



BRIDLINGTON TOWN COUNCIL (BTC)
Minutes of the Full Council Meeting held on 17th May 2023
in the Town Council Offices, 2A Marshall Avenue, Bridlington at 7pm

The meeting was held with Councillors Arrand, Arthur, Dealtry, Heslop-Mullens, Marsburg, M Milns, T Milns, Norman, Pollard, Andy Walker & Angela Walker total of eleven (11) in the room. Four (4) Members of the Public were present at the meeting and one (1) Member of the press. The Town Clerk recorded the minutes.

09.23 Mayors Welcome:

Councillor Arthur, the Mayor, welcomed everyone to the meeting and read out the disclaimer regarding recording of the meeting and action in the event of a fire.

10.23 To receive and accept apologies for absence:

RESOLVED: *There were none as all Councillors were present.*

11.23 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 Arrand, Dealtry, Heslop-Mullens, Norman & Andy Walker declared non-pecuniary interests for the following items 27B,D,E,G,H,I & J on the agenda, as all pertain to the East Riding of Yorkshire Council (ERYC) and they are Members of the ERYC.*

Councillor Norman declared a non-pecuniary interest in item 27C as he is a Management Committee Member of the YCCRP.

Councillor Walker declared a non-pecuniary interest in item 27F as he is on the board of trustees for Bridlington Pride.

Councillor Norman and Walker declared a non-pecuniary interest in item 11 as they are Trustees of the Bridlington Health Forum

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

RESOLVED: *There were none.*

12.23 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):

A Member of the public, and representative of the Bridlington Central Action Group (BCAG), congratulated the new Mayor and Deputy and the returning Councillors. He shared that the BCAG had a coronation event that coincided with the 10th Anniversary of the founding of the group, and he thanked the Town Council for the commemorative coins and grant that they made use of for this event. He also shared that his is looking forward to working with the Town Council.

13.23 To approve the minutes of the Full Council meeting held on 19.04.23 as a true record:

RESOLVED: *The minutes of the Full Council meeting held on 19.04.23 were received as a true record.*

14.23 To receive the minutes of the Planning & Environmental Committee held on 02.05.23:

RESOLVED: *The minutes of the Planning & Environmental Committee held on 02.05.23 are approved.*

15.23 To receive the minutes of the Finance & General Purposes Committee held on 02.05.23:

RESOLVED: *The minutes of the Finance & General Purposes Committee held on 02.05.23 are approved.*

16.23 To review the Terms of Reference and Appoint Members for Council Committees:

- Finance & General Purposes Committee (require 7 Members: quorum 4)
Councillors Arrand, Marsburg, M Milns, T Milns, Norman, Angie Walker
- Planning & Environmental Committee (require 7 Members: quorum 3)
Councillors Arthur, Marsburg, T Milns, Pollard, Andy Walker, Angie Walker
- Newsletter Committee (require 6 Members: quorum 3)
Councillors Arrand, Marsburg, M Milns, T Milns, Pollard, Andy Walker
- Staffing Committee (require 5 Members: quorum 3)
Councillors Heslop-Mullens, Marsburg, T Milns, Norman, Angie Walker
- Staffing Executive Committee (require 3 Members: quorum 3)
Councillors Arrand, Arthur, Pollard
- Disciplinary & Grievance Committee – ***No Members to be allocated until required.***
- Appeals Committee – ***No Members to be allocated until required.***

The Town Council considered that the current Planning and Environmental Committee is not best able to address the environmental issues as it would like and would like to investigate setting up an Environment Committee. An Environment Committee can then address matters such as Climate Change, Climate Emergency and matters pertaining to Bridlington in Bloom planting. Councillors Heslop-Mullens, Andy Walker and Angie Walker are willing to meet with the Clerk to prepare the paperwork involved for the Town Council to consider at the next meeting.

