



BRIDLINGTON TOWN COUNCIL
Minutes of the Council Meeting held on 18th April 2018
in the Key Centre, at the rear of Christ Church, Quay Road, Bridlington

Present: Councillors Copsey, C Croft, Foster, Heslop-Mullens, Holmes, Marsburg, M Milns & T Milns a total of eight (8) Councillors. Inspector Cocker of Humberside Police was in attendance and Mrs Paula King, Town Clerk took the minutes.

240.17 The Mayor's Welcome:

Councillor Marsburg welcomed everyone to the meeting. The Mayor presented the Council with the two framed accreditation awards from NALC. The Foundation and Quality Awards are in recognition of the Town Council demonstrating that it achieves good practice in governance, community engagement and council improvement. The Mayor presented the Clerk with a gift for her and the office in recognition of the work undertaken to achieve the award. The Mayor then read out the intention to audio record the meeting.

241.17 Apologies for absence:

RESOLVED: *Apologies were received and accepted from Councillors B Croft, Dealtry, Dixon & Finlay.*

242.17 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.*

243.17 Inspector Robert Cocker of Humberside Police, (10 min brief, 5 min questions):

Inspector Cocker shared the good news that four (4) search warrants had resulted in considerable amounts of heroin and cocaine being seized in Bridlington and successfully reported in the media. The target of drugs in the area is continuous as sadly when one operator is removed another takes residence, often from out of area, to specifically set up and supply. The Inspector assured the meeting that drug issues are continually targeted and intelligence is being collected to be able to hopefully continue to successfully address the issue in Bridlington. The Inspector also reported that illegally held firearms and ammunition have also successfully been seized in Bridlington.

Antisocial behaviour is always an issue with regular offenders during the winter months and that good weather brings about an increase in antisocial behaviour in Bridlington but that this will become a target area for the Police as summer approaches. The trends of levels of violence related incidents are higher in other areas of the East Riding but that levels are not higher than normal currently in Bridlington.

Councillor Marsburg asked about the new staffing levels that had been reported for the region previously and the Inspector correctly informed the Council that it had been reported by Chief Superintendent Ward. The Clerk will enquire with the Chief Superintendent and report back to the Council.

Councillor Heslop-Mullens enquired if the "boy racers" that have been evident around the Queensgate and Fortyfoot area of Bridlington had been effectively dealt with. The Inspector said that he was unaware of the matter and asked for more information to be provided. The Inspector asked to pass on to residents with information to ensure that they share it with the Police and in particular

photographs as evidence as it is very helpful for investigations into such matters. The Inspector shared that the ERYC are not now required to place speed warning signs which used to help with speeding offences but that he would look into the matter when he returned to the Police Station.

Councillor T Milns enquired about how the racing of quad bikes and motorbikes in the Bessingby Gate area of Bridlington had been effectively dealt with as she had had numerous residents approach her asking for assistance with this matter. Again the Inspector asked to pass on that all information, in particular photographic evidence, be provided to the Police as it is very helpful for investigations into such matters.

Councillor Holmes enquired about how the Police dealt with the "boy racers" and whether it was the issues with the noise or speed that was normally taken. The Inspector shared that it is increasingly difficult to ascertain if exhausts were legal or not as there are illegal safety standard kite marks that are being placed on illegal exhausts and it is very difficult to check whether they are genuine or not by the roadside which then makes it difficult to prosecute.

The Inspector was informed about the 101 Service not being as effective as hoped recently and he shared that he understood that most of the issues the 101 Service had had been effectively dealt with and he requested that the matter be referred to the Engagement Officer for assistance with this particular enquiry.

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

RESOLVED: *There were none.*

245.17 To receive the Civic Appointments from 22nd March – 18th April 2018

Mayor & Mayoress:

- 22.03.18 David Ross Education Trust School Choir Service at Bridlington Spa
- 23.03.18 Bridlington Tourism Association Annual Dinner at Bridlington Spa
- 24.03.18 Mayor of Hornsea's Civic Dinner
- 02.04.18 Mayor of Bridlington's Pub Quiz at the Ransdale Hotel
- 06.04.18 Royal Engineers Association Annual Dinner at the Ransdale Hotel
- 08.04.18 Mayor of Goole's Civic Service
- 10.04.18 Small Grants Presentation to the successful recipients
- 10.04.18 ERNLLCA Committee meeting at Nafferton
- 13.04.18 Mayor of Driffield's Civic Dinner
- 14.04.18 Mayor's Civic Dinner at Expanse Hotel
- 15.04.18 Mayor of Market Weighton's Civic Service

Total of 11 Civic Duties attended by the Mayor & Mayoress

Deputy Mayor & Deputy Mayoress:

- 02.04.18 Mayor of Bridlington's Pub Quiz at the Ransdale Hotel
- 06.04.18 Lord Mayor of Hull's Civic Dinner at the Guildhall
- 07.04.18 Petuaria Awards Ceremony at Elloughton-cum-Brough
- 10.04.18 Small Grants Presentation to the successful recipients
- 10.04.18 Chamber of Commerce meeting at the RNLI Lifeboat Station
- 14.04.18 Mayor's Civic Dinner at Expanse Hotel

Total of 6 Civic Duties attended by the Deputy Mayor & Deputy Mayoress

Councillors and Staff:

- 21.03.18 Cllr T Milns attended the Bridlington Health Forum meeting
- 23.03.18 Cllr Finlay meeting with ERYC DPO
- 02.04.18 Many Councillors attended the Mayor of Bridlington's Pub Quiz at the Ransdale Hotel
- 06.04.18 Cllr Finlay attended the Lord Mayor of Hull's Civic Dinner at the Guildhall
- 10.04.18 Many Councillors attended the Small Grants Presentation to the successful recipients
- 10.04.18 ERNLLCA Committee meeting at Nafferton - Clerk
- 14.04.18 Many Councillors attended the Mayor's Civic Dinner at Expanse Hotel
- 18.04.18 Cllr Heslop-Mullens attended the Learning & Skills Forum meeting

Total of 8 events attended by other Councillors/staff

246.17 The minutes of the Council meeting held on 21.03.18 as a true record:

RESOLVED: *The minutes of the Council meeting held on 21.03.18 are received as a true record.*

247.17 The minutes of the Planning & Environmental Committee meeting on 03.04.18:

RESOLVED: *The minutes of the Planning & Environmental Committee held on 03.04.18 are approved.*

248.17 To consider an update from the GDPR Working Group: The meeting looked at the 12 steps that are advised in the "Preparation for the General Data Protection Regulation" and the council are clearly actively addressing 5 of those points already. Information from the IT Consultant to address councillor email amendments and training was noted. Another meeting will be arranged following full council to address the further steps.

RESOLVED: *The Council resolved the following regarding GDPR:*

- a. *The council investigates the possibility of appointing an external Data Protection Officer (DPO) as the preferred option.*
- b. *The Staff are to undertake a data processing audit over the next few weeks to try and recognise potential issues with data and information processing to, from and generated by the office.*
- c. *Councillors consider signing up to ICO – personal registering will cost in the region of £35 per person. The Town Council will fund the subscription. The Clerk is to investigate the dual-hatted councillor subscription requirements with the East Riding of Yorkshire Council's (ERYC) DPO.*
- d. *Amend BTC forms to include a relevant privacy notice, signature of consent and date block. Forms affected are forms such as Civic Engagement, Remembrance Day Forms & wreaths, Small Grants Applications, Christmas Window Display entry, Christmas card entry, Bridlington in Bloom Competition entry forms.*
- e. *Create a privacy note pertinent to the Town Council for all office generated materials.*
- f. *Create a Document Retention Policy for the Town Council to adopt.*
- g. *Create a Privacy notice to be displayed in the office.*
- h. *All staff to complete an online E Learning Course at a cost of £49 pp.*

249.17 To receive the Code of Conduct Standards Review proposed submission report:

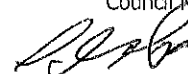
RESOLVED: *The Council approved the proposed submission for the Review and the Clerk is to forward the responses as directed.*

250.17 To receive the updated Bridlington Town Council Emergency Plan:

RESOLVED: *The Mayor signed the Bridlington Town Council Emergency Plan and the plan now supersedes previous plans. The revised emergency plan is to be forwarded to the ERYC Emergency Planning Section and retained in the Town Council offices in accordance with the plan.*

251.17 To consider the report from the Skatepark Coordinator – January 2018:

RESOLVED: *The Council noted the report. The elements for consideration are recommended to go the next Finance meeting for resolutions. Thanks to be conveyed to the Skatepark Coordinator.*



252.17 To receive the Parish Meeting Notice. The Clerk informed the meeting that the Parish Meeting Notice has been advertised in the Bridlington Town Council Spring Newsletter 2018 which has been delivered to all the houses in Bridlington and that the notice has been placed on the Council's social media outlets.

253.17 To consider a report about future preparation of Chairman's Awards – Councillor M Heslop-Mullens:

RESOLVED: *The Council resolved to create a folder for the office to retain potential submissions for potential future Chairman's awards. Councillors pledge to bear in mind that anyone they consider worthy of an award that they pass the information to the office to place in the folder with as much supplementary evidence as possible.*

254.17 To receive the updated Council Committee Membership & Outside Posts & Responsibilities:

RESOLVED: *The information was noted. Harbour Commissioner details will be added to the current list following the official receipt of confirmation.*

255.17 To consider a report regarding the recording of Continued Professional Development (CPD) on the Civic Report - Councillor Heslop-Mullens:

RESOLVED: *The Council resolved that all Councillors and staff contribute in advance or add to the full council meeting civic report any attendance they have undertaken on behalf of the Council or for their CPD during the previous month. This will include all meetings, training events & Outside Posts & Responsibilities that have been undertaken on behalf of the Town Council. This will then form a formal & legal record for proof of CPD to enable the Council to work towards the Gold Award Accreditation for Councils.*

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

- a) 16.03.18 ERYC – Changes to Environment Agency Flood line Number.
- b) 16.03.18 ERYC – Code of Conduct/Register of Interest Amendments & to receive and adopt new Bridlington Town Council Code of Conduct & Register of Interest Forms:

RESOLVED: *The Council resolved to adopt the amended Bridlington Town Council Code of Conduct & Register of Interests forms and all Councillors will endeavour to submit their amended forms at their earliest opportunity.*

- c) 19.03.18 ERYC – Street Name Suggestion:

RESOLVED: *The Council resolved to support the proposed street name suggestion.*

- d) 22.03.18 RN – Informal Notice.
- e) 26.03.18 ERYC – Invitation to Parish Council Liaison Meetings:

RESOLVED: *Councillor Helsop-Mullens & Marsburg are interested in attending the Parish Council Liaison Meeting at the Bridlington Spa on 15.05.18 with the Clerk and Councillors C Croft, Holmes and T Milns.*

- f) 27.03.18 ERNLLCA – Membership Invoice 2018-2019:

RESOLVED: *The Council resolved to renew the Membership for 2018-2019.*

- g) 28.03.18 ERYC – Town & Parish Council Communication Review Panel – Survey:

RESOLVED: *The Council resolved to complete the survey at the meeting and the Clerk is instructed to submit the comments collated.*



- h) 03.04.18 Minsters Rail Campaign – Consultation & AGM details.
 i) 03.04.18 ERYCCG – Urgent Treatment Services Introduced.
 j) 05.04.18 Bridlington Echo – RNLI Fundraising via Advertisements:

RESOLVED: *The Council resolved not to advertise in the Bridlington Echo at this time.*

- k) 05.04.18 Bridlington Harbour Commissioners – Consultative Body. The Clerk will update the Outside Posts & Responsibilities list for Councillors.
 l) 06.04.18 Headlands School – Letter of thanks.
 m) 06.04.18 ERYC – Surface Dressing 2018 – Various Roads.
 n) 09.04.18 ERYC – East Riding Yorkshire & Kingston upon Hull Joint Minerals Local Plan proposed submission consultation.
 o) 10.04.18 High Sheriff of the E R – Letter of thanks.
 p) 12.04.18 H&H Chamber of Commerce – Bridlington Chamber Chair – Expressions of Interest.

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

- i. Sewerby Village Residents' Association minutes of meeting of 20.03.18.
 ii. CPRE Fieldwork Magazine - Spring 2018 (available on request).
 iii. CPRE Countryside Voice – Spring 2018 (available on request).

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

The bank balances at 12th April 2018 stood at:

Account Name	Account Number	Account type	Balance £
Town Council	51385488	Business A/C	£1.00
Town Council	93662969	Deposit A/C	£290,756.91
Town Council	70985333	Deposit Bond A/C (Comm Proj Res)	£0.00
Town Council		Petty Cash	£171.60

Accounts paid since: 14th March 2018

Bridlington Town Council:

Receipts In:

Cheque/BACS	Date	Payer	Description	Amount
Cash Receipts				
PC90	16-Mar	Mr G Harran	Civic Dinner Tickets	£40.00
PC91	23-Mar	East Coast Engraving	Cash returned to petty cash – BACS	£8.00
Total Receipts				£48.00

Payments Out:

Cheque/BACS	Date	Payee	Description	Amount
BACS 95	22-Mar	BKR Group	Newsletter Distribution half upfront	£378.00
		Coastal Colour Print	Spring Newsletter Design and print	£1,075.00
		Domestic Blitz	Quarterly office clean	£75.00
BACS 96/97	29-Mar	Staff Costs	March Staff costs	£3,567.80
BACS 98	29-Mar	HMRC	PAYE & NIC 4th quarter	£1,336.20
BACS 99	27-Mar	East Coast Engraving	BTC plaque engraving x 2	£16.00
101663	29-Mar	Headlands School Tour De Brid	Small Grants Awards	£500.00
101664	29-Mar	Bridlington Bay Archers	Small Grants Awards	£500.00
101665	29-Mar	Bridlington Contemporary Gallery	Small Grants Awards	£300.00
101666	29-Mar	Bridlington Special Pool Support	Small Grants Awards	£350.00
101667	29-Mar	Bridlington Amateur Swim Club	Small Grants Awards	£250.00
101668	29-Mar	6th Bridlington Scout Group	Small Grants Awards	£218.00
101669	29-Mar	Focus Photographic Group	Small Grants Awards	£400.00
101670	29-Mar	6th Bridlington Guides	Small Grants Awards	£400.00
101671	29-Mar	U3A Bridlington Kurling	Small Grants Awards	£250.00

101672	29-Mar	Bridlington Transition Town	Small Grants Awards	£200.00
101673	29-Mar	Cruse Bereavement Care Brid	Small Grants Awards	£500.00
101674	29-Mar	The Hangout Youth Club	Small Grants Awards	£500.00
Petty Cash	31-Mar	Petty Cash Expenses	March Petty Cash Expenses	£50.50
BACS 01	03-Apr	ERYC	St John Toilets Rates payment 1/10	£114.00
		ERYC	Office Rates payment 1/10	£196.40
		Sage UK Ltd	Annual Payroll software	£226.80
		Sewerby Cricket Club	Annual summer toilet provision	£2,082.00
BACS 02	03-Apr	ADR Surveying	Survey Fee	£480.00
BACS 03	04-Apr	Active Sports	Easter Skate Camp	£250.00
		Biobag Ltd	Doggy Bags	£304.90
BACS 04	04-Apr	ERYC	St Johns March cleaning	£1,053.50
		Hi Fliers	Flags install, repairs & Maintenance	£228.00
BACS 05	06-Apr	K Wardle	Skate Park - March Co-ordinator	£324.90
		K Wardle	Skate Park - March Maintenance	£513.80
		Stagepalm Entertainments	Civic Dinner Entertainment	£780.00
BACS 06	13-Apr	Aldby Field Nurseries	Spring hanging baskets	£1,540.80
		CG & BT Croft	Civic travel expenses	£110.20
		ERYC	Office Commercial Waste 2018/19	£291.20
		Councillor John Copsey	PAT Testing	£75.00
		John Woodvine	Flagpole slabs	£143.00
		PK King	Travel Expenses to ERNLLCA meeting	£9.00
			Total Payments	£19,590.40

RESOLVED: *The accounts are approved for payment.*

259.17 To receive notice of items for inclusion on the next agenda for Wednesday 17th May 2018:

- East Riding of Yorkshire & Kingston upon Hull Joint Minerals Plan Proposed Submission consultation.
- GDPR
- Police Response to enquiry

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:

260.17 To consider the Contract Committee Report and Terms of Reference for adoption.

RESOLVED: *The Council resolved to adopt the Terms of Reference for the Contract Committee with amendments. The Contract Committee will arrange for a future meeting on Wednesday 25th April 2018 the Clerk will create the Agenda in accordance with legislation.*

Signed:


Mayor of Bridlington

Date: 16.05.18