



BRIDLINGTON TOWN COUNCIL (BTC)
Minutes of the Council Meeting held on 19th May 2021
in the Town Council Offices, 2A Marshall Avenue, Bridlington

The hybrid meeting was held with Councillors Dealtry, Dixon, Foster, Heslop-Mullens, C Marsburg & Walker (6) at the office. Councillors Finlay, Holmes & Norman (3) attending online.
The Clerk collated all feedback and comments with delegated powers in place.

09.21 Mayor's Welcome:

The Mayor welcomed everyone to the meeting and referred to the intention to permit audio recording of the meeting.

10.21 Apologies for absence:

RESOLVED: *Apologies were received and accepted from Councillors S Marsburg, M Milns & T Milns.*

11.21 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 all the items on the agenda pertaining to the East Riding of Yorkshire Council (ERYC) (items 25A & 25C) as they are all Council Members of the ERYC.
Councillors Dealtry & Finlay declared a non-pecuniary interest in item 22 as they are both involved with the Bridlington Veterans Group.*

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

RESOLVED: *There were none.*

12.21 Public Participation:

RESOLVED: *There was none.*

13.21 To adopt the Bridlington Town Council Standing Orders (*Members Information Packs*):

RESOLVED: *The Standing Orders were adopted.*

14.21 To adopt the revised Bridlington Town Council Financial Regulations:

RESOLVED: *The revised Financial Regulations were adopted.*

15.21 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 confirm the appointment and confirm the scope of audit for 2021-2022.*

16.21 To consider the Councils Risk Assessment for 2021-22:

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

17.21 To consider the Councils current Aims & Objectives and to consider creating a BTC Mission Statement:

RESOLVED: *The Councils Aims and Objectives were adopted. The Aims & Objectives will be reviewed at the Finance & General Purposes Committee meetings. The BTC Mission statement is to be considered and created at a working group of the F&GP.*

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18.21 To approve the Terms of Reference for Committees & Nomination & Approval of Councillor Membership:

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

RESOLVED: *The Council resolved the above membership nominations and to ask missing Councillors if they would be interested in taking up the vacancies on the Planning & Newsletter Committees.*

19.21 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 & Driffield 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
- 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
- Christmas Committee - Councillors Dealtry, Foster, Holmes, C Marsburg & T Milns
- Bridlington in Bloom Working Group - Councillors Finlay, Foster, Holmes & C Marsburg
- Remembrance Service Working Group - The Mayor, Deputy Mayor and All Councillors
- Street Naming Working Group – Councillors Finlay, Heslop-Mullens, Holmes, T Milns & Walker
- ERVAS Steering Group – Councillor M Milns
- ERVAS Veterans Group – Councillor Finlay

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

20.21 To receive the civic duties and outside posts and responsibilities for the Town Council since 05.05.21:

Mayor & Mayoress:

08.05.21 VE Day Celebrations – laying of wreath
 15.05.21 Commemoration of the Formation of the British Legion Centenary
 17.05.21 Official Opening of Refurbished Morisons Café
 17.05.21 Mayor Social Media Invitation to Visit Bridlington

Total of 4 Civic Duties attended by the Mayor & Mayoress

Other Councillors:

19.05.21 Veteran's meeting – Cllr Finlay

Total of 1 Civic Duty attended by Other Councillors

21.21 To approve the minutes of the Council meeting held on 21.04.21 as a true record:

RESOLVED: *The minutes of the Council meeting held on 21.04.21 are received as a true record.*

22.21 To receive the minutes of the Newsletter Committee held on 28.04.21:

RESOLVED: *The minutes of the Newsletter Committee held on 28.04.21 are approved.*

23.21 To receive the minutes of the Finance & General Purposes Committee held on 04.05.21:

RESOLVED: *The minutes of the Finance & General Purposes Committee held on 04.05.21 are approved.*

24.21 To approve the minutes of the Council Mayor Making meeting held on 05.05.21 as a true record:

RESOLVED: *The minutes of the Council Mayor Making meeting held on 05.05.21 are approved.*

25.21 To receive the minutes of the Planning & Environmental Committee held on 10.05.21:

RESOLVED: *The minutes of the Planning Committee held on 10.05.21 are approved.*

26.21 To receive the internal audit of Bridlington Town Council's accounts for the year ended 31.03.21:

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

27.21 To receive the Internal Audit Review – Assertions for 2020-2021:

RESOLVED: *The Council received the internal audit review Assertions for 2020-2021.*

28.21 To consider, approve & sign the Annual Governance Statement (Section 1) for the year ended 31.03.21:

RESOLVED: *The Annual Governance Statement for the year ended 31.03.21 is approved and signed.*

29.21 To consider, approve & sign the end of year Accounting Statements (Section 2) for the year ended 31.03.21:

RESOLVED: *The Accounting Statements for the year ended 31.03.21 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.*

30.21 To approve the ERNLCCA Training Requests for Cllrs Dixon & Heslop-Mullens – Any other training requests:

RESOLVED: *The Training was approved for Councillors Dixon & Heslop-Mullens. There were no other training requests at this time.*

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31.21 To consider a request to make use of the Bridlington Town Council Crest:

RESOLVED: *The Bridlington Town Council resolved to give permission to the Bridlington Veterans to make use of the Crest.*

32.21 To consider the report from the Bridlington in Bloom Working Group:

RESOLVED: *The Bridlington Town Council resolved and approved the following resolutions from the Bridlington in Bloom working group.*

1. *The council do not hold a Business in Bloom Competition in the Summer of 2021.*
2. *The council to continue with the 3 sites already planted.*
3. *The council identify other places to plant in the Town.*
4. *The council to continue and approve expenditure for the Christmas Pomanders.*
5. *The council to continue and approved expenditure for the placement of Spring Baskets.*
6. *The council will investigate floral enhancement options for the Bridlington Town Council offices.*

33.21 To consider the Skatepark Coordinators Monthly Report & Maintenance Report – April 2021:

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

34.21 To receive items of correspondence:

- a) 27.04.21 ERYC – Local Transport Plan Programme.
- b) 30.04.21 SSAFA – Letter of Thanks.
- c) 30.04.21 ERYC – Bridlington Name Bank.
- d) 07.05.21 Lords Feoffees – Making Use of offered Attire.

RESOLVED: *The Town Council resolved to donate the official photograph of the Town Crier to the Lords Feoffees to be displayed with the attire in the Bayle Museum.*

- e) 11.05.21 The Yorkshire Regiment – Armed Forces Day 2021 – Requests:

RESOLVED: *The Town Council did not wish to request a Yorkshire Regiment Representative for the Armed Forces event in Bridlington this year.*

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

- i. East Riding of Yorkshire Clinical Commissioning Group Update.
- ii. Bridlington Youth Coalition Minutes from meeting on 19.01.21.
- iii. ERYC Anti-Social Behaviour Six-Monthly Statistics for Bridlington – October 2020-March 2021.
- iv. ERVAS Meeting Group Information shared.
- v. Bridlington Central Action Group minutes of meeting on 13.04.21.
- vi. Veterans Minutes of meeting on 28.04.21.
- vii. Humberside Police Bridlington Update – May 2021.
- viii. ERNLLCA Newsletter 1 – May 2021.
- ix. Clerks & Councils Direct Magazine – May 2021 (available on request).
- x. The Yorkshire Regiment Journal Magazine – Spring 2021 (available on request).

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

The bank balances at 13th May 2021 stood at:

Account Name	Account Number	Account type	Balance £
Town Council		Business A/C	£11,868.42
Town Council		Deposit A/C	£248,445.38
Town Council		Petty Cash	£227.55

Accounts paid since: 15th April 2021

Bridlington Town Council:

Receipts In:

Cheque/BACS	Date	Payer	Description	Amount
CR	19-Apr	Clean as a New Pin	Spring Newsletter Advert	£40.50
CR	20-Apr	N Clayton	Spring Newsletter Advert	£40.50
CR	30-Apr	ERYC	First Precept Payment	£117,754.00
CR	29-Apr	HSBC	Interest Correction	£219.66
CR	28-Apr	HMRC	4th Quarter Vat repayment	£26,131.01

Cash Receipts:

Petty cash	30-Apr	Petty Cash receipts	April Petty Cash receipts	£75.50
Total Receipts				£144,261.17

Payments Out:

Cheque/BACS	Date	Payee	Description	Amount
BACS 05	20-Apr	Bridlington Stationers	Post It Notes	6.58
		Moon Pig c/o A Grosse	card for Mayor's Cadet	£6.19
		Property Shop Yorkshire	St Johns toilet, PAT test, Principal Contractor fee	£2,200.68
		Pinkney Grunwells	Community Hub Lease Creation	£1,023.00
DD	21-Apr	Haven Power	Skate Park Electricity March	£61.15
DD	26-Apr	Haven Power	Marshall Ave Electricity March	£37.10
BACS 06	29-Apr	All Signs	Lettering for Bins	£7.20
		Bridlington Stationers	A4 Labels and note pads	£21.54
		ERYC	St Johns Cleaning Dec, Jan, Feb, Mar	£3,399.98
		ERYC	St Johns Rates payment 2/10	£115.00
		ERYC	Office Rates payment 2/10	£574.00
		ERNLLCA	Annual Subscription	£2,931.00
		SAGE	Sage Payroll Subscription	£234.00
BACS 07/08	30-Apr	Staff Costs	April's staff costs	£3,901.43
DD	01-May	Gazprom	Quay Rd office March (challenged Gaz Prom)	£70.08
BACS 09	05-May	A Grosse	Civic Travel Expenses	£6.03
		ERYC	Skate Park - Floodlighting replacement	£466.12
BACS 10	11-May	Bridlington Stationers	12 x folding desks	£374.40
		D Boland	Website contract - May	£100.00
		SSAFA	Outgoing Mayor's charity fund payment	£3,613.44
DD	16-May	Gazprom	St Johns Electricity April	£38.07
BACS 11	12-May	Bridlington Window Cleaning	Bus Shelters and windows cleaning	£320.00
		A Johnson Accounting	Year End Internal Audit Fee	£425.65
		Business Stream	St Johns Toilet's water bill	£11.71
		KITS Hull Ltd	Telephones May	£35.96
		Property Shop Yorkshire	Facilities Management Annual Fee	£1,200.00
		British Gas	1st Floor Gas Bill 20/3/21 to 21/4/21	£80.45
DR	28-Apr	HSBC	Bank charges to 6/4/21	£6.50
Petty Cash	30-Apr	Petty Cash Expenditure	April Petty cash expenditure	£39.00
Total Payments				£21,306.26

RESOLVED: *The accounts are approved for payment.*

37.21 To receive notice of items for inclusion on the next agenda for Wednesday 16.06.21:

- Mission Statement,
- National Grid.
- Remembrance in Bridlington for 2021.
- Falklands 40th Anniversary.

Signed:



Mayor of Bridlington

Date:

16th June 2021