



**BRIDLINGTON TOWN COUNCIL**  
**Minutes of the Council Meeting held on 15<sup>th</sup> May 2013**  
**in the Community Resource Centre, Victoria Road, Bridlington**

Present: Councillor's R Allerston, M Charlesworth, J Copsey, L Dealtry, T Dixon, S Finlay, J Foster, & M Milns a total of eight (8). There were Eleven (11) members of the public one (1) member of the press, one (1) photographer & the Town Crier, Mr Hinde were present.  
Mrs Paula King, Town Clerk took the minutes.

**01.13 Election of Mayor of Bridlington for the Council Year 2013-2014:**

Councillor Dixon was proposed by Councillor Dealtry and was seconded by Councillor Foster.

**RESOLVED:** *Councillor Terry Dixon is elected Mayor & Chairman for the Council Year 2013-2014.*

**02.13 Declaration of Acceptance by the Mayor of Bridlington:**

Councillor Dixon read out his declaration of office and duly signed it before the nominated Proper Officer of the Council. Councillor Dixon thanked everyone for their support.

**03.13 Mayor's announcement of Mayoress and Charity for the Council Year 2013-2014:**

Councillor Dixon announced that his wife Mrs Sheena Dixon & his sister Mrs Mary Pilgrim, would both be his Mayoress and that Bridlington & District Multiple Sclerosis (MS) Society, would be his chosen charity.

**04.13 Outgoing Mayor's verbal report, departing speech and presentations:**

Cllr Charlesworth conveyed that he did not expect the things that happened during his civic year to have happened with unexpectedly being ill and hospitalised and he conveyed thanks and appreciation to his Deputy for standing in much more than anticipated during the civic year. He said that he had enjoyed his civic year very much and took the opportunity to thank everyone for their support during his year and presented flowers to Mrs Sheena Dixon and Mrs Mary Pilgrim in appreciation.

Councillor Charlesworth then presented the Council with a decorative barometer to match the wall clock. Councillor Charlesworth was presented with a Bridlington Town Council plaque and a Past Mayor's Medal by way of thanks for his year in office. Cllr Charlesworth also had flowers for Mrs King and Mrs Exon.

**Civic Duties for the period 17<sup>th</sup> April – 15<sup>th</sup> May 2013:**

Mayor & Mayoress:

19.04.13	Yorkshire Coast Radio Local Hero Awards at the Rugby Club, Scarborough
20.04.13	Bridlington Town Council Civic Dinner at the Expanse Hotel, Bridlington
21.04.13	St Georges Day Parade at the Priory, Bridlington
23.04.13	Driffield School Small Grants Presentation at Driffield School
12.05.13	Bridlington Arts Festival Civic Service at the Priory, Bridlington
15.05.13	French School Students Reception at Bridlington School

**Total of 6 Civic Duties attended by the Mayor**

Deputy Mayor & Mayoress:

18.04.13	Pocklington's Got Talent at the Arts Centre, Pocklington
20.04.13	Bridlington Town Council Civic Dinner at the Expanse Hotel, Bridlington
23.04.13	Driffield School Small Grants Presentation at Driffield School
27.04.13	5th Jamiversary Event at the Skatepark
02.05.13	St John of Beverley Civic Dinner
09.05.13	ERYC Chairman Installation Ceremony
11.05.13	Mayor of Hornsea's Charity Concert
12.05.13	St John of Beverley Service

**Total of 8 Civic Duties attended by the Deputy Mayor**

Town Crier

20.04.13	Bridlington Town Council Civic Dinner at the Expanse Hotel, Bridlington
22.04.13	St Georges Day Cry for Yorkshire Coast Radio
26.04.13	Lord Feoffees Dinner at Rags Hotel, Bridlington
03.05.13	Loyal Company of Town Crier Competition, Cambridgeshire
15.05.13	French School Students Reception at Bridlington School

**Total of 5 Civic Duties attended by the Town Crier****05.13 Election of Deputy Mayor for the Council Year 2013-2014:**

Councillor Finlay was proposed by Councillor Foster and was seconded by Councillor Dealtry. Councillor Milns was proposed by Councillor Allerston and was seconded by Councillor Dixon. On being put to the vote by a show of hands Cllr Finlay polled a majority votes.

**RESOLVED:** *Councillor Finlay is elected Deputy Mayor for the Council Year 2013-2014.*

**06.13 Deputy Mayor's announcement of Deputy Mayoress for the Council Year 2013-2014:**

Councillor announced that her husband Mr Mike Finlay would be the Deputy Consort for the Council Year 2013-2014.

~ There was a short photograph break at this point of the meeting ~

**07.13 Apologies for absence:**

**RESOLVED:** *Apologies from Councillors Carder, Chambers, Marsburg & Metcalf were received and accepted.*

**08.13 Adoption of Bridlington Town Council Standing Orders:**

**RESOLVED:** *The Revised Standing Orders were adopted.*

**09.13 Adoption of Bridlington Town Council Financial Regulations:**

**RESOLVED:** *The Financial Regulations were adopted.*

**10.13 Appointment of internal auditor for the Council:**

**RESOLVED:** *Mr A Johnson is appointed as Internal Auditor for the Council.*

**11.13 Adoption of Bridlington Town Council Members' Allowance for Outside Travel Scheme:**

**RESOLVED:** *The Members' Allowance for outside Travel Scheme is adopted.*

**12.13 The Council's Risk Assessment for 2013-2014:**

**RESOLVED:** *The Risk Assessment was noted and the document was signed and stamped by the Mayor and Town Clerk on 15.05.13 and the Responsible Financial Officer on 16.05.13.*

**13.13 The Councils Aims and Objectives:**

**RESOLVED:** *The Councils Aims and Objectives were adopted.*

**14.13 To approve the Terms of Reference for the following Committees and to nominate the Members to serve for the Council Year 2013-2014:**

**RESOLVED:** *The Terms of Reference for Committees were approved and the nominations to serve on the committees were to remain the same and are as follows:*

**Committees**

Finance &amp; General Purposes:

Planning &amp; Environmental:

Staffing:

Staffing Executive:

Newsletter:

Disciplinary &amp; Grievance:

Appeals:

**Membership**

Allerston, Chambers, Charlesworth, Copsey, Dealtry, Dixon, Finlay &amp; Marsburg.

Carder, Copsey, Dixon, Foster, Marsburg, Metcalf, &amp; Milns.

Allerston, Chambers, Charlesworth, Finlay, Marsburg, &amp; Milns.

Charlesworth, Finlay &amp; Marsburg.

Charlesworth, Finlay, Foster, Marsburg, &amp; Milns.

Carder, Dealtry, &amp; Dixon.

Copsey, Foster, &amp; Metcalf.

**15.13 The election of members to represent the Council on the following outside bodies:**Name

Renaissance Partnership Board

Town Improvement Forum

Community Forum

Town Team

Community Partnership (Bridlington &amp; Driffield)

Bridlington Chamber of Trade

Bridlington Crime Prevention Panel (&amp; NPT)

P.A.G.E.R

Bridlington Arts Festival Committee

Bridwatch Executive Committee

East Yorkshire Citizens Advice Bureau

Yorkshire Coast Community Rail Partnership

Sewerby Residents Association

Bridlington Old Town Revival Association

West Street SAAG

NHS Meetings

Bridlington Health Forum

Priory 900

ERNLLCA Meetings

East Yorkshire Town Councils Network Meetings

Board of Trustees – Foundation Scheme

- Councillor T Dixon, J Copsey &amp; M Milns

- Councillor J Foster

- Councillor S Finlay

- Councillor J Copsey

- Councillor S Finlay (Chairman)

- Town Mayor or nominated representative

- Councillor J Carder

- Councillor J Carder

- Councillor J Foster

- Councillor J Carder

- Councillor J Carder

- Councillor J Carder

- Councillor J Carder

- North Ward Members

- Central &amp; Old Town Ward Members

- South Ward Members

- Councillor M Milns

- Councillor M Milns

- Councillor J Foster

- Mayor, Deputy Mayor &amp; Town Clerk

- Mayor &amp; Town Clerk

- Councillor L Chambers, M Charlesworth,

L Dealtry, S Finlay, Mr Shaun Marsburg &amp;

Mr Keith Chambers

Emergency Planning-update Emergency Plan (3 places) - Councillors L Chambers, L Dealtry & S Finlay

Annual Awards (Deferred in current format) (3 places) - Councillors L Chambers, S Finlay & Marsburg

Special Expenses and Scrutiny Committee (3 places) - Councillors M Charlesworth, S Finlay & J Foster

Christmas Committee (5 places) - Councillors Copsey, S Finlay, J Foster, Marsburg & D Metcalf

**16.13 Declarations of Interest:**

- a) To record declarations of interest by any member of the council in report of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.

**RESOLVED:** *There were none.*

- b) To note dispensations given to any member of the council in respect of the agenda items listed below.

**RESOLVED:** *There were none.***17.13 Public Participation session to include items on the agenda (two minutes per person - maximum of fifteen minutes):****RESOLVED:** *There were none.***18.13 RESOLVED:** *The minutes of the Council meeting held on 17.04.13 are received as a true record.*

**19.13 RESOLVED:** *The minutes of the Newsletter Committee held on 25.04.13 are approved.*

**20.13 RESOLVED:** *The minutes of the Planning & Environmental Committee held on 07.05.13 are approved.*

**21.13 Internal audit of Bridlington Town Council's accounts for the year ended 31<sup>st</sup> March 2013:**

**RESOLVED:** *The internal audit is noted and Cllr Finlay reported that there were no items for action following the audit of the Councils accounts. The Council resolved to convey thanks to Mrs Victoria Exon the Responsible Financial Officer.*

**22.13 End of year accounts for the year ended 31<sup>st</sup> March 2013:**

**RESOLVED:** *The Council received the end of year accounts and the Annual Return was signed in preparation for posting immediately to the designated External Auditor. Thanks again to be conveyed to Mrs Exon.*

**23.13 ERNLLCA Conference notes and list for community payback:**

**RESOLVED:** *The report was noted and the Council resolved to convey to the Humberside Police and Crime Commissioner a compiled list of things which the council would like to see included into the community payback in Bridlington. The list comprises skatepark jobs, skatepark removal of graffiti, dog stencilling around the town, dog mess removal around the town and painting "in need" areas of Bridlington.*

**24.13 Town Criers Event update:**

**RESOLVED** *The report was noted.*

**25.13 Skatepark Coordinators Report – April 2013:**

**RESOLVED** *The report was noted. Cllr Finlay reported that the recent Skatejam event was a complete success and the council resolved for a vote of thanks to Mrs Wardle for her time and efforts on the day even with what turned out to be a broken elbow.*

**26.13 Armed Forces Day update:**

**RESOLVED** *The report was noted. Cllr Dealtry briefed the meeting about the forthcoming event.*

**27.13 Report from the Bridlington in Bloom Working Group:**

**RESOLVED** *The report was noted. Cllr Dixon briefed the meeting about the recent occurrences.*

**28.13 Bridlington Town Council Annual Report 2012-2013:**

**RESOLVED:** *The report was received with all contributors thanked for their time and efforts.*

**29.13 Members' Interest Forms** – Councillors who wished to update their Members' Interest Forms did so.

**30.13 The following items of Correspondence were commented upon or otherwise noted:**

a) 09.04.13 NHS – Decision on Application at 29 Bessingby Gate by Meds UK Ltd & Decision on Application at Bridlington & District Hospital by City Health Ltd & Appeal information for 29 Bessingby Gate by Meds UK Ltd:

**RESOLVED:** *The Council resolved to contact the NHS to convey strong support for the appeal application for Meds UK Ltd at 29 Bessingby Gate by Meds UK Ltd.*

b) 10.04.13 CPRE – How to improve travel choices where you live – CPREs new transport toolkit.  
c) 15.04.13 ERYC – Town Improvement Forum meeting to discuss the Bridlington Town Centre & Marina Supplementary Planning Document.

