



**BRIDLINGTON TOWN COUNCIL (BTC)**  
**Minutes of the Full Council Meeting held on 15<sup>th</sup> May 2024**  
**in the Town Council Offices, 2A Marshall Avenue, Bridlington at 7pm**

The meeting was held with Councillors John Arthur (Chairman), Rick Arrand, Liam Dealtry, Mike Heslop -Mullens, Cyril Marsburg, Thelma Milns, Malcolm Milns, Ray Pollard, Carlo Verda, Andy Walker & Angela Walker, a total of Eleven (11).

Councillor Bowtell was present for the meeting

Two (3) Members of the Public were present at the meeting.

The Town Clerk recorded the minutes, and the RFO and the Administrative Officer were in attendance.

**09.24/25** Mayors Welcome:

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

**10.24/25** To Receive Apologies for Absence:

**RESOLVED:** *Apologies were received from Cllr Tim Norman*

**11.24/25** 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:** *All ERYC Councillors declared a non-pecuniary interest on item 28 items B-J*

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

**RESOLVED:** *No Dispensations were required*

**12.24/25** 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:** *One Member of Public spoke and gave the following report:*

*We would like to welcome Cllr Arrand as the New Mayor and wish him well in his term of office.*

*The meeting last night was well attended. It has been noted that the newly operational pedestrian crossing at the top of Beck Road is causing some concern, one person has been involved in two collisions since it became operational.*

*We had a talk from the Hinge Manager who we have been supporting with the foodbank for the past year.*

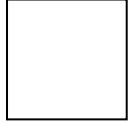
*During the talk they had asked what activities the Hinge were putting on for the Home-Schooled children.*

*The answer they received was satisfactory.*

*Warm Spaces is to have its final meeting on Monday and is due to re-start in September, they currently have some funding for this but will be looking for other sources of funding too.*

**13.24/25** To receive the list of Civic Duties, Responsibilities and Training for the Town Council:

**RESOLVED:** *to APPROVE the Civic Duties for 18<sup>th</sup> April 2024 – 15<sup>th</sup> May 2024*



## **Civic Duties, Responsibilities & Training from 18<sup>th</sup> April 2024 – 15<sup>th</sup> May 2024**

### Mayor & Mayoress:

21.04.24 Mayor of Market Weighton Civic Service  
 22.04.24 ROBOT AGM  
 28.04.24 Bridlington Food Festival opening  
 28.04.24 Mayor of Pockington Civic Service  
 04.05.24 Opening of Bondville Model village  
 07.05.24 Bridlington Nursery talk to children  
 14.05.24 ERYC Chairmans Awards  
 15.05.24 ERYC Local Growth Meeting – Bridlington SPA

### **Total of 8 Events attended by the Mayor & Mayoress**

### Deputy Mayor & Deputy Consort:

13.05.24 BTA General Meeting  
 14.05.24 BCAG  
 15.05.24 ERYC Local Growth Meeting – Bridlington SPA

### **Total of 2 Events attended by the Deputy Mayor & Deputy Consort**

### Other Councillors:

22.04.24 ROBOT AGM Councillor Ray Pollard  
 22.04.24 ROBOT AGM Councillor Angela Walker  
 24.04.24 Councillor surgery – Councillor Angela Walker  
 02.05.24 Bridlington Health Forum A.G.M – Councillor Angela Walker  
 15.05.24 ERYC Local Growth Meeting – Bridlington SPA

### **Total of 5 Events attended by Other Councillors**

Omitted from Previous Minutes – to be added:

### **For Information ONLY**

### Staff:

01.05.24 CILCA – Ericka Kelly  
 02.05.24 Procurement Training – Ericka Kelly  
 02.05.24 Procurement Training – Victoria Exon  
 15.05.24 ERYC Local Growth Meeting – Bridlington SPA

### **Total of 4 Events attended by Staff**

**14.24/25** To approve the minutes of the Full Council meeting held on 17.04.24 as a true record:

***RESOLVED:*** To APPROVE the minutes of the Full Council meeting held on 17.04.24 as a true record.

**15.24/25** To approve Minutes of the Newsletter Committee held on 24.04.24:

***RESOLVED:*** To APPROVE Minutes of the Newsletter Committee held on 24.04.24 as a true record.

**16.24/25** To approve the minutes of the Finance & General Purposes Committee held on 30.04.24:

**RESOLVED:** To APPROVE the minutes of the Finance & General Purposes Committee held on 30.04.24 as a true record.

**17.24/25** To receive the minutes of the Planning Committee held on 07.05.24:

**RESOLVED:** To NOTE the minutes of the Planning Committee held on 07.05.24.

**18.24/25** To review the Terms of Reference and Appoint Members for Council Committees

Finance & General Purposes Committee (require 7 Members: quorum 4)  
 Planning & Environmental Committee (require 7 Members: quorum 3)  
 Newsletter Committee (require 6 Members: quorum 3)  
 Staffing Committee (require 5 Members: quorum 3)  
 Staffing Executive Committee (require 3 Members: quorum 3)  
 Disciplinary & Grievance Committee – No Members to be allocated until required.  
 Appeals Committee – No Members to be allocated until required.  
 Environment Committee – (require 6 members: quorum 3)

