

**ELLOUGHTON-CUM-BROUGH TOWN COUNCIL
MINUTES OF A FULL COUNCIL MEETING HELD ON TUESDAY 14 NOVEMBER 2017
AT BROUGH COMMUNITY CENTRE, CENTURION WAY, BROUGH**

Public Forum: No Members of the Public attended

Present: Councillors Credland (Chairman), Mrs Galbraith (Vice-Chairman), Mrs Brogden, Mrs Duckles, C Duckles, Galbraith, Luckraft, Muzaffar and Ms Rowe

1. TO ACCEPT APOLOGIES

Apologies were accepted from Councillors Mrs. Credland and P Duckles

2. TO ACCEPT DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations of interest.

3. TO APPROVE THE MINUTES OF A MEETING OF THE COUNCIL HELD ON 17 OCTOBER 2017 AND TO APPROVE THE MINUTES OF AN EXTRA-ORDINARY MEETING HELD ON 30 OCTOBER 2017

It was proposed by Councillor Galbraith, seconded by Councillor Mrs. Galbraith and agreed unanimously that the minutes of the Full Town Council meeting held on 17th October 2017 be signed as a true and accurate record of the meeting and authorise the Chairman to sign.

The Chairman requested that an amendment be made to the Minutes of the Extra-Ordinary Meeting held on 30 October to include "Councillor Credland reported that during the early discussions of the Petuaria ReVisited project it was acknowledged by the former Town Clerk that a certain amount of work would have to be done within the office." The Chairman refused to sign the Minutes until the amendment was made. It was proposed by Councillor Mrs. Duckles, seconded by Councillor Muzaffar and agreed unanimously that the Minutes of the Extra-Ordinary Meeting held on the 30th October be approved at the next Full Council Meeting.

4. TO INSTRUCT THE PERSONNEL COMMITTEE TO START THE RECRUITMENT PROCESS FOR A TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER

It was proposed by Councillor Mrs. Duckles, seconded by Councillor Mrs. Brogden and agreed unanimously that a meeting of the Personnel Committee will take place on Tuesday 21st November at 10.00 am in the Town Council Office. Councillor Muzaffar and Luckraft to confirm their attendance.

Councillor Mrs. Duckles suggested that Mr. Whitley (the Town Council's Accountant) be approached to see if he would be willing to take on the role of Responsible Financial Officer to the Town Council. In the interim period it was suggested a Clerk from another parish be approached to cover as the Town Clerk. Councillor Galbraith had sought advice from the East Riding of Yorkshire Council and reported that Members of the Council can assist on a voluntary basis.

The Personnel Committee to report back to the next Full Council meeting.

5. TO DECIDE ON MATTERS RELATING TO THE HERITAGE LOTTERY FUND APPLICATION AND ASSOICATED DOCUMENTS

Following research by the Town Council Staff, the Administrative Assistant advised that the Deputy Town Clerk and Administrative Assistant are not against the Petuaria ReVisited project, however wish to reiterate from advice offered from other organisations that the best way forward for the HLF Partnership would be to form a Community Interest Company (CIC) which would be separate from the Town Council.

The Deputy Town Clerk and Administrative Assistant advise the Council once again that their role is to safeguard the Council. Both staff members continue to raise concerns at the implications to the Town Council if they are to be the lead partner regarding financial matters. It is a large budget (£100,000.00) for the Town Council. The budget has been set by a different authority being Hull University, yet no financial risk assessments have been considered or put in place for the Town Council should the project not go according to plan.

Both Members of the staff have taken advice from the Town Council's Accountant and legal advice from the Town Council's Insurers, Zurich, who have informed that should the HLF application be successful, the Town Council MUST seek legal advice from an independent Solicitor prior to any contract being signed.

The Administrative Assistant informed that the Deputy Town Clerk wished to be removed from Section 4a of the application form, this should read the Town Clerk and Responsible Financial Officer.

The Administrative Assistant referred the Council to Elloughton-cum-Brough Town Council's Financial Regulations (September 2015) Section 10, Risk Management which stipulates:

The Council needs to be aware of significant risks that it faces and decide rationally on how to manage them. This may involve insuring against them, minimising them, taking the risk or not pursuing the particular activity.

The Council should conduct a risk assessment of its activities at least annually. This should involve identifying significant risks and agreeing how they should be managed, taking into account the potential consequences and the likelihood of the event happening.

New ventures should be subject to a risk assessment before they are approved and the resultant management actions implemented.

All events should be risk assessed before Council commits to organise them.

Insurance arrangements should be set up by the RFO to cover potentially high cost risks and meet statutory obligations. Insurance terms and costs should be kept under regular review to ensure that best value is obtained.

Councillor Credland reported that a lot of work had gone into the Petuaria ReVisited project and application. Councillor Galbraith reported that confirmation had been received from John Illingworth (Treasurer, Playing Field Association) that the PFA own the freehold of the Burrs Playing Field.

It was proposed by Councillor Galbraith that the Council enters into a partnership with the Elloughton-cum-Brough Playing Field Association to apply to the Heritage Lottery Fund in order to forward the Petuaria ReVisited project.

Councillor Galbraith informed he had spoken with Steve Shaw-Wright at ERNLLCA who confirmed that the £100,000.00 project was not too big a project to be taken on by the Town Council. He had also spoken with Katharine Boardman at HLF who had confirmed that the application made by the Town Council as lead is acceptable.

Councillor Galbraith referred to a condition of the HLF grant that written pledges to the sum of £17,100.00 be secured before the grant is approved. He confirmed that pledges only at this stage is acceptable.

The Administrative Assistant raised concerns that if the pledges do not materialise (should a sponsorship company fall into financial difficulties) would the Town Council (as financial lead) be responsible to meet the debt. Councillor Galbraith reported that he was confident that the full £17,100.00 would be met realistically.

Councillor Credland explained the sponsorship format of gold/silver and bronze and spoke on the legacy of the project. Councillor Muzaffar felt the Council should be prudent with the application and supported the points raised by the Deputy Clerk and Administrative Assistant.

Councillor Mrs. Duckles asked if the proposed partnership agreement could be reconsidered in relation to item 8 (Termination of Agreement) as she felt one months' notice was insufficient from the other parties involved and suggested 3 years. Councillor Luckraft supported this. Councillor Galbraith confirmed that he had obtained legal advice on the clauses and wording of the proposed partnership agreement.

Councillor Luckraft expressed concern with regard to the HLF Application Agreement. He felt clarity needs to be established as to who the applicant is as the body applying is the Archaeological Group. At the Extra Ordinary meeting held on 30th October, Dr. Halkon stated that it is a Town Council application. Question 1e on the application asks for legal status which reads "local authority" which the Archaeological Group is not.

Councillor Galbraith reported he had spoken with Katharine Boardman of the Heritage Lottery Fund who had confirmed that the application form is within the correct format.

It was proposed by Councillor Galbraith that the Council enters into a partnership with the Elloughton-cum-Brough Playing Field Association to apply to the Heritage Lottery Fund in order to forward the Petuaria ReVisited project. This was seconded by Councillor Mrs. Galbraith, seven members voted for the motion, one member voted against and one member abstained from voting.

It was RESOLVED that the Membership be formed as the Petuaria ReVisited Committee.

Councillor Galbraith reported that the members of the Playing Field Association will not be members on the Petuaria ReVisited Committee as they did not wish to abide by the conditions of the code of conduct.

The following Members agreed to be on the Committee:

Councillor Credland
Councillor Mrs. Duckles
Councillor Galbraith
Councillor Mrs. Galbraith
Councillor Luckraft
Councillor Ms. Rowe

The Administrative Assistant requested that Members consider Elloughton-cum-Brough Financial Regulations. Councillor Mrs. Brogden asked that these be circulated once again to all Council Members.

6. **TO NOTE THE NEXT FULL TOWN COUNCIL MEETING IS TO BE HELD ON TUESDAY 21 NOVEMBER 2017**