

BEVERLEY TOWN COUNCIL
POLICY COMMITTEE MEETING

4th September 2017

Present: Councillors Willis (ex-officio), B Cooper, D Elvidge, D Jack (Chair) and B Pearson.

In attendance: Helen Watson (Town Clerk), Cllr E Aird.

125 To receive apologies for absence

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

126 (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.

None were received.

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

None were received.

127 To receive the 2 Churches 1 Town Project report

The Town Clerk reported on the circulated document and the meeting to take place on 26th September. Members agreed the Mayor and Cllr Jack would attend with the Town Clerk.

Resolved: The 2 Churches 1 Town Project report was received. Cllrs Willis and Jack to attend the forthcoming 2 Churches 1 Town Story meeting with the Town Clerk on 26th September, time to be confirmed.

128 Policy Committee to review its annual forecast of revenue and capital receipts and payments whilst having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast as per 3.1 of the Financial Regulations adopted on 20th February 2017 under Section 3.1.1 Annual Estimates (Budget) and Forward Planning

The Town Clerk informed members that any consideration for budget in the forthcoming year needed to be considered and put forward in line with Financial Regulations. Members briefly discussed possible projects to consider.

129 To inform members that the Town Council has reached the long list of the NALC Star Councils Awards

The Town Clerk notified members that Beverley Town Council had been put forward to the long list for Star Councils in Health and Wellbeing project and as a Star Council.

Resolved: members noted that the Town Council had reached the long list of the NALC Star Councils Awards in 2 categories and thanked the Clerk for the submission.

130 To discuss the format of Food Fest/Pancake Race meetings and updates

Cllr Jack reported that the present Food Festival working group meetings were not being attended very well by members. He suggested that it would be more cost efficient to report to Policy Committee as the first agenda item, when discussion was required for, all Cllrs to be invited to attend. Members agreed.

Resolved: That the Food Festival report to Policy committee in the future as required, being the first agenda point and other members be invited attend.

131 To update members regarding SLA and grants to Cherry Tree Centre

The Town Clerk updated members that BTC are unable to give a SLA to an organisation as there is no power or duty in the 1972 Local Government Act to be able to enact this. Organisations may come back and ask for funding at budget setting meetings or apply through the grants scheme subject to guidelines. The Town Clerk informed members that this information was passed on to the Cherry Tree Centre.

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

The Town Clerk reported the bank balances are as follows:

Current account	£ 530,060.34	
Deposit Account	£ 25,352.28	
Events Account	£ 20,251.25	
Beverley in Bloom Account	£ 1,827.92	
Field to Table	£ 25,841.30	
Youth Town Council Account	£ 500.67	
Skatepark Account	£ 525.59	
Christmas Lights Account	£ 10,982.79	

Petty Cash	£ 109.71	
Business Term Deposit 421482	£ 80,800.94	
Mayor of Beverley	£ 745.00	
Mayor of Beverley Charity Account	£ 2,754.47	£1340 allocated to Youth Coalition

Resolved – The Bank balances were noted. Members noted the petty cash and income and expenditure sheets received.

133 To approve the attached payments made and to be made between - see circulated document

The Town Clerk presented the payments made from the last Policy meeting on the 21st June 2017 and the payments to be made as listed below in line with the resolved budget.

Current

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
21/06/2017	Salaries	BACS	£4,179.89	June Salaries
21/06/2017	HMRC	BACSS	£1,228.22	Tax and Ni June
21/06/2017	East Riding Pension	BACS	£1,277.08	June Pension contributions
21/06/2017	Jim Ellis	BACS	£145.20	Locks for allotments
22/06/2017	East Riding Council	BACS	£19.50	Twining
22/06/2017	East Riding Council	BACS	£905.18	Litter Bins
23/06/2017	Three.co.uk	DD	£23.00	Staff Mobiles
24/06/2017	D H Fletcher	SO	£4,200.00	Office Rent
26/06/2017	Serenta Flowers	DEBIT CARD	£15.99	Sympathy Flowers
28/06/2017	Yorkshire Water	DD	£25.28	Office Water
30/06/2017	CBA Sadofskys	DD	£37.44	Payroll fees
01/07/2017	KCOM	DD	£110.24	Telephone
01/07/2017	Allotment Bond refund	BACS	£25.00	Allotment Bond refund
01/07/2017	Yorkshire Bank	DD	£20.00	Bank Charge (being refunded)
04/07/2017	Amazon	DD	£122.88	NGS day purchases
04/07/2017	Trophy Store	DC	£6.50	NGS day purchases
04/07/2017	Trophy Store	DC	£10.00	NGS day purchases
04/07/2017	Trophy Store	BACS	£6.99	NGS day purchases
04/07/2017	Amazon	DC	£10.21	NGS day purchases

05/07/2017	East Riding Council	DD	£478.00	Rates
05/07/2017	Amazon	DC	£14.33	NGS day purchases
05/07/2017	Amazon	DC	£23.45	NGS day purchases
05/07/2017	Amazon	DC	£12.75	NGS day purchases
05/07/2017	Cherry Tree Garden Centre	DC	£20.43	NGS day purchases
05/07/2017	N Power	DD	£38.28	CCTV Saturday Market
05/07/2017	East Riding Council	DC	£16.10	Civic gifts
06/07/2017	Amazon	BACS	£7.99	NGS day purchases
06/07/2017	Petty Cash	CASH	£200.00	Petty Cash
07/07/2017	John Moore Security Limited	BACS	£110.86	Alarm/Circuit TV maintenance
07/07/2017	WPS	BACS	£3,343.86	Town Council Insurance
07/07/2017	Countrywise Water Coolers Ltd	BACS	£14.14	Water Cooler
07/07/2017	N Power	BACS	£69.30	CCTV
12/07/2017	Post Office	DC	£135.50	Postage
15/07/2017	Murco Petrol Station	DD	£59.95	Fuel
15/07/2017	Googlemail	DD	£1.59	Email storage
15/07/2017	Kingston Communications	DD	£30.00	CCTV Town
15/07/2017	Kingston Communications	DD	£30.00	Internet Access
16/07/2017	Kingston Reprographics Ltd	DD	£203.71	Photocopier
17/07/2017	Post Office	DC	£12.90	Postage
18/07/2017	Amazon	DC	£21.85	Signs for allotments
20/07/2017	N Power	DD	£24.45	CCTV Town
22/07/2017	Siemens	DD	£334.05	Photocopier lease
23/07/2017	Three.co.uk	DD	£23.00	Staff Mobiles
24/07/2017	Amazon	DEBIT CARD	£20.48	Allotment purchases
26/07/2017	Amazon	DC	£19.98	Flags
26/07/2017	Amazon	DC	£38.94	Flags
26/07/2017	Amazon	DC	£5.68	Books
27/07/2017	C Charlton Gardening Services	BACS	£138.00	Allotment Maintenance
27/07/2017	N Power	BACS	£74.08	CCTV Town
27/07/2017	Breeders Seeds	BACS	£1,496.10	Hanging Baskets/Town Council
27/07/2017	Jewson	BACS	£13.79	Hi Vis Brick Lane

27/07/2017	East Riding Council	BACS	£7,560.00	CCTV
27/07/2017	Salaries	BACS	£5,112.50	Salary
27/07/2017	N Power	DD	£8.69	CCTV Town
27/07/2017	Beverley 24 hour storage	BACS	£264.00	Storage
31/07/2017	CBA Sadofskys	DD	£37.44	Payroll
31/07/2017	Kingston Communications	DD	£106.56	Telephone
01/08/2017	Amazon	DEBIT CARD	£21.99	Microphone for Civic Dinner
01/08/2017	White Rabbit Chocolatiers	DEBIT CARD	£61.25	Civic Dinner Chocolates
01/08/2017	Beverley Camera Centre	DEBIT CARD	£25.00	SD Cards for camera
01/08/2017	Broken Blossom	DEBIT CARD	£42.00	Flowers for Civic Dinner
01/08/2017	Yorkshire Bank	BACS	£20.00	Bank Charges
01/08/2017	Amazon	DEBIT CARD	£11.64	Civic Dinner
05/08/2017	East Riding Council	SO	£478.00	Rates
11/08/2017	Kilnwick Sprayers Ltd	DEBIT CARD	£74.00	Pressure Switch
11/08/2017	Marks and Spencers	DEBIT CARD	£20.05	Refreshments
11/08/2017	Marks and Spencers	DEBIT CARD	£5.75	Flowers/Deepest Sympathy Card
14/08/2017	Beverley Community Lift	BACS	£50.00	Minibus for YIB judging
14/08/2017	LCR	BACS	£17.00	LCR annual subscription
14/08/2017	Jewson	BACS	£8.45	Pointed Pegs
14/08/2017	East Riding Council	BACS	£184.19	East Riding Council
14/08/2017	Countrywise Water Coolers Ltd	BACS	£20.00	Water Cooler
14/08/2017	P Dodsworth	BACS	£105.04	Deputy Mayor's expenses
14/08/2017	NGS Day	BACS	£575.02	Proceeds from NGS Day
14/08/2017	Beverley Minster	BACS	£34.00	Room Hire Full Council July
14/08/2017	Mathews Promotional products	BACS	£258.00	Flags - Civic Dinner
14/08/2017	Murco Petrol Station	BACS	£81.88	Fuel
14/08/2017	Kingston Reprographics Ltd	DD	£255.36	Photocopier
15/08/2017	Kingston Communications	DD	£30.00	Internet Access

