

NOTICE



The next meeting

Of the

ANNUAL TOWN COUNCIL

will be held on

Monday 13th May 2019

**at 7pm, in the Meridian Centre,
201 Queen Street, Withernsea HU19 2HH**

The public and press are welcome to attend under the public Bodies (Admissions to Meetings) Act 1960 s1, extended by the Local Government Act 1972 s100. Whilst public participation is not allowed during the meeting, there will be a 15 minute public question session, where members of the public may ask questions, give evidence or make representations regarding any of the business to be transacted at the meeting. If you wish to attend a council meeting to comment on an issue which is not included on the agenda, you may do so by applying to The Clerk in writing before the meeting.

Under the Openness of Local Government bodies regulations 2014 members of the public may film, record, take photographs or use social networking during Council meetings that are open to the public. Members of the public who do not wish to be filmed during meetings should make this known to the Town Clerk or Chairman of the meeting, prior to the start of the meeting.

Withernsea Town Council requests advance warning from anyone wishing to film, record or take photographs during open meetings so that suitable provision can be made.

Dear Councillor,

You are hereby summoned to attend the Annual meeting of the Withernsea Town Council to be held on Monday 13th May 2019 at 7pm, in The Meridian Centre, 201 Queen St, Withernsea. Please note Council meetings will finish promptly at 9.30pm. The agenda, (issued 7.5.19) is specified below.

Yours sincerely

J. Moxon

Mrs. J. Moxon, PSLCC, Clerk to the Council.

Abbreviations:

ERYC=East Riding of Yorkshire Council WTC=Withernsea Town Council *= Circulated to Councillors

AGENDA

Part I.

1. Election of Town Mayor.
2. To accept apologies for absence and reasons if given.
3. Election of Deputy Mayor.
4. To receive the Mayor and Deputy Mayor's declaration of acceptance of office.
5. All members to complete new Register of Members Interest* form.
6. Declarations of Interest.
 - a. 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.
 - b. To note dispensations given to any member of the council in respect of the agenda items listed below.
7. Public Participation including Police report: To receive the police report and open the meeting for for both police and public participation.
8. Confirmation of standing committees and groups and to re-affirm powers as per Standing Orders.
 - a. Christmas Lights and Tourism Committee (min' 4).
 - b. Withstock Committee – (min' 4).
 - c. Emergency Plan Group – All Cllrs.
 - d. Newsletter Working Group.
 - e. Property Officers – (min 2).
 - f. Safety Officer.
 - g. Memorial Gardens Trust – The Town Council is the Trustee. To confirm committee members.
 - h. Town War Memorial Clock Trust – The Town Council is the Trustee. To confirm committee members and guardian.
 - i. Finance Committee (min' 4).
 - j. Personnel Committee (min' 4).
 - k. Bank account signatories: The Mayor, Deputy Mayor and Town Clerk.
9. To elect representatives to the following:-
 - a. Millennium Green Trust (1).
 - b. Millennium Play Park (1).
 - c. ERNLLCA District Committee (2).
 - d. Hidden Holderness (1).

- e. Youth Service/Coalition/Groups. (1).
 - f. Big Local Steering Group representative (1).
 - g. Active Withernsea (1).
 - h. Police and Partners Community Forum (2).
 - i. Citizens Advice Bureau (1).
 - j. Withernsea & District Health Forum (2).
 - k. East Yorkshire Local Council Network (Chairman and Clerk).
 - l. The Hut Friends/Steering Group.
 - m. Le Maistre Trust (1).
 - n. SHORES Management Group (1).
 - o. WTC representation on Meridian Centre CIO.
 - p. Withernsea & South East Holderness Regeneration Partnership Board. (W&SEHRP) (2).
 - q. W&SEHRP – Seafront and Promenade Sub Group (2).
 - r. Southcliffe Road W.C. custodian.
 - s. SHAPE.
 - t. Skate park representative.
 - u. Public transport champion.
 - v. Internal Drainage Board.
 - w. FLAG and commercial fishing compound representative.
 - x. Neighbourhood Watch representative.
 - y. Withernsea Housing Group.
10. Minutes: To confirm/receive minutes are a true and correct record of the meetings held:
- a. Town Council minutes – 08.04.19.
 - b. Town Council Extra Ordinary meeting minutes – 17.04.19.
 - c. Town Council Extra Ordinary meeting minutes – 30.04.19.
 - d. To receive draft Annual Parish Meeting minutes – 29.04.19.
 - e. To receive Withstock Committee minutes – 16.04.19.
 - f. To receive Finance Committee minutes – 23.04.19.
 - e. To receive Tourism and Christmas Lights Minutes – 10.04.19.
11. Town Clerks report: To receive report / update from the Town Clerk.
12. Reports by Ward Councillors. To receive brief reports from Ward Councillors representing Withernsea on matters of interest to Town Councillors and the local community
13. Reports by representatives to outside bodies: To receive any reports from members representing the WTC at outside organisations.
14. Resolution: This Town Council in accordance with the power of Section 137 of the Local Government Act 1982 should incur the following expenditure, which in the opinion of the Council is in the interests of the area and its inhabitants and will benefit them in a manner commensurate with the expenditure: To contribute £3500 to the Withernsea Pier & Promenade Association for remaining funds required as recommended by the Finance Committee.
15. Items: Items to consider / confirm / agree / adopt by Withernsea Town Council.
- a. Request from Cllr Hardcastle to light beacon on D Day Anniversary 6th June.
 - b. Invitation to ERYC Town & Parish Council Liaison Meetings.*
 - c. Invitation to ERNLLCA Member Council Development Programme – Chairmanship Course.*
 - d. Invitation from D. England to Mayor, Councillors and staff to 75th Anniversary of D Day Commemorations at the flag pole, Municipal Buildings 10:50am 06.06.19.
 - e. Consider Annual Path Audit.*
 - f. To consider quotes for website update.*

16. Financial matters:

- a. To approve payment schedule for April 2019 £
- b. To approve amended asset register.*

17. To approve and sign the annual audit documentation.

- a. Annual accounts year ending 31.3.19 (recommended by Finance Committee).*
- b. To review and consider findings of Annual Governance Statement (Section 1 of Annual Return).*
- c. To approve the annual governance statement (Section 1).*
- d. To consider accounting statement (Part 2).*
- e. To resolve to approve the accounting statement.
- f. To receive the 6 month internal audit report to 31.3.19.
- g. To appoint the internal auditor for 2019/20.
- h. To consider scope of audit required by Withernsea Town Council, as per draft letter of appointment.*
- i. The annual risk assessment review will be undertaken by the Clerk, Property Officers and reported to the next meeting.

17. Development Control: To resolve the following Application(s) / Receive decisions (NOD) made. All planning applications are available and accessed electronically from the ERYC website. Please use links below or source access to hardcopies.

- a. Application 19/01259/PLF for the erection of a single storey extension to rear following demolition of existing. 35 Park Avenue, Withernsea for Mr & Mrs Ellis.

<https://newplanningaccess.eastriding.gov.uk/newplanningaccess/PLAN/19/01259/PLF>

- b. Application 19/01263/PLF for the erection of two storey extension to rear, single storey extension to side and installation of first floor windows to side. Joivy Cottage, 52 Hollym Road, Withernsea for Mr Playfoot.

<https://newplanningaccess.eastriding.gov.uk/newplanningaccess/PLAN/19/01263/PLF>

- c. Application 19/00979/PLF for the creation of vehicular access and construction of hard-standing to front garden for off-street parking. 144 North Road, Withernsea for Mrs Tracey Battye.

<https://newplanningaccess.eastriding.gov.uk/newplanningaccess/PLAN/19/00979/PLF>

- d. Notice of Decision. Erection of a modular building for use as day nursery in connection with existing Teenyworld Nursery. Land South East of Tennyworld Day Nursery, The Mews, Station Road, Withernsea for Teenyworld. GRANTED.
- e. Notice of Decision. Erection of dormer extensions to the front and rear. 71 Louville Avenue, Withernsea for Mr G Booth. GRANTED.
- f. Information only. Removal of existing hipped roof and replace with gable roof, construction of dormer window to rear and installation of rooflights to front. 79 Queen Street, Withernsea for Mr Ross. Considered not to require formal planning permission.

18. Councillors reports.

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Part 2. Private session.

1. Public Bodies (Admission to Meetings) Act 1960.

The Chairman will move that the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

2. In Camera

- a. PopIn lease.