RESOLVED: *The Clerk is to arrange a meeting with Councillors Heslop-Mullens, Andy Walker & Angie Walker to prepare Terms of Reference, Range and Scope of Topics and proposed dairy for meetings for the introduction of a Town Council Environment Committee.*

17.23 To review and adopt the Bridlington Town Council Standing Orders:

RESOLVED: *The Standing Orders were adopted.*

18.23 To review and adopt the revised Bridlington Town Council Financial Regulations:

RESOLVED: *The revised Financial Regulations were adopted.*

19.23 The election of members to represent the Council on Outside Posts and Responsibilities (and arrangements for reporting back to Council meetings) to be completed at the meeting:

RESOLVED: *The following representations were approved by the Town Council:*

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 Norman

Sewerby Residents Association - North Ward Members

Bridlington Old Town Association - Old Town Members

Regeneration of Bridlington Old Town – ROBOT – Councillor T Milns & all Old Town Members

Destination Old Town – Old Town Ward Councillors

Bridlington Central Action Group - South Ward Members

Bridlington Tourism Association – Councillor Arrand

Bridlington Health Forum – Councillors Norman & Andy Walker

ERNLLCA Meetings Town Clerk & Deputy are delegated members ALL Councillors & Clerk welcome

Armed Forces Representative – Councillor Arthur

Parish Transport Champions - Mr Kevin Fradley & Councillor Heslop-Mullens

Dementia Friendly Bridlington Group - Councillor T Milns
 Bridlington Pride - Councillors Heslop-Mullens & Andy Walker
 Christmas Working Group - Councillors Arthur, Heslop-Mullens, Marsburg, T Milns, Pollard, Angie Walker
 Remembrance Service Working Group - The Mayor, Deputy Mayor and all Councillors
 ERVAS Steering Group - Councillor Heslop-Mullens
 ER VCSE Group - Councillor Norman
 Bridlington in Bloom Community Group – Councillor Pollard

20.23 To appoint an Internal Auditor for the Town Council - Mr A Whitely:

RESOLVED: *Mr Whitely is appointed as Internal Auditor for the Council. The clerk is instructed to confirm the appointment and confirm the scope of audit for 2023-2024.*

21.23 To consider adopting the Councils current Aims & Objectives & to receive information for the General Power of Competence:

RESOLVED: *The Aims & Objectives were adopted and Information for the General Power of Competence was noted.*

22.23 To receive and review the Bridlington Town Council Asset Register:

RESOLVED: *The Asset Register was noted.*

23.23 To receive and review the Bridlington Town Council Insurance Cover for the year:

RESOLVED: *The Insurance Cover for the Town Council was noted.*

24.23 To receive and review the Bridlington Town Council Legal Arrangements and Leases:

RESOLVED: *The Legal Arrangements & Leases Information for the Town Council are noted.*

25.23 To receive & review of the Council's expenditure incurred under s.137 of the Local Government Act 1972:

RESOLVED: *The expenditure incurred under S.137 of the Local Government Act 1972 is noted.*

26.23 To receive and review the Bridlington Town Council's Complaints Procedure:

RESOLVED: *The Town Council's Complaints Procedure is noted.*

27.23 To receive and review the Town Council's Policies & Procedures:

RESOLVED: *The Town Council's Policies & Procedures were adopted.*

28.23 To receive the Meetings Diary for 2023–2024:

RESOLVED: *The Meetings Diary for 2023-24 was noted.*

29.23 To receive information (part) regarding the Town Councils Risk Assessment for 2023-24:

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

30.23 To consider the report for the continuation of the Bridlington Town Council Councillor Surgeries:

RESOLVED: *The Town Council resolved the continue with Councillor Surgeries on a Wednesday morning from 10am to 12 noon.*

Councillors pledged themselves to the dates for immediate implementation for the remainder of this year.

