

**POCKLINGTON TOWN COUNCIL**  
**MINUTES**

Meeting of the Town Council  
Meeting Room Old Courthouse George Street Pocklington  
Wednesday 14<sup>th</sup> November 2018 at 7pm

**Present:** Councillors Hodgson (chairman), Cooper, Green, Hutchinson, Jones, Perry, Ratcliffe Sinton, Spademan, Sykes, and Winterton

**Attending:** There were 2 members of the public in attendance.  
Pocklington Town Council and Pocklington Arts Centre Staff Janet Farmer (Arts Centre Director), James Duffy (Arts Centre Manager) and Gordon Scaife - Town Clerk.

Rev Neville Simpson led the council in prayers before the meeting started.

1. Notice of meeting. Cllr Cooper proposed the notice of the meeting 2<sup>nd</sup> Cllr Ratcliffe and agreed.
2. To accept apologies for absence. Apologies were received from Cllr Sharpe (illness), and Cllr West (Meeting at County Hall re East Riding Town Centres)
3. Declarations of interest. To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.

There were no declarations of interest declared.

4. Consider suspending the meeting to allow an opportunity for person(s) or groups to address the council for a total period of 15 minutes and to receive an update from our East Riding of Yorkshire Councillors about East Riding of Yorkshire Council ward matters that affect Pocklington.

Cllr Sykes proposed suspending the meeting to allow person(s) and groups to address the Council 2<sup>nd</sup> Cllr Spademan and agreed.

A resident addressed the council about the number of burglaries in the town. The resident had been burgled earlier in the year. Since then several other houses in the town have been broken into. Including another one in the neighbourhood where the resident lives.

Humberside Police say they have 400 new officers in training Pocklington hasn't seen an increase in staffing.

Request was for the Town Council to write to the Chief Constable to ask for staffing to be increased due to the rise in the crime rate and the increase in the population of the town.

Cllr Perry reported back from the meeting held with Parish and Town Councillors by the Police and Crime Commissioner (PCC). The PCC had said that the deployment of the new officers was an operational decision for the Chief Constable.

5. Consider continuing the meeting.  
Cllr Sykes proposed continuing the meeting 2<sup>nd</sup> Cllr Ratcliffe and agreed.
6. To confirm the minutes of the Town Council meeting held on 10<sup>th</sup> October 2018.

Cllr Green proposed the minutes of the Town Council meeting held on 10<sup>th</sup> October should be accepted as a true record of the meeting 2<sup>nd</sup> Cllr Spademan vote was 10 for with one abstentions (Cllr Cooper)

7. To report matters arising from these minutes not on the agenda for information only. Cllr Jones asked about the website quotes which is at 19b on the agenda. Cllr Jones asked if work had started on the Mouse House Kitchen. The clerk reported that work had started as planned on 12<sup>th</sup> November.
8. To receive and consider the accounts for Pocklington Arts Centre for quarter 2.

The Arts Centre Director presented the accounts for the quarter ended 30<sup>th</sup> September 2018, showing a trading profit of **£1,357** ahead of budget making a trading profit of **£10,010** in the 6 months to date.

Live events made a loss of £906, against a budget of £6,500.

Live broadcast profit came in at £1,992, below the budget at £2,500 and compared to £1,551 in 2017

Cinema achieved a profit of £14,648 ahead of budget of £5,000 and compared to £6,234 in 2017

The bar profit came in at £4,915 ahead of budget at £3,000 and compared to £3,153 in 2017. Confectionary produced a profit of £1,287, ahead of budget of £1,000 and compared to £1,236 in 2017.

Overheads at £44,234 were below the budget of £45,250 and much increased from the £26,869 in 2017. This is due to the increased staff costs for the two new part-time employees plus the equipment to set up an office and a portion of the new website cost.

At 30<sup>th</sup> June our balance sheet showed reserves of £134,866 of which £66,906 represents bank balances.

PAC continues to make steady progress and the overall outcome is ahead of budget. Live performance profit was lower than expected, mainly due to not staging Platform Festival. Other factors include the venue's emerging music programming producing lower than expected ticket sales. This, however, is exactly what the venue's Arts Council funding is for. The long hot summer also impacted on audience figures at PAC and on a national level.

Quarterly profits were affected by a significant breakdown with the cinema projector which cost PAC £4,000 and the resumption of monthly payments to PTC for the projector loan.

In conclusion, PAC is in a good position at this stage of the financial year.

Figures for the three months ended 30<sup>th</sup> September 2018

LIVE EVENTS	ACTUAL	BUDGET
Sales	28,501	70,000
Costs	29,407	63,500
Gross Profit	(906)	6,500
LIVE BROADCASTS		
Sales	3,799	5,000
Costs	1,807	2,500
Gross Profit	1,992	2,500
CINEMA		
Sales	21,608	10,000
Costs	6,960	5,000
Gross Profit	14,648	5,000

<b>SUNDRY</b>		
Hire Income	1,532	2,375
Advertising receipts	1,036	1,000
Booking charges	2,383	1,000
Books, CDs and Artworks	(224)	-
Gross Profit	4,727	4,375
<b>BAR</b>		
Sales	11,606	6,000
Cost of sales	6,691	3,000
Gross Profit	4,915	3,000
<b>Confectionary</b>		
Sales	2,471	2,000
Costs	1,184	1,000
Gross Profit	1,287	1,000
Gross profit from events	26,663	22,375
Grants and donations	18,928	22,125
Net contribution	45,591	44,500
<b>OVERHEADS</b>		
Wages	18,916	22,625
Telephone	776	1,000
Advertising and promotion	4,785	5,875
Licences	3,720	2,325
Printing, postage and stationary	280	625
Website	3,500	3,500
Light and heat	2,278	3,500
Rates and water	1,597	1,500
Cleaning and waste	301	300
Repairs and maintenance	2,702	1,500
Sundry	1,514	500
Bank and credit card charges	2,976	1,500
Research and travel	389	500
TOTAL	44,234	45,250
NET PROFIT/(LOSS)	1,357	(750)

#### Trading accounts for the 6 months ended 30 September 2018

LIVE EVENTS	ACTUAL	BUDGET
Sales	85,301	110,000
Costs	77,970	100,000
Gross Profit	7,331	10,000
<b>LIVE BROADCASTS</b>		
Sales	8,000	10,000
Costs	4,139	5,000
Gross Profit	3,861	5,000
<b>CINEMA</b>		
Sales	31,294	17,000
Costs	10,054	8,500
Gross Profit	21,240	8,500

<b>SUNDRY</b>		
Hire Income	2,961	4,750
Advertising receipts	2,224	2,000
Booking charges	4,095	2,000
Books, CDs and Artworks	56	-
Gross Profit	9,336	8,750
<b>BAR</b>		
Sales	22,581	12,000
Cost of sales	12,040	6,000
Gross Profit	10,541	6,000
<b>Confectionary</b>		
Sales	4,715	4,000
Costs	1,889	2,000
Gross Profit	2,826	2,000
Gross profit from events	55,135	40,240
Grants and donations	37,065	44,250
Net contribution	92,200	84,500
<b>OVERHEADS</b>		
Wages	35,680	45,250
Telephone	1,789	2,000
Advertising and promotion	7,538	9,750
Licences	6,540	4,650
Printing, postage and stationary	393	1,250
Website	3,500	3,500
Light and heat	6,191	7,000
Rates and water	3,250	3,000
Cleaning and waste	526	600
Repairs and maintenance	6,399	3,000
Sundry	2,597	1,000
Bank and credit card charges	4,301	3,000
Research and travel	3,486	2,500
TOTAL	82,190	90,000
NET PROFIT/(LOSS)	10,010	(5,500)
<b>FIXED ASSETS</b>		129,475
<b>CURRENT ASSETS</b>		
Stock	12,284	
Debtors and prepayments	8,410	
Cash and bank	66,906	
Total	87,600	
<b>CURRENT LIABILITIES</b>		
Creditors and accruals	82,209	
<b>NET CURRENT LIABILITIES</b>		5,391
Total		134,866
<b>PROFIT AND LOSS ACCOUNT</b>		134,866

Cllr Hutchinson asked about the Arts Council Grant which is for four years and what happens at the end of the 4 years. The Arts Centre Director informed council that a bid would be submitted to the Arts Council in year 3. This is when the Arts Council will open bidding for all organisations. If the bid is successful, then the current project could continue. If not the project costs would need factoring into the budget. The funding from the Arts Council is designed to make the Arts Centre more sustainable.

Cllr Cooper congratulated the Arts Centre Director on the figures and for increasing the profit. Cllr Cooper asked how the survey was going. The Arts Centre Manager reported that 70 surveys have been completed so far and the survey will be handed out during the Blues Weekend and late night shopping.

Cllr Green commented that the net current assets have improved.

Cllr Hodgson thanked the Arts Centre Director and Manager for their report.

9. To receive and consider the revised Risk Assessments for Pocklington Arts Centre.

Cllr Spademan proposed accepting the revised risk assessments for Pocklington Arts Centre 2<sup>nd</sup> Cllr Sykes and agreed.

10. To consider the external audit report.

Cllr Sykes proposed accepting the external audit report 2<sup>nd</sup> Cllr Jones and agreed.

11. To receive and consider the interim internal audit report for 2018/19

Cllr Sykes proposed accepting the report 2<sup>nd</sup> Cllr Ratcliffe and agreed. The Clerk will report against the actions in the report.

12. To receive financial statement of

- a) Pocklington Town Council and agree payments.

Cllr Sykes proposed the below payments for Pocklington Town Council to be authorised 2<sup>nd</sup> Cllr Winterton and agreed.

<b>Pocklington Town Council Payments</b>			
<b>14/11/18</b>			
	<b>Payee</b>	<b>Detail</b>	<b>Amount</b>
326	CNG	Gas Supply - Courthouse	0.51
327	R Westmoreland	Cemetery Works	744.00
328	Travis Perkins	Yard Broom - Arts Centre	10.50
329	Travis Perkins	Ear Plugs	10.63
330	Ruth Jackman	Laundry/Bulbs	50.95
331	The Loyal Company of Town Criers	Annual Subscription G Sheasby	35.00
332	Big Boolies.com Ltd	Signage West Green	12.00
333	Big Boolies.com Ltd	Signage West Green	66.12
334	Yorkshire Water	Water charges Courthouse	41.36
335	Gordon Scaife	Yellow Paint	7.39
336	Microshade Business Consultants Ltd	Install, Setup and Data Migration	566.28
337	Richard Dixon	Internal Audit	751.15
338	Plusnet	Internet	18.00

339	ERYC	Grounds Maintenance - West Green	2337.32
340	ERYC	Grounds Maintenance - Victoria Rd	272.56
341	ERYC	Grounds Maintenance - Broadmanor	1088.96
342	The Soapy Group	Subscription - October	60.00
343	Les Slow (AB Electronics)	Floodlight Bulb Churchyard	30.00
344	Be Fuelcards	Diesel	36.90
345	Gordon Scaife (Amazon)	Elves	29.98
346	Harrowells	Professional Fees	900.00
347	Chubb	Fire Alarm Service PAC	197.70
348	J Farmer	October Salary	
349	J Bielby	October Salary	
350	G Scaife	October Salary	
351	C Heald	October Salary	
352	C Findlay	October Salary	
353	P Taylor	October Salary	
354	HMRC	Tax	
354	HMRC	NI	
355	JJP Print	Posters - Bonfire Night	30.00
356	ERYC	Service Agreement - Street Lighting	2221.52
357	ERYC	Bin Installation 14.9.18	452.59
358	Earley Ornamentals Ltd	Autumn Planting	275.23
359	Travis Perkins	Cement/Paint	9.46
360	Cyberglide	Computer Support	35.00
361	HMRC	VAT payment	3712.48
362	Harrowells	Professional Fees	930.00
363	Be Fuelcards	Diesel	43.84
364	Visual Security Systems	CCTV	90.00
365	Nest	Pensions	
366	WoldTech Ltd	Photocopier Maintenance	104.96
367	Information Commissioner	Date Protection Renewal	35.00
368	Harrowells	Professional Fees	288.00
369	EYMS	Town Bus Service	540.00
370	Ruth Jackman	Laundry	12.00
371	Green Scene	Planter removal	386.13
372	The Soapy Group	Subscription - November	60.00
373	The Wolds Magazine (Out & About)	Advert - Christmas Festival	200.00
374	K M Woodhall	Hedge Cutting - Broadmanor	130.00
375	Microshade Business Consultants Ltd	Hosting, storage, backup & support	100.68
376	CMB Computers	Full system reset - Laptop	111.99
377	Be Fuelcards	Diesel	41.81
378	Gordon Scaife	Postage	17.40
	Gordon Scaife	Digital Voice Recorder	20.48

379	ERYC	Suspension Parking Bay	65.00
380	Daisy	Telephone October	73.50
381	York Landscapes Ltd	Churchyard grass cut	360.00
382	CNG	Gas Supply - Courthouse	156.10
383	Litemania Ltd	Bulbs for Christmas lights	667.71
384	Hire Station Ltd	Hire Tower Light - Bonfire	346.80
385	York Graphic Designers	Computer Support	66.67
		<b>Totals</b>	<b>£ 18,851.66</b>
		<b>Grand total</b>	<b>£ 27,081.60</b>

- b) Consider the bank statements and agree payments from Pocklington Arts Centre. Cllr Sykes proposed the below payments for Pocklington Arts Centre to be authorised 2<sup>nd</sup> Cllr Winterton and agreed.  
Below are the payments that required authorising from October.

<b>Pocklington Arts Centre 10<sup>th</sup> October 2018</b>			
	<b>Payee</b>	<b>Detail</b>	<b>Amount</b>
381	Paramount Pictures	Film	120.00
382	Paramount Pictures	Film	214.90
383	Free Trade Agency	Artist	1,250.00
384	Your Local Link Ltd	Distribution of leaflets	163.64
385	Mrs S Espiner	Bookkeeping	100.00
386	Warner Bros	Film	120.00
387	Minster FM	Sponsorship & What's on guide	630.00
388	Coda Agency	Show Fee	900.00
389	Swirlz	Ice Cream	48.00
390	Mint	Artwork	42.00
391	K J Falkingham	Caretaking Supplies	18.19
392	W & C Forth	Stationary	70.76
393	Lionsgate	Film	120.00
394	Janet Farmer	Reimbursement Vista	180.50
395	Gloria Biggs	Arts Works account	9.19
396	JSS Audio	PA System	720.00
397	James Duffy	Reimbursement Hotel	265.50
398	GT Graphics	Leaflets/Posters	566.60
399	AB Electrical Wholesalers	Lamp	40.32
400	Cambridge Live	Advert	300.00
401	JSS Audio	PA System	720.00
402	Feathers Hotel	Rooms	275.00
403	Premier Business Supplies	Cleaning Supplies	181.42
404	Cambridge Live	Advert	60.00

405	Michael Hildred	Gift Cards sold by PAC	5.50
406	Country Gas Ltd	Bar Gas	10.74
407	Paramount Pictures	Film	120.00
408	Tim Foxall	Spatulas/Display stands	213.30
409	Gilks Gallery	Arts Sales	36.50
410	JL Brookes	Confectionary	93.58
411	Janet Farmer	Festival Supplies	214.26
412	J. Duffy	Wages	
413	T. Stalker	Wages	
414	N Rudsdale	Wages	
415	P. Jennings	Wages	
416	C. Heald	Wages	
417	L. Robinson	Wages	
418	C. Watson	Wages	
419	BA Mullarkey	Wages	
420	A. Squires	Wages	
421	S. Morton	Wages	
422	V. Simmons	Wages	
423	HMRC	PAYE/NI	
424	P.A Banks	Show Fee	2,000.00
425	J. Farmer	Expenses Aldi	57.44
		<b>Total</b>	<b>9,867.34</b>
		<b>Grand Total</b>	<b>15,743.68</b>

<b>Pocklington Arts Centre</b>			
<b>14<sup>th</sup> November 2018</b>			
	<b>Payee</b>	<b>Detail</b>	<b>Amount</b>
462	Elavon (Direct Debit)	Card Fees	174.15
463	Elavon (Direct Debit)	Card Fees	162.77
464	Elavon (Direct Debit)	Card Fees	126.16
465	Elavon (Direct Debit)	Card Fees	107.71
466	British Gas (Direct Debit)	Gas Bill (Account 600420459)	432.03
467	British Gas (Direct Debit)	Gas Bill (Account 600768437)	1,404.88
468	Daisy (Direct Debit)	Telephone August	190.20
469	Daisy (Direct Debit)	Telephone September	191.12
470	Newsquest (Direct Debit)	Advertising	162.00
471	BT (Direct Debit)	Card Service	29.52
472	Newsquest (Direct Debit)	Advertising	162.00
473	Newsquest (Direct Debit)	Advertising	150.00
474	Newsquest (Direct Debit)	Advertising	180.00
475	Newsquest (Direct Debit)	Advertising	60.00
476	Newsquest (Direct Debit)	Advertising	162.00
477	Tate-Smith Ltd (Direct Debit)	Bar Supplies	2,131.94
478	BT (Direct Debit)	Card Service	29.52
479	James Duffy	Ticket & Travel	291.00



