



BRIDLINGTON TOWN COUNCIL
Minutes of the Council Meeting held on 15th May 2019
in the Key Centre, Quay Road (at the rear of Christ Church), Bridlington

Present: Councillors Dealtry, Dixon, Finlay, Foster, Holmes, M Milns, T Milns, Norman & Walker, a total of nine Councillors (9). Mrs Paula King, Town Clerk took the minutes.

09.19 Mayor's Welcome:

The Mayor welcomed everyone to the meeting and shared the sad news of the passing of Councillor Richard Harrap who was a former Mayor and Town Councillor and gentleman of Bridlington who will be sorely missed. As a mark of respect, the Council held a minute's silence.
The Mayor referred to the intention to permit audio recording of the meeting.

10.19 Apologies for absence:

RESOLVED: *Apologies were received and accepted from Councillor Marsburg.*

11.19 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.*

12.19 Public Participation session to include items on the agenda (two minutes per person - maximum of fifteen minutes) to include members of the Public and Councillors with interests):

RESOLVED: *There were none.*

13.19 Civic Appointments from 9th May – 15th May 2019

Mayor & Mayoress:

09.05.19 St John of Beverley Patronal Well Service at Harpham Church
14.05.19 East Riding of Yorkshire Council (ERYC) Chairman's Awards at the Bridlington Spa

Total of 2 Civic Duties attended by the Mayor, Mayoress & Consort

Deputy Mayor & Deputy Consort:

12.05.19 ERYC Celebrate the Festival of St John at Beverley Minster
13.05.19 Bridlington Old Town Association Meeting

Total of 2 Civic Duties attended by the Deputy Mayor & Deputy Mayoress

Other Councillors:

13.05.19 Bridlington Old Town Association Meeting – Councillor Norman
13.05.19 Bridlington Tourism Association – Councillor Holmes
14.05.19 Bridlington Central Action Group – Councillors Norman & Walker

Total of 3 Civic Duties attended by the Deputy Mayor & Deputy Mayoress

RESOLVED: The Council resolved to notify the office in advance of the full council meetings of any duties or meetings they attended on behalf of the Town Council.

14.19 Adoption the Bridlington Town Council Standing Orders:

RESOLVED: *The Standing Orders were adopted.*

LND

Remembrance Service Working Group - The Mayor, Deputy Mayor and All Councillors
 Board of Trustees – Foundation Scheme – Councillor Dealtry
 Parish Transport Champions - Mr Kevin Fradley
 East Riding College Challenge Bridlington Group - Current Mayor

RESOLVED: *The Council resolved the above representations for the Outside Posts and Responsibilities.*

21.19 To approve the minutes of the Council meeting held on 17.04.19 as a true record:

RESOLVED: *The minutes of the Council meeting held on 17.04.19 are received as a true record.*

22.19 To receive the minutes of the Planning & Environmental Committee held on 23.04.19:

RESOLVED: *The minutes of the Planning Committee held on 23.04.19 are approved.*

23.19 To receive the minutes of the Newsletter Committee held on 25.04.19:

RESOLVED: *The minutes of the Newsletter Committee held on 25.04.19 are approved.*

24.19 To receive the minutes of the Finance & General Purposes Committee held on 30.04.19:

RESOLVED: *The minutes of the Finance & General Purposes Committee held on 30.04.19 are approved.*

25.19 To approve the minutes of the Mayor Making Council meeting held on 08.05.19 as a true record:

RESOLVED: *The minutes of the Mayor Making Council meeting held on 08.05.19 are received as a true record.*

26.19 To receive the internal audit of Bridlington Town Council's accounts for the year ended 31.03.19:

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

27.19 To receive the Internal Audit Review – Assertions for 2018-2019:

RESOLVED: *The Council received the internal audit review for 2018-2019.*

28.19 To receive the Annual Governance Statement (Section 1) for the year ended 31.03.19:

RESOLVED: *The Annual Governance Statement for the year ended 31.03.19 is approved and signed.*

