



BRIDLINGTON TOWN COUNCIL
Minutes of the Council Meeting held on 16th May 2018
in the Key Centre, Quay Road (at the rear of Christ Church), Bridlington

Present: Councillors C Croft, Dealtry, Dixon, Finlay, Heslop-Mullens, Holmes, Marsburg & T Milns, a total of eight (8). Mrs Paula King, Town Clerk took the minutes.

09.18 The Mayor's Welcome:

Councillor C Croft welcomed everyone to the meeting and then read out the intention to audio record the meeting.

10.18 Apologies for absence:

RESOLVED: *Apologies were received and accepted from Councillors B Croft & M Milns.*

11.18 Declarations of Interest:

a) To record declarations of interest by any member of the council in respect 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.*

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

Councillor Dealtry requested permission for the Yorkshire Regiment Flag to be raised on 6th June as it is Yorkshire Regiment Day and D-Day. The Council gave permission and Councillor Dealtry agreed to sort the finer details on the day.

13.18 To receive the Civic Appointments from 10th May – 16th May 2018

Mayor & Mayoress:

10.05.18 ERYC Installation of the Chairman

15.05.18 ERYC Parish Liaison meeting at the Spa

Total of 2 Civic Duties attended by the Mayor & Mayoress

Councillors:

10.05.18 ERYC Installation of the Chairman – Cllrs Finlay

14.05.18 BTA Meeting – Cllr Holmes

15.05.18 ERYC Parish Liaison meeting Spa - Cllr Holmes, Marsburg & T Milns

Total of 3 Civic Duties attended by other Councillors

Staff:

15.05.18 ERYC Parish Liaison meeting at the Spa – Paula King

Total of 1 Civic Duties attended by Staff

14.18 To adopt the Bridlington Town Council Standing Orders:

RESOLVED: *The Standing Orders were adopted.*

15.18 To adopt the Bridlington Town Council Financial Regulations:

RESOLVED: *The Financial Regulations were adopted.*

16.18 To appoint 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.*

17.18 To adopt the Updated Bridlington Town Council Members' Allowance for Outside Travel Scheme:

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

18.18 To consider the Councils Risk Assessment for 2018-19 (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.*

19.18 To consider 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.*

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

<u>Committees:</u>	<u>Councillor Membership:</u>
Finance & General Purposes	Dixon, Finlay, Foster, Heslop-Mullens, Holmes, Marsburg & T Milns
Planning & Environmental	C Croft, Dixon, Holmes, Marsburg, M Milns & T Milns
Newsletter	B Croft, C Croft, Finlay, Foster & Marsburg
Contracts	C Croft, Finlay, Heslop-Mullens, Holmes, Marsburg & T Milns
Staffing	Finlay, Heslop-Mullens, Holmes, Marsburg & M Milns
Staffing Executive	Finlay, Heslop-Mullens & Holmes
Disciplinary & Grievance	C Croft, Dixon & T Milns
Appeals	B Croft & Foster

RESOLVED: *The Council resolved to retain the majority of nominations*

21.18 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 retain the majority of Councillor Representations for the following outside posts and responsibilities:*

<u>Group:</u>	<u>Councillor:</u>
Renaissance Partnership Board (2 members)	Councillor Dixon & T Milns
Town Improvement Forum	Councillors C Croft & Holmes
Town Team	Councillor C Croft
Bridlington & Driffield Community	Councillors C Croft & Heslop-Mullens
Bridlington Learning & Skills Forum	Councillor Heslop-Mullens
Bridlington Chamber of Trade	Mayor
P.A.G.E.R.	Councillor T Milns
Yorkshire Coast Community Rail Partnership	Vacant
Sewerby Village Residents Association	Bridlington North Ward Members
Bridlington Harbour Commissioners	Councillor Finlay
Bridlington Old Town Association	Bridlington Old Town Members
Bridlington Central Action Group	Bridlington South Ward Members
Bridlington Tourism Association	Councillor Holmes
Bridlington Health Forum	Councillor T Milns
Bridlington Market Trader Meetings	Councillors C Croft, Foster, Holmes & Marsburg

Bridlington Youth Coalition	Councillors Heslop-Mullens & T Milns
Waterways Partnership – Joint Forum	Vacant
ERNLLCA Meetings	Mayor, Deputy & Clerk & All Members welcome
East Yorkshire Town Councils Network Meetings	Mayor & Clerk
Emergency Planning	Bridlington Old Town Ward – Councillor Foster
	Bridlington South Ward – Councillor Finlay
	Bridlington North Ward – Councillor Copsey
Honorary Citizen Award Group	Councillors Dixon, Finlay, Foster, Heslop-Mullens, Holmes, Marsburg & T Milns
Special Expenses & Scrutiny Group	Councillor Dixon & Heslop-Mullens
Christmas Committee	Councillors Croft, Finlay, Foster, Holmes & T Milns
Bridlington In Bloom Working Group	Councillors Dixon, Finlay, Foster, Heslop-Mullens, Holmes & Marsburg
Remembrance Service Working Group	Mayor, Deputy, Councillors Finlay, Foster, Marsburg & T Milns
Board of Trustees – Foundation Scheme	Councillors Dealtry, Dixon, Finlay & Heslop-Mullens
Flag Working Group	Councillors C Croft, Dealtry, Foster, Heslop-Mullens, Holmes Marsburg & M Milns
Mayors Cadet Working Group	Councillors C Croft, Foster, Heslop-Mullens, Holmes, Marsburg & M Milns

22.18 To approve the minutes of the Council meeting held on 18.04.18 as a true record:

RESOLVED: *The minutes of the Council meeting held on 18.04.18 are received as a true record.*

23.18 To receive the minutes of the Planning & Environmental Committee held on 23.04.18:

RESOLVED: *The minutes of the Planning Committee held on 23.04.18 are approved.*

24.18 To receive the minutes of the Newsletter Committee held on 02.05.18:

RESOLVED: *The minutes of the Newsletter Committee held on 02.05.18 are approved. Councillor Finlay wished to convey thanks to the Newsletter Committee members for their hard work over the last year with preparing the Newsletters for the Council.*

25.18 To receive the minutes of the Finance & General Purposes Committee held on 08.05.18:

RESOLVED: *The minutes of the Finance & General Purposes Committee held on 08.05.18 are approved.*

26.18 To approve the minutes of the Mayor Making Council meeting held on 09.05.18 as a true record:

RESOLVED: *The minutes of the Mayor Making Council meeting held on 09.05.18 are received as a true record.*

27.18 To receive the minutes of the Planning & Environmental Committee held on 14.05.18 (to follow):

RESOLVED: *The minutes of the Planning Committee held on 14.05.18 are approved.*

28.18 The internal audit of Bridlington Town Council's accounts for the year ended 31.03.18:

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

29.18 The internal audit review for 2017-2018 – Assertions:

RESOLVED: *The Council received the internal audit review for 2017-2018.*

30.18 The Annual Governance Statement (Section 1) for the year ended 31.03.18:

RESOLVED: *The Annual Governance Statement for the year ended 31.03.18 is approved and signed.*

31.18 To Consider, Approve and Sign the end of year Accounting Statements (Section 2) for the year ended 31.03.18:

RESOLVED: *The Accounting Statements for the year ended 31.03.18 are approved and signed at the meeting by the Mayor in preparation for posting immediately to the designated External Auditor. Thanks to be conveyed to Mrs Exon the Responsible Financial Officer.*

32.18 The Skatepark Coordinators Monthly Report – April 2018:

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

33.18 East Riding of Yorkshire & Kingston upon Hull Joint Minerals Plan Proposed Submission consultation:

RESOLVED: *The Council have considered the consultation and there were no comments regarding the proposed submission and the Clerk is instructed to inform forward planning.*

34.18 Street Name Proposals to Bridlington Street Bank – Cllr Heslop-Mullens:

RESOLVED: *The Council supported the proposals and the Clerk is instructed to forward the following names to request that they be included into the bank of street names for Bridlington:*

1. *William Bower – Founder of the Burlington Knitting School.*
2. *Reverend H F Barnes – Association for Protection of Seabirds which was the forerunner to the RSPB.*
3. *Benjamin Milne – Finder of the Spring that became the Spa in Bridlington.*

35.18 GDPR Update:

RESOLVED: *The Council noted the report.*

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

- a) 12.04.18 NHS – Changes to the Community Bed Model.
- b) 18.04.18 Freedom of Bridlington Navy Affiliation.
- c) 19.04.18 ERYC – EYMS Changes to Bus Services Briefing Note – May 2018.
- d) 20.04.18 YCCRP – AGM Nomination Form for meeting 13.06.18.
- e) 26.04.18 ERYC – Parking Permission for ERYC Public Health Bus in King Street – retrospective.
- f) 30.04.18 ERYC – Better Broadband Subsidy Voucher Scheme – Scheme extended.
- g) 01.05.18 ERYC – Transport Champions – Lead Parish Champion Appointment:

RESOLVED: *The Council resolved to write to Mr Fradley to congratulate him on his appointment and to wish him success in his new role.*

- h) 02.05.18 ERYC – Temporary Road Closure, Providence Place, Bridlington.
- i) 02.05.18 ERYC – Temporary Road Closures for Bridlington Old Town Association Summer Festival & 02.05.18 Matter arising for this event from Kirkgate House.
- j) 03.05.18 Key Centre – Information and attendance:

RESOLVED: *The Council resolved to write to Mr Gale to congratulate him on his successful career and to toast his transition to retirement.*


Council Meeting – 16th May 2018

k) 08.05.18 ERYC – Proposed Installation of a Puffin Crossing on Bessingby Way:

RESOLVED: *The Council resolved to support the installation of a Puffin Crossing on Bessingby Way.*

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

- i. Bridlington Learning & Skills Forum minutes of meeting of 21.02.18:
- ii. Bridlington Regeneration Partnership Town Improvement Forum minutes of meeting of 06.03.18:
- iii. BCAG minutes of meeting of 13.03.18:
- iv. Bridlington Learning & Skills Forum minutes of meeting of 18.03.18:
- v. Bridlington Youth Coalition minutes of meeting of 17.04.18:
- vi. ERYC Tackling Anti-Social Behaviour in Our Community – Issue 19 – April 2018, the Council wished to include the Safe & Sound Grant details in the next Town Council Summer Newsletter.
- vii. Sewerby Village Residents Association Spring Newsletter – April 2018:

38.18 To receive a statement of balances and to approve the schedule of accounts for payment:

Subject: Statement of Balances and Schedule of Accounts for Payment

The bank balances at 10th May 2018 stood at:

Account Name	Account Number	Account type	Balance £
Town Council	51385488	Business A/C	£1.00
Town Council	93662969	Deposit A/C	£387,083.86
Town Council	70985333	Deposit Bond A/C (Comm Projects Reserve)	£0.00
Town Council		Petty Cash	£336.17

Accounts paid since: 12th April 2018

Bridlington Town Council:

Receipts In:

Cheque/BACS	Date	Payer	Description	Amount
2	24-Apr	ADR Surveying	Refund of overpayment	£90.00
3	09-May	Headlands School	Newsletter Advert	£40.50
CR	30-Apr	East Riding of Yorkshire Council	First Precept payment	£106,172.07
CR	01-May	HMRC	VAT repayment	£1,581.82
Transfer	08-May	Transfer from Mayors Charity Acc	Re: Chq to Alzheimer's Society 101676	£3,406.92

Cash Receipts

PC01	10-Apr	Doggy Bags	Doggy Bags	£20.00
PC02	11-Apr	Cllr G Holmes	Civic Dinner Tickets	£40.00
PC07	30-Apr	Mayors Charity Fundraising Cash	Re: Chq to Alzheimer's Society 101676	£136.00
PC08	30-Apr	Doggy Bags	Doggy Bags	£23.70
PC10	18-Apr	Mayors Charity Fundraising Acc	Reimburse council for Skydive Deposit	£100.00

Total Receipts £111,611.01

Payments Out:

Cheque/BACS	Date	Payee	Description	Amount
BACS 07	17-Apr	J Copsey	St Johns toilets lighting repair	£61.60
BACS 08	19-Apr	A Johnson Accounting	Year End Internal Audit Fee	£425.65
		BKR Group	50% on completion of distribution	£378.00
		Christ Church Community Services	Room Hire - Full Council 18-4-18	£28.80
BACS 09	25-Apr	ERNLLCA	Annual Membership Fee	£2,789.49
		Intruder Alarms	Annual Alarm Service & Maintenance	£69.00
101802	23-Apr	Four Seasons Florists	Civic Dinner Bouquets	£105.00
BACS 10	26-Apr	1st Choice Drains	St Johns toilets drains repair	£72.00
		Cllr Colin Croft	Civic Travel Expenses	£47.84
		Cllr Cyril Marsburg	Civic Travel Expenses	£196.19

CR	28-Apr	HSBC	Bank charges to 6-4-18	£12.20
SO	30-Apr	J Dawson Taylor	Website Contract	£56.56
	30-Apr	Petty Cash	April petty cash expenses	£155.14
BACS 11/12	30-Apr	Staff Costs	April Staff Costs	£3,752.47
BACS 13	30-Apr	ERYC	St Johns Toilets rates pmt 2/10	£195.00
		ERYC	Office Rates pmt 2/10	£110.00
		Prospect Photo Agency	Civic Dinner Photography	£65.00
BACS 14	03-May	Active Sports	Skate Park coaching	£200.00
		Bridlington Stationers	Ring binder, paper,	£38.98
		Clr C Croft	Civic Travel Expenses	£47.84
		P King	Travel Expenses to Network Meeting	£27.00
		Photobox c/o P King	canvas for outgoing mayor	£46.14
		Yorkshire Water	Office Water Bill	£40.45
BACS 15	10-May	Christ Church Community Services	ring binder, paper,	£72.00
101675	26-Apr	ERYC	Planning Fee	£90.00
101676	08-May	Alzheimer Society	Mayor Charity Fundraising Cheque	£3,542.92
Total Payments				<u>£12,625.27</u>

RESOLVED: *The accounts are approved for payment.*

39.18 To receive notice of items for inclusion on the next agenda for Wednesday 20.06.18:

- GDPR Update
- Humphry Sandwith update
- Christmas Lighting update
- Memorial Stone update
- Penguin crossing at Bessingby

Section B

In accordance with the power granted by the Public Bodies (Admission to Meetings) Act 1960, to resolve that the Public and Media be excluded from the meeting on the grounds that confidential matters will be discussed:

40.18 To consider the update from the Contract Committee Working Group. The Clerk thanked the Contract Committee for the work undertaken on behalf of the Council. The meeting was updated with the current situation and all reports were considered. A discussion took place about many aspects of the report.

RESOLVED: *The Council resolved that Councillors Heslop-Mullens and Holmes of the Contract Committee were to act on behalf of the Council. The Council also resolved that the Contract Committee were to meet with ERVAS to consider an application for funding. The Council gave permission for ERVAS to have sight of any reports that have been prepared on behalf of the Town Council.*

Signed:



Mayor of Bridlington

Date: 20.06.18