15/08/2017	Kingston Communications	DD	£30.00	CCTV
15/08/2017	Googlemail	DEBIT CARD	£1.59	Googlemail storage
17/08/2017	Post Office	DEBIT CARD	£1.75	Postage
17/08/2017	Petty Cash	CASH	£200.00	Petty Cash
18/08/2017	Beercock Wiles	DEBIT CARD	£160.00	2 months garage rental
23/08/2017	Salaries	BACS	£4,697.71	Salaries
23/08/2017	Beverley Against Poverty	4828	£500.00	Grant
23/08/2017	Citizens Advice Bureau	4829	£625.00	Grant
23/08/2017	Three.co.uk	DD	£23.00	Staff Mobile
23/08/2017	N Power	DD	£13.52	Sat Market Camera
30/08/2017	Kingston Communications	DD	£101.50	Telephone
31/08/2017	CBA Sadofskys	DD	£37.44	Payroll
31/08/2017	Jewson	BACCS	£13.73	Equipment
31/08/2017	Saxon Computing	BACS	£288.00	Computer Repair
31/08/2017	Sam Allon Contracts Ltd	BACS	£240.00	Asbestos removal Kitchen Lane
31/08/2017	National Association of Local	BACS	£108.00	National Association of Local Council
31/08/2017	Sent2print.co.uk	BACS	£144.00	Banners NGS Day
31/08/2017	Jewson	BACS	£5.47	Sawn Peg/Carcessing
31/08/2017	John Moore Security Limited	BACS	£85.20	Call out to Alarm at office
31/08/2017	Peter Nendick	BACS	£500.00	2nd half of precept
31/08/2017	Beverley in Bloom	BACS	£1,000.00	2nd half of precept
31/08/2017	Cherry Tree Association	BACS	£2,500.00	2nd half of precept
31/08/2017	Christmas Lights Account	Transfer	£7,500.00	2nd half of precept
31/08/2017	Mayor of Beverley Charity	BACS	£300.00	Cheques made payable to TC
31/08/2017	Beverley 24 hour storage	BACS	£528.00	2 months rental
31/08/2017	HMRC	BACS	£1,712.26	Tax and Ni (JULY)
31/08/2017	East Riding Pension	BACS	£1,277.08	Pension contributions
31/08/2017	HMRC	BACS	1439.15	Tax and Ni (August)
31/08/2017	East Riding Pension	BACS	£1398.90	Pension contributions
31/08/2017	White Skip Hire	BACS	£180.00	Skip Hire
31/08/2017	Countrywise Water Cooler	BACS	£14.14	Water Cooler
31/08/2017	Tickton Grange	BACS	£3312.80	Civic Dinner

31/08/2017	Peter Nendick	BACS	£31.72	Travel with Mayor
Bloom				
31/07/2017	C P Waddington	473	£114.76	May-June expenses
Field to Table				
31/08/2017	Mr M Snowden	BACS	£231.00	Food Festival
Lights				
27/07/2017	Titan Containers	DD	£47.99	July container hire
14/08/2017	Titan Containers	BACS	£47.99	August Container hire
14/08/2017	Festive Lighting Company	BACS	£226.20	PVC Flex
31/08/2017	Lite and Illumination Technology	BACS	£3,000.00	2nd year of 3 year hire
31/08/2017	Titan Containers	BACS	£46.44	September container hire

Resolved – Members approved the above listed payments and the payments to be made.

134 To consider the exclusion of the public from the meeting on the grounds that confidential information in relation to contracts shall be disclosed (Public Bodies (Admission of Meetings) Act 1960)

Motion: That the public be excluded from the meeting on the grounds that confidential information in relation to contracts shall be disclosed (Public Bodies (Admission of Meetings) Act 1960)

Resolved: The public were excluded from the meeting on the grounds that confidential information in relation to contracts shall be disclosed (Public Bodies (Admission of Meetings) Act 1960)

135 To open the received Christmas Lights tenders and discuss the recommended action required to report back to the Christmas Working Group

There was only 1 tender received this was open and considered.

136 Banking Matters

The Town Clerk updated members on a recent banking matter for their information. Members thanked the Town Clerk for the report and actions taken.

Policy Committee 4th September 2017 Action Plan

Minute/Action	Person Responsible	Time to be reported back