

BEVERLEY TOWN COUNCIL
POLICY COMMITTEE MEETING

23rd January 2017

Present: Councillors, Dodsworth, Elvidge, Jack, Machen, Pearson (Chairman) and Willis.

In attendance: Helen Watson (Town Clerk),

98 To receive apologies for absence

Apologies were received from Cllrs G Cooper, Peacock and McGrath.

99 (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.

100 To note the Policy minutes of the 19th September 2016 which were approved at Full Council on 17th October 2016

The Policy minutes of the 19th September 2016, which were approved at Full Council on 17th October 2016 were noted.

101 To discuss and consider the new Financial Regulations

The Town Clerk put forward the NALC model Financial Regulations for discussion and explained the change to regulation 11 relating to contracts. The committee went through the amended financial regulations and addressed the model values.

Resolved – To recommend to Full Council that the amended NALC Financial Regulations are adopted and signed at the next Full Council meeting on 20.2.17.

102 To receive the internal interim auditor's report

The interim audit report was discussed and noted. The Clerks were thanked in relation to the work involved.

103 To receive information regarding the land leased from Beverley Consolidated Charities

The Town Clerk updated members on the encroachment of land issues on Queensgate allotments, leased from Beverley Consolidated Charities. Members were informed that Consolidated Charities were reclaiming the land discussed at the rear of Q21.

104 To consider and set the stall fees for the 2017 Food Festival and Christmas Festival of Food & Drink

Members discussed the Food Festival and Christmas Food and Drink Festival stall charges. The Town Clerk informed members of costs of similar events and stated that an increase would be needed to allow for increased event costs incurred by Beverley Town Council. Members unanimously agreed and discussed possible realistic increases and the importance of maintain the loyalty of the present quality local food producers who attend.

Resolved – Members resolved that the cost of the October Food Festival should increase to £125 for a basic stall, £125 for a up to 10ft Van Space and £147 for a up to 20 Foot Space. Members resolved that the Christmas Festival of Food and Drink will increase to £75 per stall. Members resolved that hot food stall costs remain the same as these are higher.

105 To consider entry into Yorkshire in Bloom

Members discussed entry into Yorkshire in Bloom and resolved to unanimously enter Beverley in the large town category as in previous years with the support of Town Council Officers and the Beverley in Bloom initiatives.

Resolved – The Town Clerk to enter Beverley into the Yorkshire in Bloom campaign and support any documentation and assistance required.

106 To consider the offer from Kingfisher Media regarding the Welcome to Hull & East Yorkshire advertisement at the same price as the 2016 advert

Members discussed the recent Beverley Town Council advert in the Destination Hull 2017 publication and unanimously decided to repeat the adverts space and costs for 2018.

Resolved – The Town Clerk to arrange the advert and inform the publisher of the decision to re advertise as the same costs and conditions as 2017.

107 To consider the request from the Humber Bridge Farmers Market

Discussion took place on the information received from Blooms A1 events, previously circulated. The Town Clerk also reported on a conversation with the organisation regarding the resitting of the Humber Bridge Farmers Market. Brief discussion took place on the definition of a Farmers Market/Local Produce Market and the responsibility and experience of these within Beverley. Members suggested that the Town Clerk should have initial conversation with ERYC and the event organisers and report back to Policy Committee.

Resolved – The Town Clerk to investigate further and meet with the organiser and ERYC as appropriate and report back to Policy Committee.

108 To consider submitting a grant to the Youth Social Fund on behalf of Beverley Youth Coalition – document circulated

The Town Clerk reported on the activities of the Youth Coalition group, including the forthcoming Beverley Youth Survey, PAG application and possible application to other youth related grants including Youth Social Action. Members briefly discussed the remit and gave support in principle and stated that Cllr Begnett would be submitting the PAG application and would be reporting back to Full Council with any notifications/updates. Members also briefly discussed youth provision already available in the area.

109 To receive a report on the bank balances of the Beverley Town Council

The Town Clerk presented the bank balances as follows:

Current account	£	497,499.30
Deposit Account	£	25,346.57
Events Account	£	20,251.25
Beverley in Bloom Account	£	2,441.91
Field to Table	£	29,132.61
Youth Town Council Account	£	500.67
Skatepark Account	£	525.59
Christmas Lights Account	£	7,101.06
Petty Cash	£	32.38
Business Term Deposit 421482	£	80,800.94
Mayor of Beverley	£	573.00
Mayor of Beverley Charity Account	£	262.96

Resolved – The Bank balances were noted.

110 To approve the attached payments made and to be made between 1st December 2016 to 18th January 2017

The Town Clerk presented the following payments which had been made and which were to be made from 1st December 2016 to 18th January 2017.