31.23 To consider a report for the Mayor's Regalia – Councillor Heslop-Mullens:

RESOLVED: *The Town Council approved all the recommendations which are to be included into the future Bridlington Town Council Civic Information:*

1. *The outgoing Mayor is to ensure that the Mayor's robe is dry-cleaned prior to being handed to the new incumbent.*
2. *The Town Council is to immediately purchase a Spring/Summer weight robe to alleviate overheating whilst undertaking civic duties during hot weather. The actual cost is £1265.00, and the Responsible Finance Officer has confirmed that funds are available.*
3. *The Civic Head is to regularly check the condition of the chains and report any issues to the office as soon as possible.*
4. *The chains should be examined at the end of each civic year, and if any repairs are required, they are to be actioned as soon as possible to prevent incurring excessive repair costs.*
5. *Civic Heads must not smoke whilst wearing any Civic Regalia.*

32.23 To consider when to undertake In-House Councillor Training & shared ERNLLCA information regarding their meet & greet on 25.05.23:

RESOLVED: *The Town Council resolved that most councillors were available to attend in-house training on Wednesday 19th July 2023. The Clerk is instructed to book in-house training immediately with ERNLLCA.*

The Town Council wished to assist local councils and invite their Councillors to training in Bridlington up to the maximum capacity of 25 attendees.

33.23 To receive an update for the Marjorie Kirk Trust Fund – Councillor Andy Walker:

RESOLVED: *The Town Council noted the contents of the report and conveyed thanks to all involved, especially the Trustees of Rotary for their trust and generosity in allowing The Town Council to administer and distribute those funds in the name of The Marjorie Kirk Fund. The Town Council resolved to support a celebration.*

Councillor M Milns conveyed thanks to Cllr Andy Walker for all his work with the Marjorie Kirk Trust Fund.

34.23 To consider the Skatepark Coordinators Monthly Report – April 2023:

RESOLVED: *The Town Council conveyed thanks to the Skatepark Coordinator.*

35.23 To receive items of correspondence:

- a) 11.04.23 Yorkshire Regiment – Granted Royal Title for "The Royal Yorkshire Regiment" & Congratulations from the Mayor of Bridlington.
- b) 13.04.23 ERYC – Planned Carriageway Maintenance along Havelock Street Estate, Bridlington.
- c) 13.04.23 YCCRP – Nominations for the Management Committee and the Officer Roles. Councillor Norman is a Management Committee Member of the YCCRP.
- d) 17.04.23 ERYC – Temporary Road Closure for Bridlington Armed Forces Day Event.
- e) 24.04.23 EYRC – Communities & Environment T & PC Events.
- f) 01.05.23 ERYC – Bridlington Pride 2023 Information:

RESOLVED: *The Town Council resolved to have a stall at the Pride event this year and that it did not require electricity. Councillors Arthur, Heslop-Mullens, Angie Walker & T Milns pledged to man the stall at the event and they will create a rota for their attendance on the day.*

- g) 02.05.23 ERYC – Planned Carriageway Improvement along St Judes Road & Grove, Bridlington.
 h) 02.05.23 ERYC – Planned Carriageway Improvement along Eighth Avenue, Bridlington.
 i) 09.05.23 ERYC – Temporary Road Closure – Part of Hilderthorpe Road, Bridlington.
 j) 09.05.23 ERYC Local Growth – Bridlington Bay Vision & Placemaking Communication Event - Attendee:

RESOLVED: *The Town Council resolved that Councillors Norman and Andy Walker would attend the ERYC Local Growth, Bridlington Bay Vision and Placemaking Communication event on behalf of the Town Council.*

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

- i. Bridlington Central Action Group minutes of meeting on 11.04.23.
- ii. ROBOT Minutes of meeting on 19.04.23.
- iii. The Royal Yorkshire Regiment Journal – Spring Edition 2023.
- iv. ERNLLCA Newsletter – April 2023.
- v. Clerks & Councils Direct – May 2023 Edition.
- vi. East Coast Churches and Community Festival – May Newsletter.
- vii. East Riding VCSE Network meeting on 26.04.23.
- viii. Humberside Police New Release – Bridlington May Update 2023.