480	Busking in the Bar		100.00
481	Mint	Domain Registration & Artwork	110.39
482	James Duffy	Travel	74.50
483	Feathers Hotel	Accomodation	127.00
484	JSS Audio	Technical Services	636.00
485	Vista Entertainment	Ticketing Booking Fee	197.90
486	Green-Link Couriers	Distribution of Programmes	222.00
487	Harrisons signs	Supply & Installation Acrylic Panels	438.00
488	Direct Business Equipment Ltd	Callout	186.00
489	Mint	Development/build of Website	4,200.00
490	Creative Artists UK Ltd	Live Performances	1,960.00
491	QEDG Music Management Ltd	Performance Fee	1,350.00
492	Keith Hukin	Technical Services	300.00
493	A J Cook	Art Works sold	119.20
494	H Angle	Sales	36.00
495	Individual Entertainment Ltd	Performance Fee	191.00
496	Individual Entertainment Ltd	Performance Fee	3,086.40
497	T Herbert	Bar Supplies	340.42
498	Country Gas Ltd	Bar Gas	10.74
499	Premier Business Supplies Ltd	Cleaning Supplies	187.38
500	Belinda Hazlerigg	Art Work sales	7.50
501	M A Robson	Art Work sales	25.10
502	Handpick'd Festival	Artist	100.00
503	Handpick'd Festival	Artist	108.00
504	Handpick'd Festival	Artist	200.00
505	Tommy Tucker Ltd	Confectionary	53.65
506	Vista Entertainment	Maintenance	1,495.80
507	T Gilks	Art Work sales	14.00
508	K J Falkingham	Screws/Polish/Stain Remover	13.93
509	Local Link	Advertising	246.00
510	Eden Farm	Ice Cream	150.04
511	DHP Family Ltd	Advertising	120.00
512	Mrs S Espiner	Bookkeeping	100.00
513	R T Sleight	Fee	89.20
514	J L Brookes	Confectionary	84.62
515	James Duffy	Confestionary	74.00
516	H Angle	Art Work sales	36.00
517	JSS Audio	Technical Services	360.00
518	Brass Castle Brewery	Bar Supplies	1,305.55
519	Lions Gate International Ltd	Film	120.00
520	Northwolds Printers Ltd	Live Event Brouchures	2,095.00
521	Premier Business Supplies Ltd	Cleaning Supplies	139.56
522	Made by Oomph Ltd	Membership cards	465.56
523	Tungate Forms & Labels	Thermal Tickets	1026.48
524	Direct Business Equipment Ltd	Cloud Package	46.20

525	Viking	Stationary	97.48
526	Half Moon Brewery Ltd	Bar Supplies	163.20
527	Cinema Live Ltd	Live Streaming	1146.76
528	Pivovar	Bar Supplies	728.01
529	Carlsburg	Bar Supplies	476.17
530	Janet Farmer	Bar Equipment	115.42
531	J Dale-Jones	Performance Fee	400.00
532	J L Brookes	Confectionary	180.34
533	Busking in the Bar	Fee	100.00
534	POS Yorkshire	Film Delivery charge	1029.60
535	Reform Theatre Company	Performance Fee	962.33
536	Universal Pictures	Films	964.96
537	Swirlz	Ice Cream	72.00
538	Payment Express	Service Fee	4.76
539	M Hildred	Card Sales	6.00
540	A J Cook	Art Work sales	56.75
541	G Biggs	Art Work sales	38.40
542	Keith Hukin	Technical Services	212.70
543	Asgaurd Promotions	Performance Fee	960.00
544	Aures Technologies	Scanner for Loyalty Cards	583.80
545	B Hazlerigg	Art Work sales	3.75
546	T Gilks	Card Sales	12.50
547	JSS Audio	PA System hire	360.00
548	Smashing Mirrors Theatre	Performance Fee	102.04
549	Janet Farmer	Reimbursement Vista Fees	271.36
550	J. Duffy	Wages	
551	T. Stalker	Wages	
552	N Rudsdale	Wages	
553	P. Jennings	Wages	
554	C. Heald	Wages	
555	L. Robinson	Wages	
556	C. Watson	Wages	
557	S Morton	Wages	
558	B T Holleran	Wages	
559	W C Watkin	Wages	
560	HMRC	PAYE/NI	
		<b>Totals</b>	<b>37,544.45</b>
		<b>Grand Totals</b>	<b>43,762.62</b>

13. Consider the grant application from Pocklington Lions.  
 Cllr Sykes proposed a grant of £250 to Pocklington Lions towards their Christmas Activities 2<sup>nd</sup> Cllr Perry. Vote 9 for and 2 abstentions (Cllrs Green and Sinton).  
 Proposal was agreed.

14. Consider live streaming of council meetings.  
There was a discussion on live streaming the meetings. It was agreed to defer this item to the February meeting of Full Council to allow for further research to be undertaken on costs for the equipment needed and how the video could be encrypted/embedded to prevent editing by a third party.
15. Consider and agree any actions from the clerk's report.

The clerk reported the following

**Progress on the agreed projects.**

The work on the Mouse House kitchen started on 12<sup>th</sup> November  
East Yorkshire Motor Services have been asked for a cost of providing the town bus service for next year.

**Grounds work.**

The hedge at Broadmanor has been cut. The winter/spring bedding has now been planted.

The two remaining planters on Regent Street and the one on London Street/Union Street have been removed. The trees have been replanted on West Green.

**Cemetery Records**

The Deputy Town Clerk has brought the records up to date. New registers have been ordered.

**Events**

Bonfire Night – Bonfire night was a huge success. The attendance this year was around 3,000. A full breakdown of the figures will be presented at Full Council. The Mayor's charity has benefited by around £4,000 once the costs of staging the event are taken out.

Remembrance Day – The two-minute silence and the parade went very well. Councillors thanked all those that helped with the road closures and ensured the parade went very smoothly. The numbers attending were up on previous years. The end of grant report for the 'Tommy' has been submitted to East Riding of Yorkshire Council Rural Team.

Christmas Tree Festival Saturday 1<sup>st</sup> December – Sunday 9<sup>th</sup> December All Saints Church

Christmas Festival Wednesday 5<sup>th</sup> December from 1pm

Carols with the Mayor Sunday 9<sup>th</sup> December 2pm All Saints Church

Civic Service Sunday 27<sup>th</sup> January 2019 at 2pm Pocklington Methodist Church

Christmas Lights – Lights have been hired in this year as the town council's lights are now old and no longer fit for purpose. A new contractor will be putting them up for us.

**WREN Application.**

The clerk asked if the council would approve a grant bid to WREN to refurbish the toilets at the Arts Centre. Cllr Sykes proposed an application be made to WREN for the refurbishment of the public areas at Pocklington Arts Centre 2<sup>nd</sup> Cllr Spademan and agreed.

**Neighbourhood Development Plan**

The draft of the character assessment for Pocklington was included with the papers for this meeting. The character assessment is part of the evidence base for the policies contained within the Neighbourhood Development Plan. The plan has

reached a critical point as the questionnaire is now being finalised with the aim of having it approved at the Full Council meeting in December. This will enable the survey to go live in January. The survey should be presented to council at the December meeting to be approved.

The NDP is now at a critical stage if it is to influence development in the town as East Riding of Yorkshire Council's local plan is to be reviewed and there are implications for Pocklington in the review. The review will include asking land owners and land agents to bid to provide new allocations for housing across the district.

### **East Riding Local Plan Review**

East Riding of Yorkshire Council have launched a consultation on the review of the local plan. Comments have to be submitted by 21<sup>st</sup> December. There is an event for councillors on 28<sup>th</sup> November at the community hall, Burnby Hall from 6pm – 8pm.

There is a public drop in at the library on Tuesday 4<sup>th</sup> December from 2pm – 7pm.

### **Burials**

The burial of Robert Davis Bilham, Carol Patricia Johnson, Maurice Bernard Hayes and the interment of ashes for Marjorie Allen have taken place in Pocklington Cemetery

## 16. Correspondence as per list.

- 1 All Saints Church, Pocklington – Thank you for the support given by the town council to the flower festival held in September for information.
- 2 Sig Greg Knight MP– Letter re-development pressures in Pocklington for information.
- 3 East Riding of Yorkshire Council – Anti-social behaviour statistics for information.
- 4 National Association Local Councils – Annual report for information.
- 5 Buck Inn Yard Management Ltd. To be discussed at item 19a
- 6 East Riding of Yorkshire Council Forward Planning – Meeting for Councillors about Town Centres. Cllr West is attending the meeting which is tonight on behalf of the Town Council.
- 7 East Riding and North Lincolnshire Local Council Association – Newsletter for information.
- 8 Humberside Police – Newsletter for information.
- 9 East Riding of Yorkshire Council – Grant of £250 to help with costs for the remembrance day parade and purchase of a 'Tommy silhouette'. The silhouette is currently in position at the World War 1 memorial outside the Post Office and will be removed when the Christmas tree is positioned.
- 10 East Riding of Yorkshire Council – Appeal for planning application 18/0053/Refuse Erection of 4 dwellings with associated parking following demolition of existing industrial buildings, conversion of offices to form 8 apartments and conversion of office to ancillary store. St George's Place, George Street, Pocklington. The applicant is appealing the decision by East Riding of Yorkshire Council to refuse planning.
- 11 Resident letter about Pocklington Town Council meetings.
- 12 East Riding of Yorkshire Council – Review of the local plan. Cllrs requested a hard copy of the documents if this is possible.
- 13 Deputy Lord Lieutenant – Re Remembrance Day Parade and thanking the Town Council for facilitating the route of the parade, the reading of the names and supporting the parade.

## 17. Receive and consider accepting minutes from Planning 24/10/2018, policy and Resources 24/10/2018 and Planning 07/11/2018

Cllr Spademan proposed accepting the minutes from Planning Committee from 24/10/2018 2<sup>nd</sup> Cllr Winterton and agreed.

Cllr Ratcliffe proposed the minutes from Policy and Resources held on 24/10/2018 be accepted 2<sup>nd</sup> Cllr Sykes and agreed.

Cllr Jones proposed the minutes of Planning Committee held on 07/11/2018 be accepted 2<sup>nd</sup> Cllr Spademan and agreed. Cllr Cooper proposed an additional comment be made in relation to the Yapham Road Development. A planning condition should be placed on applicant/ developer to work with East Riding of Yorkshire Council to engineer traffic calming measures that would slow the traffic entering Pocklington along Yapham Road. 2<sup>nd</sup> Cllr Spademan and agreed.

18. Receive reports from any other meetings – Gateway etc. Consider written reports to be submitted for circulation.

Cllr Hodgson and Cllr Sykes attended the unveiling of the commemorative memorial for Harry Blanchard VC in Newton on Derwent.

Cllrs Green and Winterton attended the Neighbourhood Development Plan Steering Group

Cllrs Perry and Winterton attended a meeting with the Police and Crime Commissioner.

19. Due to the confidential nature of the business about to be transacted the press and public are requested to withdraw. The public withdrew.

19a. Consider a response to the Buck Inn Yard Management Ltd about the licence. Cllr Cooper reported on an informal meeting with the council's solicitor at which the residents of buck inn yard had been invited. The residents had chosen not to attend. A further update will be on the December meeting.

19b. Quotes for the hosting of the website.

The clerk has received three quotes. Councillors wanted to see a further breakdown of figures and the annual costs to the council for the maintenance of the website.

19c. Personnel action points from the internal audit report Page 13 of the report.

The clerk reported there were 4 actions on this page of the report.

The first action has been completed and the employee has returned the contract of employment.

The second action has been discussed in the report from the Arts Centre Director with staffing costs forming part of the setting of the budget for the Town Council and the Arts Centre in future years.

The third action was to affirm the hourly rate paid to bar staff who are under 20 at the Arts Centre. Cllr Sykes proposed the figure should be confirmed at £7.20 an hour which is above the minimum wage set for young people 2<sup>nd</sup> Cllr Jones and agreed.

The fourth action was to confirm that upon completing the ILCA the Deputy Town Clerk should be moved up one spinal point. This was agreed and the Deputy Town Clerk was congratulated on passing the ILCA.

The Meeting closed at 8.46 pm