29.19 To Consider, Approve & Sign the end of year Accounting Statements (Section 2) for the year ended 31.03.19:

RESOLVED: *The Accounting Statements for the year ended 31.03.19 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.*

30.19 To sign the bank mandate:

RESOLVED: *The bank mandate & letter were signed accordingly by the Councillors present.*

31.19 To receive a list and a verbal update for the new offices at 2A Marshall Avenue from Cllr Holmes:

RESOLVED: *Councillors Holmes updated the meeting with regards to the current situation for 2A Marshall Avenue and the Council was asked to contribute to the specific works list to*

help to move the project forward with the next stages. The Contracts & Policy Committee will meet soon to compile the specifications with the Project Manager. The Council are very keen to ensure that the new offices are environmentally friendly and that every effort is made to reduce the Town Council's carbon footprint.

32.19 To consider the Skatepark Coordinators Monthly Report – April 2019:

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

33.19 To consider the information regarding the Humphry Sandwith trough:

RESOLVED: *The Councillors were cordially invited to the unveiling ceremony on site on Thursday 16th May 2019.*

34.19 To receive items of correspondence:

a) 11.04.19 ERYC – Town and Parish Council Liaison Meetings – Attendees:

RESOLVED: *Councillors Foster, Holmes, T Milns and Walker would like to attend the meeting at the Bridlington Spa on Monday 3rd June at 6pm with the Town Clerk.*

b) 12.04.19 ERYC – Overview & Scrutiny Work Programme 2019/20:

c) 16.04.19 ERYC – Temporary Road Closure – Part of Fortyfoot, Bridlington:

d) 25.04.19 ERNLLCA – Membership of the ERNLLCA Executive Committee – Two Members:

RESOLVED: *The Council resolved to elect the Mayor and the Deputy to represent this council at the ERNLLCA district committee meetings.*

e) 26.04.19 ERYC – Bus Service Change Notifications (already shared on social media):

f) 30.04.19 ERNLLCA – Resolutions to the 2019 Annual General Meeting:

RESOLVED: *The Council resolved that there were no recommended resolutions at this time.*

g) 30.04.19 ERYC – Additional Cycle Parking in Bridlington – consultation:

RESOLVED: *The Council resolved to fully support the proposed additional cycle parking in Bridlington however it would like to ensure that the Conservation Officer at the ERYC is happy with the proposed style and placement of the cycle parking in the conservation area of Bridlington.*

h) 02.05.19 ERNLLCA – Chairmanship Courses:

RESOLVED: *There were no councillors available to attend the training dates.*

i) 03.05.19 ERVAS – East Riding Youth Conference Invitation – 01.07.19:

RESOLVED: *There were no councillors available to attend the conference.*

j) 07.05.19 Humberside Police – Anti-Social Behaviour Six Monthly Statistics for Bridlington:

RESOLVED: *The Council resolved to enquire if it would be possible to have the statistics presented with the previous year's figures thereby providing a direct year on year comparison relevant for time of year. Bridlington's summer and winter statistics dramatically differ, and the figures presented in the current format are very interesting, but the Bridlington Town Council would like to ask if this could be developed.*

k) 08.05.19 Minsters Rail Campaign AGM - 01.06.19:

RESOLVED: *The Council resolved that Councillor Norman would attend the Minsters Rail Campaign AGM.*

l) 09.05.19 ERNLLCA – Being a Good Councillor Courses – Three Part Course:

RESOLVED: *The Council resolved to support training for Councillors T Milns & T Norman who were interested in the Being a Good Councillor Courses.*

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

- i. Bridlington Learning & Skills Forum minutes of meeting of 20.03.19:
- ii. ERNLLCA Newsletter – April 2019:
- iii. Bridlington Learning & Skills Forum minutes of meeting of 17.04.19:
- iv. Clerks & Councils Direct Magazine – May 2019:
- v. CPRE Fieldwork Magazine – Spring 2019:
- vi. CPRE Countryside Voice Magazine – Spring 2019:

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

The bank balances at 9th May 2019 stood at:

Account Name	Account Number	Account type	Balance £
Town Council	51385488	Business A/C	£1.00
Town Council	93662969	Deposit A/C	£254,603.67
Town Council		Petty Cash	£281.10

Accounts paid since: 10th April 2019

Bridlington Town Council:

Receipts In:

Cheque/BACS	Date	Payer	Description	Amount
CR	15-Apr	ERYC	Tour De Yorkshire Grant	£500.00
CR	18-Apr	HMRC	Vat Repayment	£6,447.99
CR	23-Apr	S Dixon	Foothutt Newsletter Advert - Winter	£40.50
CR	23-Apr	S Dixon	Foothutt Newsletter Advert - Spring	£40.50
CR	30-Apr	ERYC	1st Precept payment	£110,064.31
Transfer	07-May	Mayors Charity Account	RE: Mayors Fundraising Cheque 101717	£2,139.20
Cash receipts	30-Apr	Petty Cash receipts	April petty cash receipts	£4.14
Total Receipts				£119,236.64

Payments Out:

Cheque/BACS	Date	Payee	Description	Amount
BACS 03	05-Apr	Midland Flags	Royal Navy Freedom Event Flags	£167.96
BACS 04	08-Apr	K Wardle	Skate Park - March Co-ordinator	£470.17
		K Wardle	Skate Park - March Maintenance	£537.28
		Play Inspection Company	Skate Park - Annual Safety Inspection	£78.00
BACS 05	09-Apr	BKR Group Ltd	Newsletter Distribution	£1,134.00
BACS 06	11-Apr	Shamrock Experience (B Couper)	Civic Dinner entertainment	£250.00
BACS 07	23-Apr	Active Sports	Skate Park - April Lessons	£300.00
		Christ Church Comm Services	Room Hire FC 17/4/19	£24.00
		ERYC	Commercial Waste Contract	£310.58
		Zurich Insurance	Premium for Navy Freedom event cover	£470.44
BACS 08	25-Apr	CPRE	Annual Membership	£36.00
		ERNLLCA	Annual Membership	£2,733.00
DR	28-Apr	HSBC	Bank charges to 6-4-19	£5.50
BACS 09	29-Apr	Rainbow Florist Supplies	TDY ribbon	£13.62
BACS 10/11	30-Apr	Staff Costs	April Staff Costs	£3,904.51

BACS 12	30-Apr	ERYC	St Johns Toilets rates payment 2/10	£113.00
		ERYC	Quay Road Rates payment 2/10	£228.98
		ERYC	Marshall Ave Rates payment 2/10	£489.00
DD	01-May	N Power	St Johns toilets Electricity	£115.94
DD	13-May	N Power	Office Electricity	£94.34
BACS 13	08-May	A Johnson Accounting	Year End Internal Audit Fee	£425.65
		Aldby Field Nurseries	Spring hanging baskets	£2,040.00
		Intruder Alarms	Annual Service	£69.00
		K Wardle	Skate Park - April Co-ordinator	£345.02
		K Wardle	Skate Park - March Maintenance	£515.00
		N Power	Festive Lighting contract	£276.55
		Yorkshire Water	Office Water Bill	£45.13
BACS 14	10-May	BKR Group Ltd	Newsletter 50% on completion	£378.00
		Bridlington Stationers	Paper, envelopes, pens	£47.24
		Christ Church Comm Services	Room Hire 8-5-19	£48.00
		M Heslop Mullens	Civic travel expenses	£65.66
		Prospect Photo Agency	Civic Dinner Photography	£75.00
SO	29-Apr	J Dawson Taylor	Website Contract	£57.20
Petty Cash	30-Apr	Petty Cash Expenses	April Petty Cash Expenses	£79.37
			Total Payments	<u>£15,943.14</u>

RESOLVED: *The accounts are approved for payment.*

37.19 To receive notice of items for inclusion on the next agenda for Wednesday 19.06.19:

- Co-option of Councillors for Bridlington North Ward
- Update for 2A Marshall Avenue

Signed:


 Mayor of Bridlington

Date:

19th June 2019