



BRIDLINGTON TOWN COUNCIL
Minutes of the Council Business on 20th May 2020

Due to Covid-19 there was no Full Council meeting of the Bridlington Town Council. Delegated powers are in place to be able to undertake the business of the Council and Clerk has integrated the Councillors feedback.

01.20 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: *Councillors Dealtry, Heslop-Mullens, Norman & Walker declared a non-pecuniary interest for item 21b, c, d, f, h, I, j, k, m & o on the agenda as they are all Council Members of the East Riding of Yorkshire Council (ERYC). Councillor Norman declared a non-pecuniary interest in 21d as he and his wife were also the recipients of a letter.*

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

RESOLVED: *There were none.*

02.20 Public Participation:

RESOLVED: *There was no correspondence to the office.*

03.20 Civic Duties - Civic Appointments from 16th April 2020 – 13th May 2020

Mayor & Mayoress:

30.04.20 Clapping for NHS, frontline workers & Captain Tom Moore's Birthday

07.05.20 Union Jack Flag Raising for VE Day

08.05.20 2 minutes silence at the War Memorial for VE Day

Total of 3 Civic Duties attended by the Mayor & Mayoress

Staff:

07.05.20 Union Jack Flag Raising for VE Day – Mrs P King

Total of 1 Civic Duties attended by Staff

Note: Community assistance has been provided by many Councillors who have been distributing collated information lists to those who do not have the internet, are vulnerable or isolating due to government lockdown regarding Coronavirus. Many thanks to all those who have been able assist during this time.

04.20 Adoption the Bridlington Town Council Standing Orders:

RESOLVED: *The Standing Orders were adopted.*

05.20 Adoption of the Bridlington Town Council Financial Regulations and the Updated Bridlington Town Councils' Allowance for Outside Travel Scheme incorporated as Annex A:

RESOLVED: *The Financial Regulations were adopted.*

06.20 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 confirm the appointment and confirm the scope of audit for 2020-2021.*

07.20 The Councils Risk Assessment for 2020-21:

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

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08.20 The Councils current Aims & Objectives:

RESOLVED: *The Councils Aims and Objectives were adopted with an amendment to Aim 7 in that One Councillor will attend to undertake the Councillor Surgery. The Aims & Objectives will be reviewed at the Finance & General Purposes Committee meetings.*

09.20 Terms of Reference for Committees & nomination of Members:

<u>Committee:</u>	<u>Councillor Membership:</u>
Finance (7)	Dixon, Finlay, Foster, Holmes, C Marsburg, T Milns & Norman
Planning (7)	Foster, Heslop-Mullens, Holmes, C Marsburg, M Milns, T Milns & Walker
Newsletter (6)	Dealtry, Dixon, Finlay, Foster, Marsburg & T Milns.
Contracts & Policy (6)	Finlay, Holmes, C Marsburg, T Milns, Norman & Walker
Staffing (5)	Finlay, Foster, Holmes & C Marsburg
Staffing Exec (3)	Finlay, Holmes & T Milns

RESOLVED: *The Council resolved the above membership nominations. The Council resolved to rename the Contracts Committee to now be the Contracts & Policy Committee.*

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

- Bridlington Regeneration Partnership (2 Members) – Councillors T Milns & Norman
- Town Improvement Forum - Councillors Dixon & Holmes
- Bridlington & Driffeld Community (Local Links) – Councillor Heslop-Mullens
- Bridlington Learning & Skills Forum - Councillor Norman
- Bridlington Chamber of Trade - Town Mayor
- P.A.G.E.R. – Councillor T Milns
- Yorkshire Coast Community Rail Partnership – Councillor Dealtry
- Waterways Partnership – Joint Forum – Councillor Dealtry
- Sewerby Residents Association - North Ward Members
- Bridlington Old Town Association - Old Town Ward Members
- Bridlington Central Action Group - South Ward Members
- Bridlington Harbour Commissioners - Councillor Dealtry
- Bridlington Tourism Association – Councillors Holmes, M Milns & Norman
- Bridlington Health Forum – Councillor T Milns
- Bridlington Youth Coalition – Councillor T Milns
- ERNLLCA Meetings – Mayor & Deputy (all councillors) & Clerk
- East Yorkshire Town Councils Network Meetings - Town Mayor & Town Clerk
- Emergency Planning
 - Councillors Dealtry & Foster - Old Town Ward
 - Councillors Finlay & T Milns - South Ward
 - Councillors Holmes & C Marsburg - North Ward
- Christmas Committee - Councillors Dealtry, Foster, Holmes, C Marsburg & T Milns
- Armed Forces Representatives – Councillors Dealtry & S Marsburg
- Board of Trustees – Foundation Scheme – Councillor Dealtry, Heslop-Mullens, T Milns & Walker
- Parish Transport Champions - Mr Kevin Fradley
- East Riding College Challenge Bridlington Group – Town Mayor
- Dementia Friendly Bridlington Group – Councillor Foster
- Bridlington Pride – Councillors Norman & Walker
- Special Expenses Working Group – Councillors Heslop-Mullens, Holmes & T Milns
- Climate Emergency Working Group – Councillors Finlay, Heslop-Mullens, Holmes, Norman & Walker
- Bridlington in Bloom Working Group - Councillors Finlay, Foster, Holmes & C Marsburg
- Remembrance Service Working Group - The Mayor, Deputy Mayor and All Councillors

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

11.20 To approve the minutes of the Council meeting held on 15.04.20 as a true record:

RESOLVED: *The minutes of the Council meeting held on 15.04.20 are received as a true record.*

12.20 To receive the minutes of the Planning & Environmental Committee held on 20.04.20:

RESOLVED: *The minutes of the Planning Committee held on 20.04.20 are approved.*

13.20 To receive the minutes of the Planning & Environmental Committee held on 10.05.20:

RESOLVED: *The minutes of the Planning Committee held on 10.05.20 are approved.*

14.20 To receive the internal audit of Bridlington Town Council's accounts for the year ended 31.03.20:

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

15.20 To receive the Internal Audit Review – Assertions for 2019-2020:

RESOLVED: *The Council received the internal audit review Assertions for 2019-2020.*

16.20 To receive the Annual Governance Statement (Section 1) for the year ended 31.03.20:

RESOLVED: *The Annual Governance Statement for the year ended 31.03.20 is approved and signed.*

17.20 To Consider, Approve & Sign the end of year Accounting Statements (Section 2) for the year ended 31.03.20:

RESOLVED: *The Accounting Statements for the year ended 31.03.20 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.*

18.20 To consider the Skatepark Coordinators Monthly Report – April 2020:

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

19.20 To consider the Annual Membership of ERNLLCA:

RESOLVED: *The Council resolved to renew the ERNLLCA Membership for 2020-2021.*

20.20 To consider petitioning the Local MP for a Covid-19 National Memorial:

RESOLVED: *The Council resolved to write to Sir Greg Knight MP to convey that the Bridlington Town Council would like him to petition the Parliament for a National Memorial for all those who lost their lives whilst at work during the National Pandemic.*

21.20 To receive items of correspondence:

- a) 08.04.20 Bridlington Guides – Letter of thanks.
- b) 14.04.20 ERYC – Cemeteries and Churchyards Audit 2020.
- c) 20.04.20 ERYC – Launch of ERY Community Tree Planting Fund:

RESOLVED: *The Council resolved to proceed with all the Tree Planting Funds with the assistance of Councillor Walker. The Council also resolved to share on all social media platforms the Tree Planting Fund Information.*

- d) 20.04.20 ERYC – Nominations for the Lord Lieutenant for Recognition.
- e) 17 & 21.04.20 Sir Greg Knight MP – Supporting English Fishing Industry & BTC Correspondence.
- f) 22.04.20 ERYC – ERYC Provision of Services – Street Scene Services.
- g) 22.04.20 ER College – Merger Consultation Feedback.
- h) 23.04.20 ERYC – Closure of Burial Grounds.