Current				
Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/12/2016	Hull Trains	DEBIT CARD	£9.00	Refreshments
01/12/2016	Yorkshire Water	DD	£29.00	Water allotments
01/12/2016	Yorkshire Water	BACS	£41.87	Water allotments
02/12/2016	Kingston Communications	DD	£112.90	TELEPHONE
02/12/2016	N Power	DD	£156.65	Office Electricity
05/12/2016	ERYC	SO	£496.00	Council Tax
08/12/2016	D Young	4803	£527.00	Tree/Hedge Trimming
08/12/2016	W Boyes & Co Limited	DEBIT CARD	£21.98	Christmas Decs
12/12/2016	Yorkshire Water	DD	£45.08	Allotment Water
14/12/2016	Kingston Reprographics Ltd	DD	£150.12	Photocopier
14/12/2016	Kingston Communications	DD	£30.00	Internet Access
14/12/2016	Kingston Communications	DD	£30.00	CCTV Town
14/12/2016	Murco Petrol Station	DD	£84.39	Fuel
15/12/2016	Google Mail	DEBIT CARD	£3.42	Email storage
19/12/2016	East Riding Council	BACS	£185.84	Stationery

19/12/2016	Countrywise Water Coolers Ltd	BACS	£14.14	Water Cooler
19/12/2016	C Oliver	BACS	£11.44	Travel to SLCC Training
19/12/2016	EYNL SLCC	BACS	£30.00	Officer Training
19/12/2016	NALC	BACS	£444.00	Larger Conference
19/12/2016	HMRC	BACS	£1,493.63	Tax and Ni
19/12/2016	East Riding Pension	BACS	£1,344.43	Pension contributions
19/12/2016	Salaries	BACS	£4,505.66	December salaries
19/12/2016	Raw Asbestos Survey	BACS	£30.00	Asbestos Survey
19/12/2016	Play Inspection Company Ltd	BACS	£78.00	Skatepark Inspection
19/12/2016	East Riding Council	BACS	£1,357.78	Litter bins installation
19/12/2016	Beverley 24 hour storage	BACS	£264.00	Handyman storage
19/12/2016	Yorkshire Bank	DD	£20.00	Bank Charge
20/12/2016	Post Office	DEBIT CARD	£16.51	Postage
21/12/2016	Beverley News	DEBIT CARD	£17.00	Newspapers
23/12/2016	Three.co.uk	DD	£24.25	Staff Mobile
24/12/2016	D H Fletcher	DD	£4,200.00	Rent
30/12/2016	N Power	DD	£25.66	CCTV
31/12/2016	CBA Sadofskys	DD	£37.44	Payroll
31/12/2016	Kingston Communications	DD	£118.86	Telephone
05/01/2017	Beverley Minster PCC	BACS	£40.00	Christmas Tree Festival
05/01/2017	East Riding Council	DD	£496.00	Rates
12/01/2017	N Power	DD	£39.07	Wed Market CCTV
15/01/2017	Kingston Communications	DD	£30.00	CCTV Town
15/01/2017	Kingston Communications	BACS	£30.00	Internet Access
15/01/2017	Googlemail storage	DEBIT CARD	£3.47	Storage for emails
15/01/2017	Wayfair	DEBIT CARD	£446.58	Benches for Tesco Project
18/01/2017	N Power	DD	£39.57	CCTV town
18/01/2017	Murco Petrol Station	DD	£14.87	Fuel
23/01/2017	Three.co.uk	DD	£24.25	Staff Mobiles
23/01/2017	A Johnson	BACS	£396.60	Interim internal Audit
23/01/2017	Sam Allon Contracts Ltd	BACS	£660.00	Asbestos Removal - Queensgate
23/01/2017	N Power	BACS	£70.41	CCTV town
23/01/2017	N Power	BACS	£70.77	CCTV town
23/01/2017	N Power	BACS	£70.16	CCTV town
23/01/2017	Jewson	BACS	£19.07	Wrench
23/01/2017	Sam Allon Contracts Ltd	BACS	£354.00	Asbestos Removal - Kitchen Lane

23/01/2017	Salaries	BACS	£3,845.27	January Salary
23/01/2017	East Riding Pension Fund	BACS	£1,344.43	Pension contributions
23/01/2017	HMRC	BACS	£1,140.15	Tax and NI
23/01/2017	Petty Cash	Cash	£200.00	Cash
23/01/2017	Allotment Society		£66.00	Annual Membership
23/01/2017	Npower	BACS	£24.26	CCTV town
From Field to Table				
19/12/2016	Beverley Minster	BACS	£80.00	Overtime virgers
23/01/2017	East Riding Council	BACS	£138.00	Erection of banners
Lights				
05/12/2016	Titan Containers	BACS	£47.99	Container hire
23/01/2017	Titan Containers	BACS	£47.99	Storage
Petty Cash				
01/12/2016	Post Office	CASH	£1.20	Postage
05/12/2016	Cleaner	CASH	£10.00	Salary
14/12/2016	Marks and Spencers	CASH	£2.58	Refreshments
19/12/2016	Cleaner	CASH	£20.00	Cleaner
01/01/2017	W Boyes & Co Limited	CASH	£2.50	Heavy Duty Tape
01/01/2017	CEF Beverley	CASH	£3.77	Light bulb for security light
09/01/2017	Cleaner	CASH	£10.00	Salary

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

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

Policy Committee 23rd January 2017 Action Plan

Minute/Action	Person Responsible	Time to be reported back
101 To discuss and consider the new Financial Regulations – Amend and present to FC	Town Clerk	Full Council
104 To consider and set the stall fees for the 2017 Food Festival and Christmas Festival of Food & Drink - Amend and circulate	Town Clerk	Operational
105 To consider entry into Yorkshire in Bloom – Enter documentation	Town Clerk	Operational
106 To consider the offer from Kingfisher Media regarding the Welcome to Hull & East Yorkshire advertisement at the same price as the 2016 advert	Town Clerk	Inform following adoption of minutes
107 To consider the request from the Humber Bridge Farmers Market - Discuss with ERYC and A1 Blooms	Town Clerk	Policy Committee