- d) 16.04.13 Driffield School – Letter of thanks.  
 e) 16.04.13 ERYC – Public Consultation – East Riding Local Plan:

**RESOLVED:** *The Council resolved to form a working group that would be given powers to collate a comprehensive submission of any relevant aspects which related to the Bridlington Town Centre and Marina Supplementary Planning Document (SPD) the Bridlington Town Centre and Marina SPD Sustainability Appraisal (SA) and the Bridlington Quay Conservation Area Character Assessment (CACA) to ensure that date deadlines were met. The Council also resolved to purchase from the East Riding of Yorkshire Council the three documents should it require to at a cost of £20 per document. The members of the working are Councillors Charlesworth, Copsey, Dixon and Foster.*

- f) 16.04.13 ERYC – Footpath & Carriageway resurfacing works at Squire Lane (previously forwarded due to dates).  
 g) 17.04.13 ERYC – Fort Terrance Consultation letter (previously forwarded due to dates).  
 h) 17.04.13 ERYC – Bessingby Road Duals – Speeding.  
 i) 18.04.13 BTC Oliver’s Lane response to Network Rail & subsequent ERYC investigation & map.

**RESOLVED:** *The Council resolved to pursue the matter considering that Mr Johnson has given permission to the Council to make use of information provided to the Town Council which indicated that the East Yorkshire Borough Council tackled the Oliver’s Lane footpath issue in the past and Network Rail predecessor and established that there is a footway at Oliver’s Lane and that all subsequent Councils and Network Agencies should adhere to and ensure the crossings retention.*

- j) 26.04.13 ERYC – Temporary Road Closure – Bridlington Town.  
 k) 29.04.13 East Yorkshire Motor Services Ltd – Buses on Thornton Road, Bridlington:

**RESOLVED:** *Cllr Milns resolved to collate information and report it to the next Full Council meeting.*

- l) 30.04.13 Yorkshire Water – Bridlington bathing water scheme newsletter 2.  
 m) 02.05.13 Advert for Healthwatch chair and directors (individuals to put themselves forward).  
 n) 02.05.13 Pegasus Group – Public Consultation Event Proposed Residential Development–Invitation to Bridlington Town Council. The Mayor informed the meeting of the event details.  
 o) 02.05.13 Christine Lee - Parish Council Network Letter – Support Letter to Mr Pickles:

**RESOLVED:** *After much discussion the Council resolved not to sign the support letter at this time.*

- p) 07.05.13 ERNLLCA – Letter to all member councils:  
 q) 07.05.13 ERYC – Church Lane Sewerby – Speeding Complaint:  
 r) 08.05.13 Sarah Hutchinson – Town Council having a stall at the Secret Garden Event:

**RESOLVED:** *The Council resolved to invite Sarah Hutchinson to a meeting with the Bridlington in Bloom Committee members to enable the Council to move forward with the request.*

- s) Thank you from the Bridlington/Millau Petanque Club

### 31.13 Newsletters & Minutes:

- i. Bridlington Regeneration Partnership Town Improvement Forum notes of 05.03.13:
- ii. Bridlington & Driffield Local Links Community Forum notes of 28.03.13:
- iii. Sewerby Village Residents Association – Meeting notes of 08.04.13:
- iv. Credit Union News – April 2013:
- v. Tackling Anti-social behaviour – April 2013:
- vi. ERNLLCA Newsletter – April 2013:
- vii. Recovery (available on request):
- viii. Clerks & Councils Direct – May 2013:
- ix. Bridlington & Driffield Local Links Community Forum notes of 25.04.13:

- x. East Riding Parish News – May 2013:  
xi. WSSAAG Meeting minutes of 09.04.13:

### 32.13 Statement of balances and to approve the schedule of accounts for payment:

The bank balances at 8th May 2013 stood at:

Account Name	Account Number	Account type	Balance £
Town Council	51385488	Business A/C	£1.00
Town Council	93662969	Deposit A/C	£180,198.05
Town Council	70985333	Deposit Bond A/C (Community Projects Reserve)	£100,000.00
Town Council		Petty Cash	£233.84

Accounts paid since: 11 April 2013

#### **Bridlington Town Council:**

##### **Receipts In:**

Cheque/BACS	Date	Payer	Description	Amount
4	26-Apr	Cllr M Charlesworth	Civic Dinner Tickets	£100.00
4	26-Apr	J Padwick	Civic Dinner Tickets	£40.00
5	07-May	Bateman Group	Town Crier Event Sponsorship	£300.00
CR	26-Apr	HMRC	Vat repayment 4th quarter	£2,051.53
CR	30-Apr	ERYC	1st Precept payment	£91,474.34
<b>Cash Receipts</b>				
PC01	10-Apr	Doggy Bag Sales	Doggy Bag Sales	£65.00
PC03	30-Apr	Doggy Bag Sales	Doggy Bag Sales	£52.00
				<b>Total Receipts</b>
				<b><u>£94,082.87</u></b>

##### **Payments Out:**

Cheque/BACS	Date	Payee	Description	Amount
BACS 05	17-Apr	Bridlington Stationers	Paper & Envelopes	£83.87
		ERYC	Office Commercial Waste Contract	£275.08
		J Dawson Taylor	Website Feb & March	£52.28
		Paul Regan Skateboarding	Skateboard Coaching	£400.00
		Sage	RTI E Learning course	£54.00
101429	11-Apr	CPRE	Membership renewal	£31.00
101430	16-Apr	Katie Walker Cancer Trust	Steve Caprice Fee - Donated to Charity	£150.00
101431	19-Apr	ERNLLCA	Annual Membership fee	£2,331.71
BACS 06	24-Apr	Bridlington Stationers	Lever files and dividers	£15.08
		Expanse Hotel	Civic Dinner 2013	£2,169.95
		P King	Travel Expenses to ERNLLCA Conference	£28.14
		United Carlton	Quarterly photocopying	£524.71
		Yorkshire Water	Office Water	£28.92
		A Johnson	Year-end Internal Audit	£382.40
		Aldby Field Nurseries	Spring Baskets	£1,200.00
		K Wardle	Skate Jam Prizes	£230.61
101432	22-Apr	Four Seasons	Civic Dinner flowers	£144.00
BACS 07/08	30-Apr	Staff	April staffing costs	£3,037.78
BACS 09	30-Apr	MM Cleaners	Feb & Mar Maintenance	£1,026.00
101433	22-Apr	D Jackson	Refund of cheque banked in error	£40.00
101434	01-May	Hornsea Town Council	Mayor's Charity concert tickets (civic eng)	£10.00
BACS 10	03-May	ERYC	St John's toilets rates pmt 2/10	£120.00
		ERYC	Office Rates pmt 2/10	£157.00
		Johnston Publishing	Parish meeting public notice	£253.73
		N Power	Festive lighting electricity	£388.69
		K Wardle	April invoice	£640.43
		Domestic Blitz	Quarterly clean	£75.00
BACS 11	08-May	Bridlington Window Cleaning	Hanging baskets watering	£177.00
		Sewerby Cricket Club	Toilets agreement	£1,377.00

DD	17-May	N Power	St John's toilets Electric	7	£84.82
DR	30-Apr	HSBC	Bank charges to 6/4/13		£3.00
Petty Cash	30-Apr	Petty Cash	April Petty Cash Expenses		£13.39
<b>Total Payments</b>					<b><u>£15,505.59</u></b>

**RESOLVED:** *The accounts are approved for payment.*

**33 .13** Items for inclusion on the next agenda Wednesday 19th June 2013:

- Thornton Road Buses – update from Cllr Milns
- Armed Forces Day update
- Bridlington in Bloom update

**Signed:**

**Mayor of Bridlington**

**Date:**