

BEVERLEY TOWN COUNCIL
POLICY COMMITTEE MEETING

7th March 2016

Present: Councillors G Cooper, Elvidge, Jack, McGrath, Peacock and Pearson (Chair).

In Attendance: Helen Watson (Town Clerk) and Cllr Astell.

64 To receive apologies for absence

Apologies for absence were received from Cllr Dodsworth.

65 (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.

No declarations were received.

(b) To note dispensations given to any member of the Council in respect of the agenda items listed below

No dispensations were received.

66 To note the Policy minutes of 25th January 2016 approved at Full Council on 22nd February 2016

Resolved - The Policy Minutes of the 25th January 2016 approved at Full Council on 22nd February 2016 were noted.

67 To receive for information an update of funding research as at 1st March 2016

Resolved – The update of funding research as at the 1st March 2016 was received.

68 To consider a change of suppliers for the gas and electricity when the current Contract ends in April 2016

Members noted the costs were for a 5 year plan and requested the Town Clerk to obtain costs for a 2 or 3 year plan and report back.

Resolved – The Town Clerk to obtain gas and electricity costs for 2 or 3 year plan.

69 To receive an update on the Tour de Yorkshire

Cllr Jack reported that information relating to the Tour de Yorkshire is slow in being distributed. Members agreed that more information is required before any financial commitment can be made. The Town Clerk updated members on what was known regarding the Tour de Yorkshire.

70 To receive a report on the bank balances of the Beverley Town Council - see circulated document

The Town Clerk reported on the bank balances which were as follows:

Account Description	Bank Balance as at 19/02/2016
Current account	£ 413,994.74
Deposit account	£ 25,327.55
Events Account	£ 20,507.50

Beverley in Bloom Account	£	4,500.46
Field to Table	£	39,811.23
Youth Town Council Account	£	500.67
Skatepark Account	£	591.59
Christmas Lights Account	£	7,088.96
Petty Cash	£	223.85
Business Term Deposit 421482	£	79,758.40
Mayor of Beverley	£	537.90
Mayor of Beverley's Charity Account	£	3,792.46

Resolved – Members noted the bank balances.

71 To approve the attached payments which were made in February 2016 and payments to be made

The Town reported the following payments were made in February 2016 as below.

Payments made in February				
Date	Payee Name	Reference	£	Transaction Detail
01/02/2016	Three.co.uk	DD	£33.34	Staff Mobiles
01/02/2016	CBA Sadofskys	DD	£37.44	Payroll
01/02/2016	National Allotment Society	4773	£66.00	Allotment booklet
04/02/2016	Post Office	DEBIT CARD	£91.37	Postage
05/02/2016	Siemens	DD	£310.58	Photocopier rental
15/02/2016	Kingston Reprographics Ltd	DD	£86.10	Photocopier
15/02/2016	Kingston Communications	DD	£30.00	Internet Access
15/02/2016	Kingston Communications	DD	£30.00	CCTV Town
23/02/2016	Three.co.uk	DD	£33.34	Staff Mobiles
23/02/2016	Salaries	BACS	£4,804.53	February Salaries
23/02/2016	HMRC	BACS	£979.56	Tax and NI
23/02/2016	East Riding Council	BACS	£1,347.88	Pension Contributions
24/02/2016	Information Commission	DD	£35.00	Data Protection Renewal
25/02/2016	Yorkshire Water	DD	£27.12	Water Sparkmill
25/02/2016	Lairgate Motors	DEBIT CARD	£303.26	Van repair
29/02/2016	N Power	DD	£68.40	Camera 4 Sat market
29/02/2016	CBA Sadofskys	DD	£37.44	Payroll
		Total	£8,321.36	

The Town Clerk reported the following payments are to be made:

Payments to be made				
Date	Payee Name	Reference	£	Transaction Detail
07/03/2016	Kingston Communications	DD	£79.50	Telephone
07/03/2016	npower	DD	£44.40	Camera 3 Toll Gavel CCTV

07/03/2016	npower	DD	£142.63	Office electricity
07/03/2016	24 Hour Storage	DD	£240.00	Handyman accommodation
07/03/2016	R & R Studio	BACS	£90.00	Framing Elwell painting
07/03/2016	R & R Studio	BACS	£362.40	Framing Rolls of Honour
07/03/2016	Yorkshire Water	BACS	£24.59	Queensgate allotment water
07/03/2016	Countrywise Wise Water	BACS	£13.90	February water cooler
07/03/2016	Jewson	BACS	£31.96	Brick line/pointed peg
07/03/2016	npower	BACS	£33.75	CCTV North Bar (Aug 2013)
07/03/2016	npower	BACS	£34.83	CCTV North Bar
07/03/2016	npower	BACS	£24.40	CCTV Toll Gavel/Sat Market
07/03/2016	Countrywise Wise Water	BACS	£13.90	January Water Cooler
07/03/2016	ERYC	BACS	£121.92	Civic/Town Council Christmas Cards
07/03/2016	ERYC	BACS	£3,250.54	Minster South Election
07/03/2016	ERYC	BACS	£1,388.91	Minster North Election
07/03/2016	ERYC	BACS	£2,780.37	St Mary's East Election
07/03/2016	ERYC	BACS	£2,690.44	St Mary's West Election
07/03/2016	Railtas Business Solutions	BACS	£282.00	Financial software maintenance
07/03/2016	Graham Lister Ltd	BACS	£102.60	Disabled toilet repair
07/03/2016	Helen Watson	BACS	£45.96	Clerk Travel (Dec-Feb)
07/03/2016	Cash	DEBIT CARD	£200.00	Petty Cash
07/03/2016	Christmas Lights	Transfer	£1,464.02	VAT and refund from Blachere
07/03/2016	Bloom	Transfer	£170.34	VAT refund
07/03/2016	ERNLLCA	BACS	£360.00	Advanced chairmanship training
07/03/2016	Signs of Cheshire	BACS	£3,633.00	50% deposit for new noticeboards
07/03/2016	John Moore Security	BACS	£65.68	Intruder alarm annual service
07/03/2016	Lairgate Motors Ltd	4774	£148.80	2 new tyres for the van
07/03/2016	Supplies	BACS	£80.05	Stationery
07/03/2016	M L Robinson	BACS	£10.40	Travel Dec to Mar.
07/03/2016	P Astell	BACS	£120.00	Travel for Feb for Mayor
Events				
07/03/2016	Beverley Town Council		£256.25	Paid into wrong account
Bloom				
07/03/2016	Plantscape	462	£144.00	Matting for poly tunnel
07/03/2016	C P Waddington	463	£74.80	Various plants, feed, moss, pellets and other gardening items
From Field to Table				

07/03/2016	ERYC	BACS	£138.00	Erection/Dismantle of CFFD banner
07/03/2016	East Yorkshire Local Food Network	BACS	£40.00	Advert for the Food Festival
Lights				
07/03/2016	Cascare	BACS	£500.00	First Aid for Switch on Event
07/03/2016	Titan	BACS	£44.89	Container hire March

Resolved – Members approved the above listed payments made in February 2016 and the payments to be made. Members noted the petty cash and income and expenditure sheets received.

Signed.....Date.....

Policy Committee 07.03.2016 Action Plan

Minute/Action	Person Responsible	Time to be reported back
Min 68 – obtain 2 or 3 year plan for gas and electricity costs	The Town Clerk	Next meeting