



BRIDLINGTON TOWN COUNCIL
Minutes of the Council Meeting held on 18th May 2016
in the Town Council Offices, 62 Quay Road, Bridlington

Present: Councillors B Croft, C Croft, Dealtry, Finlay, Foster, Heslop-Mullens, Holmes, Marsburg, M Milns & T Milns (10). There was one (1) member of the press. Mrs Paula King, Town Clerk took the minutes.

11.16 The Mayor's Welcome:

Councillor Dealtry welcomed everyone to the meeting and read out the intention to audio record the meeting.

12.16 Apologies for absence:

RESOLVED: *Apologies were received and accepted from Councillors Cosey and Dixon.*

13.16 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: *A pecuniary interest was declared by Councillor Finlay for Item 31 as she resides on the street in question.*

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

RESOLVED: *There were none.*

14.16 Public Participation session to include items on the agenda (two minutes per person - maximum of fifteen minutes):

RESOLVED: *There were none.*

15.16 To receive the civic duties:

Mayor & Mayoress:

14.05.16 Presentation of Legion D'Honneur Medals at Alderson House
Total of 1 Civic Duty attended by the Mayor & Mayoress

Deputy Mayor & Mayoress

12.05.16 Attendance at the Installation Ceremony of the Chairman of the ERYC
Total of 1 Civic Duty attended by the Deputy Mayor & Deputy Mayoress

16.16 To adopt the Bridlington Town Council Standing Orders:

RESOLVED: *The Standing Orders were adopted.*

17.16 The Bridlington Town Council Financial Regulations:

RESOLVED: *The Financial Regulations were adopted.*

18.16 Appointment of an internal auditor for the Council (currently Mr A Johnson, Hornsea):

RESOLVED: *Mr A Johnson is appointed as Internal Auditor for the Council. The clerk is instructed to contact Mr Johnson to confirm the appointment and confirm the scope of audit.*

LWJ

19.16 The Bridlington Town Council Members' Allowance for Outside Travel Scheme:

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

20.16 The Councils Risk Assessment for 2016-17 (available for inspection & Signing by Mayor):

RESOLVED: *The Risk Assessment was noted and the document was signed and stamped by the Mayor and Town Clerk.*

21.16 The Councils current Aims & Objectives:

RESOLVED: *The adoption of the Councils Aims and Objectives were adopted in their current format with a view to a regular review of them at the Finance & General Purposes Committee meetings.*

22.16 The Terms of Reference for Committees & nomination of Members:

Committees

Planning & Environmental
Finance & General Purposes
Newsletter
Staffing
Disciplinary & Grievance
Appeals

Councillor Membership

C Croft, Dixon, Holmes, Marsburg, M Milns & T Milns.
Copsey, Dixon, Finlay, Heslop-Mullens, Holmes, Marsburg & T Milns.
C Croft, Finlay, Foster & Marsburg.
Copsey, Dealtry, Finlay, Heslop-Mullens, Marsburg & M Milns.
C Croft, Dixon & T Milns.
B Croft, Foster & Holmes.

23.16 The election of members to represent the Council on Outside Posts and Responsibilities:

Councillors selected their representations to outside Posts and Responsibilities.

RESOLVED: *The Council resolved to send HRH Queen Elizabeth II a commemorative coin from the Bridlington Town Council. The Council resolved to remove the Community Forum Group, the Bridlington Crime Prevention Panel Group, the Bridlington Quay Townscape Heritage Steering Group, the East Yorkshire Citizens Advice Bureau Group, HMO Working Group and the Queens 90th Birthday Group as many of these groups no longer meet on a regular basis. The Council resolved the Councillor nominations for the following outside posts and responsibilities:*

Group:

Renaissance Partnership Board
Town Improvement Forum
Town Team
Bridlington & Driffield Community
Bridlington Learning & Skills Forum
Bridlington Chamber of Trade
Bridlington Arts Festival Committee
P.A.G.E.R.
Yorkshire Coast Community Rail Partnership
Sewerby Residents Association
Bridlington Old Town Association
Bridlington Central Action Group
Bridlington Tourism Association
Bridlington Health Forum
Bridlington Market Trader Meetings

ERNLLCA Meetings
East Yorkshire Town Councils Network Meetings
Emergency Planning

Honorary Citizen Award Group

Councillor:

Councillor Dixon
Councillors Foster & Holmes
Councillor C Croft
Councillors C Croft
Councillor Heslop-Mullens
Mayor
Councillors Foster & Holmes
Councillor T Milns
Vacant
Bridlington North Ward Members
Bridlington Old Town Members
Bridlington South Ward Members
Councillor Holmes
Councillor T Milns
Councillors Copsey, C Croft, Foster, Marsburg & T Milns
Mayor, Deputy & Clerk and All Members welcome
Mayor & Clerk
Bridlington Old Town Ward – Councillor Dealtry
Bridlington South Ward – Councillor Finlay
Bridlington North Ward – Councillor Copsey
Councillors Copsey, Dixon, Finlay, Foster,

LND

Special Expenses & Scrutiny Group	Heslop-Mullens, & T Milns
Christmas Committee	Councillor Dixon & Heslop-Mullens
Bridlington in Bloom Working Group	Councillors Croft, Finlay, Foster, Holmes & T Milns
	Councillors Copsey, Dixon, Finlay, Foster, Holmes & Marsburg
Waterways Partnership – Joint Forum	Councillor Copsey
Remembrance Service Working Group	Mayor, Deputy, Councillors Dealtry, Finlay & Marsburg
Board of Trustees – Foundation Scheme	Councillors Copsey, Dixon, Finlay & Heslop-Mullens

24.16 The minutes of the Staffing Committee meeting on 19.04.16:

RESOLVED: *The minutes of the Staffing Committee held on 19.04.16 are approved.*

25.16 The minutes of the Council meeting held on 20.04.16 as a true record:

RESOLVED: *The minutes of the Council meeting held on 20.04.16 are received as a true record.*

26.16 The minutes of the Planning & Environmental Committee held on 25.04.16:

RESOLVED: *The minutes of the Planning Committee held on 25.04.16 are approved.*

27.16 The minutes of the Newsletter Committee held on 28.04.16:

RESOLVED: *The minutes of the Newsletter Committee held on 28.04.16 are approved.*

28.16 The minutes of the Staffing Committee meeting on 28.04.16:

RESOLVED: *The minutes of the Staffing Committee held on 28.04.16 are approved.*

29.16 The minutes of the Mayor Making Council meeting held on 11.05.16 as a true record:

RESOLVED: *The minutes of the Mayor Making Council meeting held on 11.05.16 are received as a true record.*

30.16 The minutes of the Planning & Environmental Committee held on 16.05.16:

RESOLVED: *The minutes of the Planning Committee held on 16.05.16 are approved.*

31.16 The internal audit of Bridlington Town Council's accounts for the year ended 31.03.16:

RESOLVED: *The internal audit is noted. The Council resolved to convey thanks to Mrs Victoria Exon the Responsible Financial Officer for a fantastic audit.*

32.16 The Annual Governance Statement for the year ended 31.03.16:

RESOLVED: *The Annual Governance Statement for the year ended 31.03.16 is approved and signed.*

33.16 To Consider, Approve and Sign the end of year Accounting Statements for the year ended 31.03.16:

RESOLVED: *The Accounting Statements for the year ended 31.03.16 are approved and signed at the meeting by the Mayor and the Clerk in preparation for posting immediately to the designated External Auditor. Thanks to be conveyed to Mrs Exon the Responsible Financial Officer.*

LMA

34.16 The internal audit review for 2015-2016:

RESOLVED: *The Council received the internal audit review for 2015-2016. This was signed at the meeting by the Mayor.*

35.16 To consider the future of the role of Town Crier:

RESOLVED: *After much discussion the Council resolved to create a working group to investigate the matter and bring the findings to the next appropriate Council meeting to be considered. The Councillors nominated to undertake the investigation are Councillors C Croft, Finlay, Foster, Heslop-Mullens, Holmes & Marsburg. Councillors Copsey & Dixon, who were absent from the meeting, are to be asked if they would like to be part of the working group.*

36.16 To consider the update regarding cycling on footpaths:

RESOLVED: *The information was noted.*

37.16 To consider the update regarding the adoption of the Redrow Cottage Farm Estate:

RESOLVED: *The information was noted.*

38.16 To consider the hospital transport issues regarding the shuttle bus between Bridlington & Scarborough Hospitals – Cllr M Milns:

RESOLVED: *The Council resolved to contact the East Riding of Yorkshire Clinical Commissioning Group, the Scarborough & Ryedale Clinical Commissioning Group, and the NHS York Teaching Hospital Foundation Trust to convey that the Council understood that the funding issues surrounding the withdrawal of the shuttle bus service are complicated but to impress how vital the service to this rural community. The Council is to ensure that it conveys the depth and strength of feeling from users of the service and to mention the petitions, the coupons, and the online signatures all convey that the shuttle service is considered a lifeline to so many people. The Council would like to invite an appropriate person from your organisations to attend the next full council meeting on 15th June 2016 to deliver an update to this matter.*

39.16 To consider the East Riding Local Plan Open Space Draft Supplementary Planning Document & the Strategic Environment Assessment Screening Report (circulated beforehand):

RESOLVED: *The Council resolved to instruct the Clerk to submit the collated comments to the East Riding of Yorkshire Council.*

40.16 The Skatepark Coordinators Monthly Report – April 2016:

RESOLVED: *The report was noted and the Council resolved that thanks be conveyed to the Skatepark Coordinator.*

41.16 The small grants application:

RESOLVED: *The Council resolved to approve a small grants application of £250 to Hamilton Patriots for a street party. Councillor Finlay will act as Treasurer for the event.*

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

- a) 15.04.16 Press Release – Trussell Trust Foodbanks.
- b) 18.04.16 ERYC – Rubber Kerb Installation in public Car Parks – Flamborough Road.
- c) 18.04.16 ERYC – Brid Land Train Route – Resurfacing Works.
- d) 18.04.16 ERYC – Surface Dressing information for Roseberry Avenue, Bridlington.
- e) 19.04.16 ERYC – Road Closure information for Bridlington Old Town Festival.

LWD

- f) 19.04.16 Bridlington Arts Festival – Letter of thanks.
- g) 19.04.16 ERYC – Grant finder information (Tesco Bags of Help Programme).
- h) 20.04.16 ERYC – Notice of Adoption of Affordable Housing Supplementary Planning document.
- i) 21.04.16 ERYC – Anti-Social Behaviour – Six Month Statistics – Bridlington.
- j) 25.04.16 Sea Cadets – Letter of thanks.
- k) 04.05.16 ERYC – New Bridlington Cycle Map – The Councillors considered the map very good and there were no adverse comments to convey.
- l) 05.05.16 CPRE – Notification of Re-Joining letter.
- m) 05.05.16 ERYC – Emergency Temporary Road Closure – Hilderthorpe Road.
- n) 10.05.16 ERYC – East Riding Voluntary Action Services – Community Roadshow details.
- o) 10.05.16 CPRE – Details of the Photography Competition 2016.
- p) 10.05.16 ERYC – Yorkshire Coast Communities – Community Led Local Development Workshop
24.05.16 – Filey Evron Centre.
- q) 12.05.16 ERYC – Temporary Rolling Road Closures – Armed Forces Day – 02.07.16.

43.16 Newsletters/Agendas & Minutes – attached unless otherwise stated:

- i. Joint Forum Waterways Partnership minutes of meeting of 15.012.15.
- ii. ERNLLCA Newsletter April 2016.
- iii. Bridlington Arts Festival minutes of meeting of 06.04.16.
- iv. Bridlington Central Action Group minutes of meeting of 12.04.16.
- v. Bridlington Arts Festival minutes of meeting of 25.04.16.
- vi. Clerks & Councils Direct – Newsletter May 2016.
- vii. Bridlington Regeneration Partnership Town Improvement Forum minutes of meeting of 03.05.17.
- viii. Fieldwork Magazine – Spring 2016.
- ix. Countryside Voice – Spring 2016.
- x. Bridlington Learning & Skills Forum minutes of meeting of 27.04.16.

44.16 The statement of balances and to approve the schedule of accounts for payment:

The bank balances at 12th May 2016 stood at:

Account Name	Account Number	Account type	Balance £
Town Council	51385488	Business A/C	£1.00
Town Council	93662969	Deposit A/C	£305,177.87
Town Council	70985333	Deposit Bond A/C (Comm Projects Reserve)	£0.00
Town Council		Petty Cash	£236.36

Accounts paid since: 14th April 2016

Bridlington Town Council:

Receipts In:

Cheque/BACS	Date	Payer	Description	Amount
CR	29-Apr	HMRC	Vat repayment 4th Quarter	3947.58
CR	29-Apr	ERYC	1st Precept payment	£94,245.54

Cash Receipts

PC05	14-Apr	Cllr C Marsburg	photocopying charges	£2.35
PC06	27-Apr	Cllr J Foster	Civic Dinner Ticket	£20.00

Total Receipts £98,215.47

Payments Out:

Cheque/BACS	Date	Payee	Description	Amount
BACS 01	01-Apr	ERYC	St John's Toilets Rates pmt 1/10	£124.40
		ERYC	Office Rates pmt 1/10	£160.60
BACS 02	08-Apr	1st Choice Drains	St John's Toilets Repairs	£72.00

(Signature)

		Aldby Field Nurseries	Spring Hanging Baskets	£1,220.00
		Coastal Colour Print	Spring Newsletter printing	£1,250.00
		ERYC	King St Xmas Tree support bracket	£629.36
		Four Seasons Florists	Civic Dinner Bouquets	£140.00
		K Wardle	Skate Park - March Maintenance	£449.88
		K Wardle	Skate Park - March Co-ordinator	£378.55
		Siemens	Photocopier Lease	£182.13
		Spiers Framing	Alteration to portrait lettering	£15.00
DD	12-Apr	Eon	Office Electricity	£95.42
		Eon	St John's Toilets Electricity	£88.79
			RE: Entertainer fee donated to Mayor's charity	£200.00
Transfer	14-Apr	Mayor's Charity Account	Commercial Waste Contract 2016-2017	£284.44
BACS 03	18-Apr	ERYC	Civic Dinner	£2,840.50
		Expanse Hotel	Repairs to flags and flagpoles	£334.20
		Hi Fliers (Flagstaffs) Ltd	Civic Dinner Photography	£50.00
		Paul Atkinson Press & PR	Instant Payroll Annual Subscription	£216.00
		Sage UK Ltd	Office Central Heating Repair	£50.00
BACS 04	19-Apr	Harland Heating	Annual Membership Fee	£2,631.47
BACS 05	25-Apr	ERNLLCA	Sponsorship for Community Event	£250.00
101601	12-Apr	Headlands School	Annual Membership Fee	£36.00
101602	29-Apr	CPRE	April Staff Costs	£3,444.65
BACS 06/07	29-Apr	Staff Costs	St John's Toilets - Drains jetting	£72.00
BACS 08	03-May	1st Choice Drains	Paper, highlighters, dividers	£22.61
		Bridlington Stationers	St John's toilets rates pmt 2/10	£126.00
		ERYC	Office Rates pmt 2/10	£165.00
		ERYC	Photography for Council Events	£185.00
		Prospect Photo Agency	Office Water Bill	£28.43
		Yorkshire Water	Skate Park - April Coaching	£250.00
BACS 09	04-May	Active Skateboarding	St John's Toilets - Electricity Bill	£47.54
DD	11-May	Eon	Office Electricity Bill	£70.69
DD	12-May	Eon	Office Gas Bill	£16.45
DD	12-May	Eon	Petty Cash Expenses	£248.82
Petty Cash	30-Apr	Petty Cash	Bank charges to 6-4-16	£13.00
DR	28-Apr	HSBC	Festive Lighting contract	£197.99
DD	10-Apr	N Power		
			Total Payments	<u>£16,586.92</u>

RESOLVED: *The accounts are approved for payment.*

45.16 Items for inclusion on the next agenda for Wednesday 15.06.16:

- Issues with mobility scooters on the pavements.
- Adopting a Coastal Voices song.

Signed:


Mayor of Bridlington

Date: 15.06.16