- i) 30.04.20 ERYC – Planned Highway Maintenance Works along Kingsgate, Bridlington.
- j) 30.04.20 ERYC – Re-Opening of Public Conveniences & BTC Email regarding.
- k) 01.05.20 ERYC – Temporary Road Closure – Sewerby Level Crossing.
- l) 04.05.20 Woodland Trust – Letter & Thanks.
- m) 12.05.20 ERYC – Planned Highway Maintenance Works Along Cardigan Road, Bridlington.
- n) 14.05.20 Sir G Knight MP – Latest Information on the Governments new regulations.
- o) 15.05.20 ERYC – The Community Response in the East Riding of Yorkshire to the Coronavirus.

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

- i. Humberside Police – Bridlington Update – April 2020.
- ii. Bridlington Central Action Group bulletin of the Group's Activities – 14.04.20.
- iii. Clerks & Councils Direct Magazine – May 2020 (available on request).
- iv. ERNLCCA – Newsletter 1.
- v. Bridlington Central Action Group bulletin of the Group's Activities – 12.05.20.
- vi. ERNCLLA – Newsletter 2.

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

The bank balances at 13th May 2020 stood at:

Account Name	Account Number	Account type	Balance £
Town Council		Business A/C	£13,636.47
Town Council		Deposit A/C	£338,421.57
Town Council		Petty Cash	£192.24

Accounts paid since: 9th April 2020

Bridlington Town Council:

Receipts In:

Cheque/BACS	Date	Payer	Description	Amount
CR	16-Apr	HMRC	VAT repayment Quarter 4 19/20	£1,579.10
CR	30-Apr	ERYC	1st Precept payment	£117,764.00

Cash Receipts:

Petty Cash	30-Apr	Petty Cash Receipts	There were no petty cash receipts in April	£0.00
Total Receipts				£119,343.10

Payments Out:

Cheque/BACS	Date	Payee	Description	Amount
BACS 04	16-Apr	K Wardle	Skate Park - March Co-ordinator	£386.40
		K Wardle	Skate Park - March Maintenance	£467.24
DD	18-Apr	Haven Power	Skate Park March Electric	£73.88
DD	18-Apr	Haven Power	Office March Electric	£46.67
DD	18-Apr	Haven Power	Marshall Ave March Electric	£7.74
BACS 05	21-Apr	C H Plaxton	Spring Hanging Baskets	£2,244.00
DD	24-Apr	Gaz Prom	St Johns Electricity	£48.54
SO	27-Apr	J Dawson Taylor	Website Contract	£58.40
DR	28-Apr	HSBC	Bank Charges to 6/4/20	£6.50
BACS 06/07	30-Apr	Staff Costs	April Staff Costs	£3,732.32
BACS 08	30-Apr	ERYC	St John's Rates 2/10	£115.00
		Business Stream	Office Water Bill	£31.86
Petty Cash	30-Apr	Petty Cash	No petty cash expenses in April	£0.00
DD	04-May	Gaz Prom	Office Gas Bill - March	£88.46
BACS 09	06-May	Business Stream	St Johns Water Bill	£18.84
	06-May	N Power	Festive Lighting Contract Sewerby	£315.00
DD	09-May	N Power	Festive Lighting Contract town	£393.75
BACS 10	13-May	K Wardle	Skate Park - April Co-ordinator	£476.10
		K Wardle	Skate Park - April Maintenance	£526.20
		Clr L Dealtry	Return Travel Expenses/books to Auditor	£27.39
BACS 11	14-May	A Johnson	Year End Internal Audit	£400.00

Council Minutes

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Bridlington Stationers

Stationery order

	£22.17
Total Payments	£9,486.46

RESOLVED: *The accounts are approved for payment.*

24.20 To receive notice of items for inclusion on the next agenda for Wednesday 17.06.20:

- Civic Report for Mayoral Year.
- Annual Report for 2019-2020.

Signed:



Mayor of Bridlington

Date:

17th June 2020