion Way, Brough, HU15 1DF.**

Members Present: Cllr Luckraft, Cllr Brogden, Cllr Rowe, Cllr Muzaffar, Cllr Cropley, Cllr Loizides, Cllr Hakes, Cllr Credland (Chairman), Cllr S. Duckles (Vice Chairman) and Cllr C. Duckles

Meeting Clerk: Tom Clay, Town Clerk

Also in attendance: ERYC Cllr Meredith, ERYC Officer Maureen Yates, PCSO Lynch, PS McGill, PC Osler and one member of the public

Minutes

Minute	Item
	<u>Procedural Items</u>
31/1920	<p>Apologies The following apologies we received:</p> <ul style="list-style-type: none"> • Cllr Bentley – personal reasons <p>RESOLVED: Council resolved to note the apologies and accept the reasons given for absence.</p>
32/1920	<p>Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.</p>
33/1920	<p>Crime and anti-social behaviour in the Town Council area Councillor Credland gave a verbal update to members about crime and anti-social behaviour, as well as thanking the Police and Maureen Yates for attending.</p> <p>Other members raised concerns about a range of crime and anti-social behaviour issues in the area.</p>

Signature: Date:

	<p>Maureen Yates, an ERYC community reliance and crime reduction officer, attended and updated members about what he authority is doing to support communities.</p> <p>She informed members about several schemes, such as, the Safe and Sound Grant, Neighbourhood Watch and Probe. In particular members were encouraged to join up to Neighbourhood Watch. Maureen also encouraged community centre and other groups to contact her team about activities for teenagers.</p> <p>PCSO Lynch informed members that they were investigating spray painting of the Village Hall and bus shelter. CCTV footage has been obtained, but it is difficult to identify the perpetrator.</p> <p>PS McGill-Sanderson informed members that the Police took matters of crime and Anti-social behaviour in the area seriously and were working hard to address the problems.</p> <p>PC Osler informed members about his work in community cohesion. He suggested that trainee police constables and Specicals might be able to do projects in the area.</p>
34/1920	<p>Public Forum A member of the public updated members regarding a campaign for a 'Brough Relief Road'.</p>
35/1920	<p>Minutes of the annual meeting held on Tuesday 14 May 2019 Cllr Muzaffar 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>
36/1920	<p>Minutes of the ordinary meeting held on Tuesday 14 May 2019 Cllr S. Duckles proposed, seconded by Cllr Brogden, 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>
37/1920	<p>Minutes of the extraordinary meeting held on Tuesday 28 May 2019 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: Council resolved to approve the minutes as a true and accurate record.</p>

Signature: Date:

38/1920	<p>Council committee minutes</p> <p>Cllr Rowe proposed, seconded by Cllr Luckraft, that the following committee minutes be noted by Council:</p> <ol style="list-style-type: none"> i. 30 April 2019 – Planning Committee ii. 28 May 2019 – Finance & Strategic Planning Committee (DRAFT) iii. 11 June 2019 – Personnel Committee (DRAFT) <p>RESOLVED: Council resolved to note the committee minutes outlined above.</p>
<u>Reports to Council</u>	
39/1920	<p>Reports from external organisations and groups</p> <p>Council received verbal reports from representatives from the following organisations:</p> <ol style="list-style-type: none"> a) ERNLLCA – Cllr Rowe reported that no report would be given as a meeting would not take place until July. b) Village Hall – Cllr Brogden reported that the next meeting will take tomorrow and fuller report would be given at the next meeting. A number of people had applied to be trustees. c) Community Centre – Cllr Muzaffar reported that all was well and that the next meeting would take place in July. d) The Burrs PFA – Cllr Credland reported that tree work would take place soon. Grass cutting is going well. Planning for the ‘Right Roman Weekend’ is advanced. e) Humber and Wolds – Cllr Brogden reported that training had recently been given on a range of topics and that a conference would be held in September 2019.
40/1920	<p>East Riding of Yorkshire Council</p> <p>Council received the following reports from the East Riding of Yorkshire Council members for the Town Council area.</p> <p>Cllr Meredith reported that:</p> <ul style="list-style-type: none"> • A meeting relating to traffic and parking issues would take place on 24 July and that several members had been invited. • He was working to get issues relating to noise from the A63 addressed by the Highways Agency. • Concerns about trucks traveling through the Dale Road weight restriction were being looked investigated. • Plans were being developed for Brough in Bloom to have use of the kiosk near the Community Centre. • A Green Future Grant of up to £1,000 is available. • Cllr Meredith concluded his report by reading out various statistics on the back of a small piece of paper.

Signature: Date:

<u>Town Council Finance</u>	
41/1920	<p>Schedule of payments Cllr Brogden proposed, seconded by Cllr Rowe, that Council note and approve the payments schedule from 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> <p>RESOLVED: Council resolved to note and approve the payments schedule from 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). See appendix 1.</p>
42/1920	<p>Bank Reconciliation A) April 2019 Cllr Luckraft proposed, seconded by Cllr Brogden, that Council note and approve the April 2019 bank reconciliation.</p> <p>RESOLVED: Council resolved to note and approve the April 2019 bank reconciliation.</p>
42/1920.1	<p>B) May 2019 Cllr Luckraft proposed, seconded by Cllr Brogden, that Council note and approve the May 2019 bank reconciliation.</p> <p>RESOLVED: Council resolved to note and approve the May 2019 bank reconciliation.</p>
43/1920	<p>Bank mandate Cllr S. Duckles proposed, seconded by Cllr K. Brogden, that Council update the bank mandate, with former Town Council members removed and the following members added:</p> <ul style="list-style-type: none"> • Councillor Muzaffar • Councillor Luckraft <p>RESOLVED: Council resolved to update the bank mandate in line with the proposal set out above.</p>
<u>Annual Governance and Accountability Return 2018/19 (AGAR)</u>	
44/1920	<p>Internal Audit 2018/19 A) Final Internal Audit Report Cllr Luckraft proposed, seconded by Cllr Brogden, that the report be noted and accepted by Council.</p>
44/1920.1	<p>RESOLVED: Council resolved to note and accept the Final Internal Audit Report for 2018/19.</p>
44/1920.2	<p>B) Annual Internal Audit Report 2018/19</p>

Signature: Date:

44/1920.3	<p>Cllr Luckraft proposed, seconded by Cllr Brogden, that the report be noted and accepted Council.</p> <p>RESOLVED: Council resolved to note and accept the AGAR Internal Audit Report 2018/19.</p>
45/1920	<p>Section 1 – Annual Governance Statement 2018/19</p> <p>Cllr S. Duckles proposed, seconded by Cllr Rowe, that Council answer ‘yes’ to the nine individual statements in Section 1 – Annual Governance Statement 2018/19 of the AGAR, which was proceeded by the following statement:</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 2019.”</i></p> <p>It was further proposed that the paperwork be completed and signed accordingly.</p> <p>RESOLVED: Council unanimously resolved to accept the proposal and Section 1 - Annual Governance Statement 2018/19 was completed as per the form with the signature of the Chairman and RFO. The Town Clerk was instructed to insert the minute number once it was available.</p>
46/1920	<p>Section 2 – Accounting Statements 2018/19</p> <p>A) Supporting Information to Section 2 – Accounting Statements</p> <p>Cllr Luckraft proposed, seconded by Cllr Brogden, that Council accept the supporting information compiled by the Town Clerk and RFO in relation to Section 2 – Accounting Statements 2018/19.</p> <p>46/1920.1 RESOLVED: Council unanimously resolved to accept the supporting information and documentation compiled and distributed by the Town Clerk & RFO.</p> <p>46/1920.2 B) Accounting Statements 2018/19</p> <p>Council to consider the Accounting Statements and Cllr C. Duckles proposed, seconded by Cllr Luckraft, that the Town Council approve Section 2 – Accounting Statements 2018/19 and that these be duly signed and dated by the Chairman.</p> <p>46/1920.3 RESOLVED: Council approved the Accounting Statements for 2018/19 and they were signed and dated by the Chairman.</p>

Signature: Date:

	<u>Council Business</u>
47/1920	<p>Appointment of members to committees Cllr Hakes proposed, seconded by Cllr Muzaffar, that members be appointed to fill vacant committee places as follows:</p> <ul style="list-style-type: none"> • Councillor Loizides to take up positions on the Events & Publicity and Planning Committees • Councillor Copley to take up a vacant position on the Environment Committee • Councillor Rowe to take up a vacant position on the Finance & Strategic Planning Committee <p>RESOLVED: Council resolved that vacant committee places be filled as set out in the motion and that one vacancy shall remain on the Personnel Committee.</p>
	<u>Next Ordinary Meeting of the Town Council</u>
48/1920	<p>Date and time of the next meeting Council confirmed the date and time of the next ordinary meeting to be Tuesday 16 July 2019, commencing at 7pm, in the Committee Room, Petuaria Community Centre (HU15 1DF).</p> <p>Councillor Loizides gave his apologies in advance for the next meeting as he will be away.</p>

Meeting started 7pm and closed 8:55pm

Document published on 19 June 2019

Signed:

Print Name:

Print Position:

Date:

Signature: **Date:**

Appendix A - Schedule of Payments - 9 May 2019 to 12 June 2019

Payment Schedule - 9 May 2019 to the 12 June									
SECTION A - Expenditure for Council to note and approve									
REFERENCE	INVOICE DATE	INVOICE NUMBER	COMPANY/ORGANISATION	VAT NUMBER	ITEM DESCRIPTION	TOTAL NET	TOTAL VAT	TOTAL PAYABLE	
P/19/45(A)	16/04/2019	N/A	KCOM	647 235 137	Office 365	£72.96	£0.00	£72.96	
P/19/46	15/05/2019	1033129	Amazon	727 2558 21	Document trolley and diary	£29.15	£5.83	£34.98	
P/19/47	15/05/2019	N/A	ClIr Brogden	N/A	Extra food for Art Exhibition	£40.50	£0.00	£40.50	
P/19/48	21/05/2019	N/A	Town Council	N/A	Staff Salaries April - May	£4,303.91	£0.00	£4,303.91	
P/19/49	21/05/2019	N/A	ERPF	N/A	Staff Pensions - April - May	£1,464.61	£0.00	£1,464.61	
P/19/50	22/05/2019	N/A	HMRC	N/A	Staff PAYE and NI	£1,338.31	£0.00	£1,338.31	
P/19/51	23/05/2019	190522-00061	Royal Mail	243 1700 02	Cancellation fee of May Door to Door	£202.97	£0.00	£202.97	
P/19/52	24/05/2019	280861151	British Gas	684 9667 62	Office electricity	£299.27	£14.96	£314.23	
P/19/53	30/05/2019	7407807	Altodigital	696 6011 12	Printer meterage	£237.68	£47.54	£285.22	
P/19/54	31/05/2019	A8423603	Siemens Financial Services	222 4382 92	Printer hire agreement settlement sum	£716.74	£143.35	£860.09	
P/19/55	15/05/2019	36000080	Came and Company	N/A	Insurance 01.06.19-31.05.2019	£2,449.65	£0.00	£2,449.65	
P/19/56	10/05/2019	244/19/0033022	Siemens Financial Services	222 4382 92	DD - Printer hire agreement	£108.50	£21.70	£130.20	
P/19/57	16/05/2019	N/A	KCOM	647 2351 37	DD - Office 365	£72.96	£0.00	£72.96	
P/19/58	03/06/2019	174	Petuarua Centre	N/A	Meeting room hire - 14 & 28 May	£28.80	£0.00	£28.80	
P/19/59	03/06/2019	4380	Art and Soul	3841674	TDY - 2000 A5 leaflets printed colour	£63.85	£0.00	£63.85	
P/19/60	03/06/2019	51125	Recognition Express	294007896	4 x Domed badge with magnet	£33.00	£6.60	£39.60	
P/19/61	06/06/2019	1061	Art and Soul	N/A	Petuarua Press - Edition 76	£850.00	£0.00	£850.00	
P/19/62	06/06/2019	51233	Recognition Express	294007896	2 x Domed name badges for new Councillors	£18.50	£3.70	£22.20	
Section A Total						£12,331.36	£243.68	£12,575.04	
SECTION B - Expenditure requiring authorisation from Council									
REFERENCE	INVOICE DATE	INVOICE NUMBER	COMPANY/ORGANISATION	VAT NUMBER	ITEM DESCRIPTION	TOTAL NET	TOTAL VAT	TOTAL PAYABLE	
P/19/63	07/06/2019	41001108	Image Data	500653193	Printing of Petuarua Press - Edition 77	£575.00	£0.00	£575.00	
Section B Total						£575.00	£0.00	£575.00	
Total (A+B)						£12,906.36	£243.68	£13,150.04	

Signature: Date: