

**ELLOUGHTON-CUM-BROUGH TOWN COUNCIL
MINUTES OF A FULL COUNCIL MEETING HELD ON TUESDAY 16 MAY 2017
AT BROUGH COMMUNITY CENTRE, CENTURION WAY, BROUGH**

Public Forum: 3 Members of the public attended the meeting

Prior to the commencement of the meeting Cllr Kathleen Galbraith wished to express her thanks to the Cllr Brogden and the Chair for their excellent Arts and Photographic Exhibition and Awards Ceremony.

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

1. **TO ACCEPT APOLOGIES** – Councillors Muzaffar, Scaife and Mrs. Credland
2. **TO ACCEPT DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA**

None declared

3. **TO APPROVE THE MINUTES OF A MEETING OF THE COUNCIL HELD ON 18 APRIL 2017**

It was proposed by Cllr Mrs Brogden, seconded by Cllr Mrs Galbraith and agreed unanimously that the minutes be signed as a true and accurate record of the meeting. Minutes duly signed by the Chairman

4. **TO NOTE THE FOLLOWING COMMITTEE MINUTES**
 - 4.1 Village Environment Committee meeting held on 12th April 2017 - Noted
 - 4.2 Development, Planning, Highways and Safety Committee meeting held on 12 April 2017 - Noted
 - 4.3 Personnel Committee meeting held on 25th April 2017- Noted
 - 4.5 Admin & Finance meeting held on 25th April 2017 - Noted

5. **TO NOTE THE APPOINTMENT OF TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER**

Mr. Richardson, the Town Clerk commenced his appointment on 15th May 2017.

6. **PETUARIA REVISITED**

6.1 To consider matters relating to the Petuaria ReVisited project

Cllr Martin Credland and Cllr Tony Galbraith are to meet with Dr Halkon to discuss progressing the project. They also want to investigate issues regarding funding, legal issues and publicity of the project. They will report back to the next meeting.

7. **TO CONSIDER MATTERS RELATING TO THE ERECTION OF A FLAG POLE**

From enquiries with the Local Council it appears that planning permission will be required.

Cllr Ms Rowe proposed we go ahead and seconded by the Cllr Martin Credland. Cllr C Duckles to update the next meeting.

8. FINANCE AND ADMINISTRATION

8.1 To consider and approve the 2016/17 Internal Audit Report

The Internal Auditor's report was considered. The Internal Auditor remained satisfied that the financial records of the Council continue to be well maintained. The interest omitted from the cashbook has now been addressed and a petty cash account is now in place. Following consideration it was proposed by Cllr Mrs Galbraith and seconded by Cllr Luckraft and agreed unanimously that the Internal Auditor's Report be approved.

It was resolved to approve the Internal Auditor's Report and to note the matters arising have now been addressed

8.2 To consider the findings of the 2016/17 review of the effectiveness of the systems of internal control for the Annual Governance Statement

Members considered the findings of the review of the Council's system of internal control. It was proposed by Cllr Mrs Brogden, seconded by Cllr Luckraft and agreed unanimously that Council has a sound system of internal control, including the preparation of the accounting statements and the review of the effectiveness of the systems of internal control for the Annual Governance Statement should be approved

It was resolved approve the review of the effectiveness of the systems of internal control for the Annual Governance Statement and authorise the Chairman and the Town Clerk to sign.

8.3 To approve the Annual Governance Statement for 2016/17 (Section 1 of the Annual Return) by resolution and to sign and date the Statement

It was proposed by Cllr Mrs. Galbraith, seconded by Cllr Ms. Rowe and agreed unanimously to approve the Annual Governance Statement for 2016/17 (Section 1 of the Annual Return)

RESOLVED to approve Section 1 of the Annual Return for 2016/17

8.4 To consider and approve by resolution the Annual Accounting Statements for 2016/17 (Section 2 of the Annual Return) as signed and dated by the Responsible Financial Officer

The Accounting Statements in Section 2 of the Annual Return had been prepared by the Deputy Clerk and Accountant in accordance with the national guidelines showing the Councils current financial position with receipts and payments for the year ended 31st March 2017. Following consideration it was proposed by Cllr Ms. Rowe seconded by Cllr Galbraith and agreed unanimously that Section 2 of the Annual Return be approved, signed and dated by the Chairman.

RESOLVED to approve Section 2 of the Annual Return for the financial year 2016/17

8.5 TO CONSIDER A GRANT APPLICATION FROM 1324 (HAWKER BLACKBURN) SQN ATC AND LADYBIRD PRESCHOOL

1324 (Hawker Blackburn) Sqn ATC applied for £1,000.00 for laptops
To defer to the next Full Council meeting

Ladybird Preschool – Amount not specified for repairs and renovation
To defer to the next Full Council meeting

8.6 To approve the Responsible Financial Officer's report and cheques for signature

ELLOUGHTON-CUM-BROUGH TOWN COUNCIL RFO REPORT - May 2017

Income

Art Exhibition Sponsors x 4	75.00
EROYC Rate rebate	722.00
EROYC Precept	77,430.00

Expenditure

	amount	vat	total	budget
Salaries-HMRC-ERYC	4,268.91			
Staff force Nicholas Associates Group				
	Agency workers	34.41	6.87	41.28
	Rent of allotments (to be repaid)			
EROYCG30AA24:G29	570.00		570.00	Environment
East Riding Engraving	106.66	21.33	127.99	Administration
Zurich	95.00	19.00	114.00	Administration
Octagon Exhibitions	260.00	0.00	260.00	Administration
Clerks & Councils	108.00		108.00	Administration
MNB Computing Ltd	511.38	102.27	613.65	Administration
Hags-SMP Ltd	40.00	8.00	48.00	Village Environment
Zurich Municipal	788.09		788.09	Administration
Sancton Accounting Services	720.00		720.00	Administration
AJAS	570.65		570.65	Administration
V Herring	23.40		23.40	Administration
Office disbursements	54.41		54.41	
	8,150.91	157.47	4,039.47	

8.7 To note the Annual Insurance Renewal Noted

8.8 To note thank you letters from grant recipients Noted

8.9 To approve a new bank mandate

The members agreed to defer the item to the next meeting pending enquiries into the possibility of introducing an on line banking system.

9. TO RECEIVE COMMUNITY REPORTS

No update offered – noted

10. TO RECEIVE A REPORT FROM EAST RIDING OF YORKSHIRE COUNCIL WARD MEMBERS

No update given due to the possible change of personnel with the forthcoming elections

11. TO CONSIDER MATTERS RELATING TO EAST RIDING OF YORKSHIRE COUNCIL (ERYC)

11.1 Tackling anti-social behaviour in the community update. Noted

12. TO CONSIDER MATTERS RELATING TO THE EAST RIDING 7 NORTH LINCOLNSHIRE LOCAL COUNCIL ASSOCIATION (ERNLLCA)

Cllr Galbraith updated the meeting on the current finances of the body and the forthcoming date of the AGM-12 July. He also referred members to the recent changes in relation to the Annual Return and in particular the Governance Assertions document

12.1 Restricting precept increases - noted

13. TO CONSIDER MATTERS RELATING TO HUMBER 7 WOLDS RURAL COUNCIL (HWRCC)

No update offered

14. TO NOTE THE NEXT FULL TOWN COUNCIL MEETING TO BE HELD AT 7.00 PM ON TUESDAY 20 JUNE 2017