

**ELLOUGHTON-CUM-BROUGH TOWN COUNCIL  
MINUTES OF A TOWN COUNCIL MEETING HELD ON TUESDAY 17 APRIL 2018  
AT BROUGH COMMUNITY CENTRE, CENTURION WAY, BROUGH**

**Public Forum** – No members of public present.

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

1. **TO ACCEPT APOLOGIES** – Councillors P. Duckles and Mrs. Galbraith (Vice-Chairman)
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 20<sup>TH</sup> MARCH 2018**  
It was proposed by Councillor Mrs. Brogden, seconded by Councillor Ms. Rowe and agreed unanimously that the minutes of the meeting held on 20<sup>th</sup> March 2018 be signed as a true and accurate record of the meeting.
4. **TO NOTE COMMITTEE MINUTES**
  - 4.1 Arts Publicity and Finance 14<sup>th</sup> March 2018 – Noted.
  - 4.2 Development, Planning, Highways and Safety 14<sup>th</sup> March 2018 – Noted.
5. **TO CONSIDER CHANGES TO COMMITTEE NAMES**  
The following proposal was put forward to modify the Town Council's committee names as follows:  
  
Development, Planning, Highways and Safety to become Planning and Highways Committee  
Arts, Publicity and Fundraising to become Events and Publicity Committee  
Village Environment to become Environment Committee  
Admin and Finance to become Finance Committee  
  
It was proposed by Councillor Mrs. Duckles, seconded by Councillor Davis and agreed unanimously that the changes be implemented.
6. **TO CONSIDER INFORMATION RELATING TO THE GDPR**  
Councillor Galbraith had attended a training session for the forthcoming GDPR which comes into force on 25<sup>th</sup> May 2018.  
  
All Councils must have a Data Protection Officer and it strongly advised that this should not be the Clerk or any other employee. The ERYC will not be providing DPO's for parish and town councils, nor do they have a list of recommended practitioners, however they advised that they may publish a list of template documents for compliance with the GDPR.
7. **TO CONSIDER THE LITTLE BUS SERVICE**  
Following discussion it was agreed to approach other Town Councils who are currently running a pilot scheme for the little bus service and report back to the next meeting.
8. **FINANCE AND ADMINISTRATION**
  - 8.1 **To appoint an Internal Auditor for 2018/19 and to agree the scope of internal audit**  
The following resolution was proposed by Councillor Mr. Duckles, seconded by Councillor Mrs. Brogden and agreed unanimously to appoint Anthony Whitley as Internal Auditor for 2018/19.

**RESOLVED** to appoint Anthony Whitley of Sancton Accounting as the Town Council's Internal Auditor for 2018/19. The scope of the internal audit is to give an independent opinion of the Town Council's financial statements. To check on and report to the Council on the adequacy of the systems of control and to make recommendations where required.

## **8.2 To approve payments of Town Council Grants from the 2018/19 Precept**

Following consideration it was proposed by Councillor Mrs. Brogden, seconded by Councillor Ms. Rowe and agreed unanimously that the following grants be approved:

### **Elloughton-cum-Brough Village Hall**

**RESOLVED** Council will, in accordance with the powers under Section 145 of the Local Government Act 1972, incur the following expenditure; a grant of £2,000 to Elloughton-cum-Brough Village Hall.

### **Elloughton-cum-Brough PCC for maintenance of the cemetery**

**RESOLVED** Council will, in accordance with the powers under Section 145 of the Local Government Act 1972, incur the following expenditure; a grant of £2,000 to Elloughton-cum-Brough PCC for maintenance of the cemetery at St. Mary's Church, Elloughton.

### **Hull & East Riding Citizens Advice Bureau for outreach sessions at Brough Community Centre**

**RESOLVED** Council will, in accordance with the powers under Section 145 of the Local Government Act 1972, incur the following expenditure; a grant of £2,000 to the East Riding Citizens Advice Bureau to fund outreach sessions at Brough Community Centre.

### **Wolds & Riverbank Countryside Society for Brantingham Road Nature Reserve**

**RESOLVED** Council will, in accordance with the powers under Section 145 of the Local Government Act 1972, incur the following expenditure; a grant of £800 to the Wolds & Riverbank Countryside Society.

### **Elloughton-cum-Brough Playing Fields Association**

**RESOLVED** Council will, in accordance with the powers under Section 145 of the Local Government Act 1972, incur the following expenditure; a grant of £1,000 to the Elloughton-cum-Brough Playing Field Association

### **Elloughton-cum-Brough In Bloom**

**RESOLVED** Council will, in accordance with the powers under Section 145 of the Local Government Act 1972, incur the following expenditure; a grant of £1,200 to Elloughton-cum-Brough in Bloom

### **Brough Voluntary Action**

**RESOLVED** Council will, in accordance with the powers under Section 145 of the Local Government Act 1972, incur the following expenditure; a grant of £1,200 to Brough Voluntary Action.

