

ELLOUGHTON-CUM-BROUGH TOWN COUNCIL

**MINUTES OF A TOWN COUNCIL MEETING HELD ON TUESDAY 15 MAY 2018
AT BROUGH COMMUNITY CENTRE, CENTURION WAY, BROUGH**

Public Forum – A member of the public attended the meeting and gave a presentation on the benefits of outdoor gymnasiums within the community. Following discussion, Councillor Credland requested this be placed as an agenda item at the next Full Council meeting for further consideration.

The Town Council welcomed Mr. Tom Clay to the meeting. Mr. Clay is to take up the position of Town Clerk as from 18th June 2018.

Present: Councillors Mrs. Bentley, Mrs. Brogden, Credland (Chairman), Davis, Mrs Duckles (Vice-Chairman), C. Duckles, Mrs. Galbraith, T. Galbraith, Luckraft, Muzaffar and Ms Rowe.

1. **TO ACCEPT APOLOGIES** – Councillor P. Duckles.
2. **TO ACCEPT DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA**
There were no declarations of interest received.
3. **TO ACCEPT THE MINUTES A MEETING OF THE COUNCIL HELD ON 17TH APRIL 2018**
It was proposed by Councillor Mrs. Galbraith, seconded by Councillor Luckraft and agreed unanimously that the minutes of the meeting held on 17th April 2018 be signed as a true and accurate record of the meeting and authorise the Chairman to sign.
4. **TO NOTE COMMITTEE MINUTES**
 - 4.1 Village Environment Meeting 11 April 2018 – Noted.
 - 4.2 Development, Planning, Highways and Safety 11 April 2018 – Noted.
5. **FINANCE AND ADMINISTRATION**
Prior to consideration of item 5.1, 5.2, 5.3 and 5.4 it was reported to Council that the accounts were with the internal auditor and on receipt, an Extraordinary Full Council meeting will be convened to consider these items.
 - 5.1 **To consider and approve the 2017/18 Internal Audit Report**
 - 5.2 **To consider the findings of the 2017/18 review of the effectiveness of the systems of internal control for the Annual Governance Statement**
 - 5.3 **To approve the Annual Governance Statement for 2017/18 (Section 1 of the Annual Return) by resolution and to sign and date the Statement**
 - 5.4 **To consider and approve by resolution the Annual Accounting Statements for 2017/18 (Section 2 of the Annual Return) as signed and dated by the Responsible Financial Officer**

5.5 To approve the Accountant's Report and cheques for signature

It was proposed by Councillor Mrs. Galbraith, seconded by Councillor Ms. Rowe and agreed unanimously to approve the finance report and payments.

Income

Sponsorship/Art exhibition	1,183.00
VAT Refunds	1,030.60

Expenditure		amount	vat	total budget
Salaries -April 2018	Staff	2,414.60		2,414.60 Remun
HMRC - April 2018	NIC/PAYE/EMPNIC	535.93		535.93 Remun
Pension -April 2018	ERPF	859.64		859.64 Remun
EROYC	Allotment Lease	586.00	0.00	586.00 Env
East Riding Engrav PC	Community Award	5.00		5.00 Env
Octagon Exhibtion	Panel hire Art & Photography	220.00		220.00 Env
Duncan McMillan	Spring Petuaria Press	550.00	0.00	550.00 Env
HAGS SMP	Monthly inspection-April	45.00	9.00	54.00 Env
Occasional Melodies	Piano playing awards evening	75.00		75.00 Events
ERNLLCA	Annual membership 2018/19	1,243.98		1,243.98 Ag work
Cllr. Brogden	Beverages Art Exhibition	30.50		30.50 Events
Brough Astronomy	Grant	480.00		480.00 s137 Grant
Brough in Bloom	Grant	1,200.00		1,200.00 s137 Grant
PFA	Grant	1,000.00		1,000.00 s137 Grant
CAB	Grant	2,000.00		2,000.00 s137 Grant
PCC	Grant	2,000.00		2,000.00 s137 Grant
Village Hall	Grant	2,000.00		2,000.00 s137 Grant
WRCS	Grant	800.00		800.00 s137 Grant
BVA	Grant	1,200.00		1,200.00 s137 Grant
Café Indulge	Buffet * 60	285.00		285.00 Events
Art exhibiton	Various Artists fees	199.75		199.75 Events
Wel Medical	Defib electrode pads	129.75	25.95	155.70 Env
Warcup Construction Ltd	Flag base work	380.00	76.00	456.00 Env
SSE	Electricity	328.94	16.44	345.38 Office
W Richardson	LCA Book A Baker	105.99		105.99 Office
Siemens	Equipment rental	108.50	21.70	130.20 Office
Southern Electric	Electricity	50.00		50.00 Office
Zurich Municipal	Annual insurance	828.28		828.28 Office
		19,661.86	149.09	19,810.95

5.6 To note the Annual Insurance Renewal - noted**6. TO CONSIDER MATTERS RELATING TO THE OFFICE LEASE AND BROUGH COMMUNITY CENTRE**

Councillor Mrs. Duckles reported that the Deputy Clerk is still awaiting information from ERYC.

7. TO CONSIDER MATTERS RELATING TO A LITTLE BUS SERVICE

It was reported that the Deputy Clerk had researched and spoken with other Town Councils who are looking to set up a similar service. Following discussion based on the information received it was agreed that the Town Council direct enquiries to the East Riding of Yorkshire Community Transport initiative or Beverley Lift for any transport requests.

8. TO CONSIDER MATTERS RELATING TO GDPR

The Admin Assistant reported that the office are adhering to GDPR requirements, however certain aspects are yet to be clarified with regard to the way forward. Councillor Galbraith updated on the ERNLLCA toolkit.

9. TO RECEIVE AN UPDATE ON .GOV EMAILS

The Admin Assistant reported that a Town Council domain had been adopted and .gov emails are being processed by Kcom. In addition the website is in the process of changing to .gov also.

10. TO RECEIVE COMMUNITY REPORTS

Councillor Mrs. Brogden reported on the Village Hall. She had recently attended meetings of the HWRCC and ERA and received updates from other members. The GDPR was discussed as to how it affects Village Halls and a report is due to be circulated to all members in due course.

Councillor Muzaffar reported on behalf of the Brough Community Centre. The Centre continues to be well used.

Councillor Credland reported on behalf of the Playing Fields Association. A new Treasurer and Secretary have been appointed and there is to be a relaunch of Petuaria Revisited at the Village Hall on 29th July 2018.

Councillor Galbraith reported on behalf of the Community Forum. The Forum is to hold a Pets and Animals Family Fun event at Blackburn's Club on 22nd July 2018.

11. TO RECEIVE A REPORT FROM EAST RIDING OF YORKSHIRE COUNCIL WARD MEMBERS

Councillor Galbraith updated members of the issues discussed at their recent AGM.

12. TO CONSIDER MATTERS RELATING TO EAST RIDING OF YORKSHIRE COUNCIL (ERYC) – Nothing to report.

13. TO CONSIDER MATTERS RELATING TO THE EAST RIDING AND NORTH LINCOLNSHIRE LOCAL COUNCIL ASSOCIATION (ERNLLCA)

Councillor Galbraith reported generally on issues raised at the recent Annual General Meeting of ERNLLCA and how GDPR is still a matter of prominence.

14. TO CONSIDER MATTERS RELATING TO HUMBER AND WOLDS RURAL COMMUNITY COUNCIL (HWRCC)

Councillor Mrs. Brogden had covered HWRCC in item 10.

15. TO NOTE THE NEXT FULL TOWN COUNCIL MEETING IS TO BE HELD AT 7.00PM ON TUESDAY 19 JUNE 2018