**RESOLVED:** to ADOPT the changes to the Environment Committee, Councillor Arand asked to come off the Newsletter Committee and Councillor Verda took this place. No other changes on the Committees or on the terms of reference.

**19.24/25** To review and adopt the Bridlington Town Council Standing Orders:

**RESOLVED:** The standing orders were ADOPTED with no changes

**20.24/25** To review and adopt the Bridlington Town Council Financial Regulations:

**RESOLVED:** The current Financial Regulations have been ADOPTED but it was noted that there are some new ones being issued these will be brought to a further meeting if any changes are made.

**21.24/25** 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:** One group was removed as it is no longer meeting, and a further group was added and a councillor attached to this group. All others remain the same.

**22.24/25** To review Councillors Pecuniary and Non Pecuniary Interests forms, new form to be available for completion if required.

**RESOLVED:** Two members completed new forms all others had no changes

**23.24/25** To receive the internal audit of Bridlington Town Council's accounts for the year ended 31.03.24:

**RESOLVED:** To APPROVE with thanks to the RFO

**24.24/25** To consider, approve & sign the Annual Governance Statement (Section 1) & Assertions for 2023-2024:

**RESOLVED:** To APPROVE with thanks to the RFO

**25.24/25** To consider, approve & sign the end of year Accounting Statements (Section 2) for the year ended 31.03.24:

**RESOLVED:** *To APPROVE with thanks to the RFO*

**26.24/25** To appoint an Internal Auditor for the Town Council:

**RESOLVED:** *To Approve the appointment of the internal auditor*

**27.24/25** To consider the Councils current Aims & Objectives

**RESOLVED:** *To ADOPT the current Aims and Objectives with out any amendments.*

**28.24/25** To receive and review the Bridlington Town Council Asset Register:

**RESOLVED:** *To APPROVE the asset register for Bridlington Town Council as a true record.*

**29.24/25** To receive and review the Bridlington Town Council Insurance Cover for the year:

**RESOLVED:** *To APPROVE the insurance cover for Bridlington Town Council for the Year.*

**30.24/25** To receive and review the Bridlington Town Council Legal Arrangements and Leases:

**RESOLVED:** *To APPROVE the Legal Arrangements and Leases for Bridlington Town Council.*

**31.24/25** To receive and review of the Council's expenditure incurred under s.137 of the Local Government Act 1972:

**RESOLVED:** *To APPROVE the Council's expenditure incurred under s.137 of the Local Government Act 1972:*

**32.24/25** To receive and review the Bridlington Town Council's Complaints Procedure:

**RESOLVED:** *Bridlington Town Council's Complaints Procedure was NOTED*

**33.24/25** To receive and review the Town Council's Policies & Procedures:

**RESOLVED:** *the Town Council's Policies & Procedures were NOTED*

**34.24/25** To receive information (part) regarding the Town Councils Risk Assessment for 2024-25 – Signed:

**RESOLVED:** *Town Councils Risk Assessment for 2024-25 were NOTED and Signed*

**35.24/25** To consider the Skatepark Coordinators Monthly Report – April 2024:

**RESOLVED:** *the Skatepark Coordinators Monthly Report – April 2024 was NOTED*

**36.24/25** To receive items of correspondence:

*All items of Correspondence were NOTED unless otherwise stated.*

- a) 19.04.24 Bridlington community hub Centre co-ordinator - Purple flag
- b) 23.04.24 ERYC - Re: Variation to Public Spaces Protection Order
- c) 26.04.24 ERYC - Pedestrian crossing survey – Martongate
- d) 10.04.24 ERYC TTRO - part of Tennyson Avenue
- e) 25.04.24 ERYC TTRO - Full extent of Short Lane
- f) 25.04.24 ERYC TTRO - Full extent of Short Lane, closure extended
- g) 16.05.24 ERYC TTRO - Sandsacre Avenue and Sandsacre Drive
- h) 16.05.24 ERYC TTRO – Trentham Drive
- i) 06.06.24 ERYC TTRO – Part of Bempton Lane
- j) Undated – ERYC Update from Local Growth Team on Plans for Christmas events(to follow)

**RESOLVED:** The Town Clerk gave a brief summary of the meeting that had taken place between the Town council and the Local Growth Team and the outline proposed for Christmas, it was APPROVED to allow the Clerk to have further discussions with the Local Growth team to gather sureties around the plans for Christmas and the lights switch on. Checking insurance standards will be met.

**37.24-25** Newsletters/Agendas & Minutes – attached unless otherwise stated:

*All Newsletters/Agendas were NOTED unless otherwise stated*

- i. ERNLLCA May Newsletter – emailed copy in the office
- ii. Bridlington HOD's meeting 12.04.24
- iii. Humberside Police Parish and Town May Update
- iv. Regeneration of Bridlington Old Town minutes 10.04.24
- v. ERYC Tackling anti-social Behaviour in Or Community Issue 30 April 2024 update
- vi. Regeneration of Bridlington Old Town minutes AGM minutes – 22.04.24
- vii. East Riding VCSE Network Zoom call minutes 27.03.24
- viii. The Rural Bulletin – All other copies emailed through the month
- ix. NALC Newsletter – All other copies emailed through this month

**38.24/25** To receive a statement of balances For April and May and to approve the schedule of accounts for payment:

<b>Report to Council:</b>				
<b>APRIL</b>				
<b>Subject:</b>	<b>Statement of Balances and Schedule of Accounts for Payment</b>			
The bank balances at	14th April 2024 stood at:			
<b>Account Name</b>		<b>Account type</b>		<b>Balance £</b>
Town Council		Business A/C		£14,237.44
Town Council		Deposit A/C		£309,894.11
Town Council		Petty Cash		£272.36
Accounts paid since:	12th March 2024			
<b>Bridlington Town Council:</b>				
<b>Receipts In:</b>				
<b>Cheque/BACS</b>	<b>Date</b>	<b>Payer</b>	<b>Description</b>	<b>Amount</b>
<b>Cash Receipts:</b>				
Petty Cash	31-Mar	Petty Cash Receipts	March Petty Cash Receipts	£55.00
			<b>Total Receipts</b>	<b>£55.00</b>
<b>Payments Out:</b>				
<b>Cheque/BACS</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
BACS 79	19-Mar	GW Shelters	Burstall Hill Shelter Refurbishment	£6,290.88
		Prospect Photo Agency	Civic Dinner Photography	£110.00
		Steve Lilley Plumbing	Office an Hub Boiler Services	£120.00
DD	19-Mar	Eon Next	Office Electricity Feb	£239.97
BACS 80	21-Mar	Have It Personalised	Uniform for Handyman Team	£159.00
VE DEB CRD	23-Mar	Microsoft	Office 365 Subscription	£123.84
BACS 81/82	28-Mar	Staff Costs	March Staff Costs	£6,864.52
BACS 82	28-Mar	HMRC	4th Quarter PAYE & NIC	£2,368.57
DR	28-Mar	HSBC	Bank charges to 6/3/24	£8.00
101781	31-Mar	Bridlington Health Forum	Small Grants Award	£500.00
101782	31-Mar	East Coast Churches & Community Festival	Small Grants Award	£500.00
101783	31-Mar	Bridlington Bowling Club	Small Grants Award	£500.00
101784	31-Mar	Trefoil Guild	Small Grants Award	£250.00
101785	31-Mar	MND Association - yorks coast	Small Grants Award	£150.00
101781	31-Mar	Sewerby Allotment Association	Small Grants Award	£500.00
Petty Cash	31-Mar	Petty Cash Expenditure	March petty cash expenditure	£12.00
BACS 01	04-Apr	CH Plaxtion	spring Baskets	£3,111.00
		David Boland	BTC Website April	£130.00
		ERYC	Civic Dinner Meal	£2,123.99
		ERYC	Rates payment 1/10	£435.30
		Hi Fliers	Seafront flags and maintenance	£1,847.40
DD	04-Apr	Octopus Energy	St Johns Electricity March	£45.09
DD	22-Apr	Eon Next	Office Electricity March	£227.56
BACS 02	09-Apr	Agilico	Photocopier - copies and lease	£329.04
		Business Stream	Office Water Bill	£126.43
		Jonathan Oyston	Window Cleaning 4/4/24	£22.00
		Riatlas Business Systems	Accounts Software annual subscription	£230.40
			<b>Total Payments</b>	<b>£27,325.02</b>
<b>Recommendation:</b>				
The accounts are approved for payment				



**39.24/25** To receive notice of items for inclusion on the next agenda for Wednesday 19th June 2024:

Report for Christmas following discussions with the Local Growth team

Update on the Cadet

Financial regulations – updates

Zebra Crossing at the top of Beck Hill – Cllr Malcolm Milns

**Signed:**

**Mayor of Bridlington**

**Date:**