### **Community Grant Funds**

**RESOLVED** Council will, in accordance with the powers under Section 145 of the Local Government Act 1972, incur the following expenditure; a grant of £4,000 to the Community Grant Funds

### 8.3 To approve the accountant's report and payments

#### Income

Sponsorship	150.00
VAT Refunds	1,489.49

#### Expenditure

		amount	vat	total
Salaries -March 2018	Staff	3,254.83		3,254.83
HMRC - March 2018	NIC/PAYE/EMPNIC	1,436.35		1,436.35
Pension -March 2018	ERPF	1,357.08		1,357.08
ERYC	Salt bins/maintenance visits	1,240.00	248.00	1,488.00
ERYC Supplies	Hole punch	3.37	0.67	4.04
Hi-Fliers Flagstaffs	Various flags	457.81	91.56	549.37
Garden Slave	Water Course Clearing	1,745.00	0.00	1,745.00
East Riding Engraving	Community Award	104.53	20.90	125.43
Staff force Nicholas Associates Group	February invoices	412.93	82.59	495.52
Walker Fire (UK) Ltd	Fire extinguisher maintenance	43.00	8.60	51.60
KCOM	Telephone calls	69.97	13.99	83.96
KCOM	Internet line rental	75.00	15.00	90.00
HAGS SMP	Monthly inspection	45.00	9.00	54.00
Greenbarnes Ltd	New notice boards	1,587.45	317.50	1,904.95
Sancton Accounting Services	Dec/Jan/Feb invoices x3	720.00		720.00
Kate Brogden/E Bay	Banner for A & P Expo	77.95		77.95
		12,630.27	807.81	13,438.08

It was proposed by Councillor Mrs. Brogden, seconded by Councillor Ms. Rowe and agreed unanimously to approve the Finance Report and Payments.

#### 8.4 To consider a grant application from Brough Astronomy Society

Following consideration of the grant application, it was proposed by Councillor C. Duckles, seconded by Councillor Mrs. Brogden and agreed unanimously to award Brough Astronomy Society a grant of £480.00.

#### 8.5 To note Allotment Lease for the period 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019 - Noted

#### 9. TO CONSIDER THE TOWN AND PARISH COUNCIL COMMUNICATION REVIEW PANEL – SURVEY

It was agreed that comments be submitted to the Town Council office prior to the 7<sup>th</sup> May to enable a response.

#### 10. TO RECEIVE COMMUNITY REPORTS

Councillor Galbraith reported that the Petuaria Community Forum are to organise a Pet Festival event to take place at Blackburns along with a Food Festival which will take place once again in September.

Councillor Galbraith also reported that Petuaria Revisited has received a £1,500 donation from Barratt Homes and £1,500 from Horncastle Builders. They intend to go ahead with the formal launch and have sufficient funds to use the radar survey equipment in or around October.

Councillor Mrs. Brogden reported on the progress of the Village Hall and in particular the re-flooring of the kitchen corridor, this follows the discovery of small traces of low grade asbestos which has been successfully removed.

Councillor Muzaffar reported that a recent meeting had taken place to discuss the Community Centre and things are running smoothly.

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

Hull and East Riding Trust reported that the winter crises was exacerbated by the fact that it had been extremely difficult to recruit nurses.

Dementia Friendly East Riding is a charitable organisation which aims to raise awareness and understanding of dementia and provide activities to support people living with the condition. They work in partnership with local organisations and offer training and advice to members of the community.

**12. TO RECEIVE A REPORT FROM EAST YORKSHIRE LOCAL COUNCIL NETWORK**

Nothing to report.

**13. TO CONSIDER MATTERS RELATING TO EAST RIDING OF YORKSHIRE COUNCIL (ERYC)**

Nothing to report.

**14. TO CONSIDER MATTERS RELATING TO THE EAST RIDING OF YORKSHIRE & NORTH LINCOLNSHIRE LOCAL COUNCIL ASSOCIATION (ERNLLCA)**

Councillor Galbraith had recently attended an ERNLLCA meeting and reported that training charges are to be frozen for 2018/19.

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

Councillor Mrs. Brogden is to attend an HWRCC meeting to discuss GDPR and how it affects Village and Community Halls.

**16. TO NOTE THE TOWN COUNCIL ANNUAL MEETING IS TO BE HELD AT 6.30 PM on TUESDAY 15 MAY 2018 AND WILL BE FOLLOWED AT 7.00 PM BY A FULL COUNCIL MEETING – noted.**