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

The bank balances at 12th May 2023 stood at:

Account Name	Account type	Balance £
Town Council	Business A/C	£2,325.50
Town Council	Deposit A/C	£452,495.12
Town Council	Petty Cash	£282.79

Accounts paid since: 11th April 2023

Bridlington Town Council:

Receipts In:

Cheque/BACS	Date	Payer	Description	Amount
CR	17-Apr	HMRC	VAT repayment Quarter 3 & 4	£10,811.21
1	18-Apr	Coronation Coin Receipts	Coronation Coin Receipts	£172.50
CR	28-Apr	ERYC	1st Precept payment	£141,720.07
2	05-May	Coronation Coin Receipts	Coronation Coin Receipts	£150.25

Cash Receipts:

0

Total Receipts £152,854.03

Payments Out:

Cheque/BACS	Date	Payee	Description	Amount
BACS 04	18-Apr	BKR Group	Spring design, print and half distribution	£1,778.00
		Blenheim Cleaning	Office Clean 10/4/23	£45.00
		ERYC	Commercial Waste contract	£340.34
		Gartec Ltd	Lift Call out charge 1	£247.20
		Jon Oyston	Office Windows 12/4/23	£20.00
BACS 05	19-Apr	Business Stream	Office Water Bill	£60.97
		EJ Fielding	Kings Coronation Event grant	£150.00
		Aces Bridlington	Kings Coronation Event grant	£150.00
		J Gill	Kings Coronation Event grant	£150.00
		New Pasture Lane Comm Centre	Kings Coronation Event grant	£150.00
DDR	23-Apr	Drax	Office Electricity March	£281.75
PK Deb Card	27-Apr	Bridlington Stationers	Stationery	£11.94
PK Deb Card	27-Apr	Iceland	Milk for the office	£17.25
PK Deb Card		Bridlington Stationers	Stationery	£4.72
BACS 06/07	28-Apr	Staff Costs	April Staff Costs	£5,199.04
SO	02-May	Kay Wardle	Skatepark contracts April	£1,129.36
BACS 08	03-May	Adrian Salamon	Civic Dinner Magician	£336.00

Full Council Meeting

		Flex Elecs	St Johns toilets - new hand dryer	£251.86
		Gartec Ltd	Lift Call out charge 2	£247.20
		ERYC	Office Rates payment 2 of 10	£434.00
		K Wardle	skate park - bin bags	£4.48
		Brid Central Action group	Kings Coronation Event grant	£90.00
		Richard Merrills	Vinyl Flooring for Hub	£640.00
DD	05-May	Sage	May payroll subscription	£8.40
BACS 09	10-May	Blenheim Cleaning	office clean 1/5/23	£45.00
		David Boland	May website	£130.00
		Intruder Alarms	CCTV Service	£99.00
		KITS Hull	Telephones May	£35.96
		P&A Travel	Dep Mayor Return Taxi to Civic Dinner	£10.00
		M Heslop-Mullens	Mayors Civic Year Expenses	£357.70
		Rialtas Business Systems	Accounting Software annual subscription	£183.78
		Ben Couper/Shamrock Experience	Civic Dinner Entertainment	£350.00
MKFUND 07	11-May	New Pasture Lane Comm Centre	Marjory Kirk Fund Award	£3,500.00
		Motor Neurone Disease Assoc	Marjory Kirk Fund Award	£350.00
		Regent Archers	Marjory Kirk Fund Award	£2,180.40
		East Coast Majorettes	Marjory Kirk Fund Award	£1,000.00
		Brid Youth Action Group	Marjory Kirk Fund Award	£2,774.10
		Brid Rangers Junior football Club	Marjory Kirk Fund Award	£2,870.00
Petty Cash	30-Apr	Petty Cash Expenses	April Petty Cash Expenses	£11.11
			Total Payments	<u>£25,644.56</u>

RESOLVED: *The accounts were approved for payment.*

38.23 To receive notice of items for inclusion on the next agenda for Wednesday 21st June 2023:

- Environmental Committee creation consideration.
- Humberside Police Briefing.
- Emergency Planning consideration.

Signed:

Mayor of Bridlington

Date: