

**BEVERLEY TOWN COUNCIL**  
**POLICY COMMITTEE MEETING**

**8<sup>th</sup> June 2015**

Present: Councillors Begnett, G Cooper, Dodsworth, Elvidge, Jack, McGrath, Peacock and Pearson.

In Attendance: Helen Watson (Town Clerk)

**1. To receive apologies for absence**

Apologies were received from Councillors.

**2. (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.

**3. To elect a Chair for the municipal year**

Cllr Pearson was proposed as Chairman by Cllr Peacock and seconded by Cllr G Cooper. All members were in favour.

**Resolved** – That Councillor Pearson is elected as Chair of Policy Committee.

**4. To elect a Vice-Chair for the municipal year**

Cllr Jack was proposed as Vice-Chair by Cllr Pearson and seconded by Cllr Peacock. All members were in favour.

**Resolved** - That Councillor Jack is elected as Vice-Chairman of Policy Committee.

Cllr Pearson welcomed Councillors to the Policy committee and stated that meetings would be conducted in the correct format over the year.

**5. To receive information on the proposed electronic banking as minute 1329 Full Council on 7.4.15 (documents circulated)**

The Town Clerk reported on the proposed electronic banking system from Yorkshire Bank. Councillors had been previously furnished with the documentation. Members voted unanimously to accept the electronic banking system and agreed to make arrangements to sign the appropriate documentation as required, for officers and Councillors.

**Resolved** – Members unanimously accepted the Yorkshire Bank electronic banking system and approved signatures of all Policy Committee members and appropriate officers for the documentation as required.

**6. To review policies of Beverley Town Council**

**a) To review the Council's Complaints Procedure – see circulated documents including the ERNLLCA Code of Practice for Local Councils in Handling Complaints**

Members discussed that a simple complaints procedure was required and agreed that the model ERNLLCA procedure would be appropriate to adopt. Officers are to submit the documentation at the next Policy Committee meeting for approval.

**b) To review the Council’s Procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 – see circulated documents (ERNLLCA Freedom of Information Act/General rights of access & refusing Information under the Freedom of Information Act 2000**

Members discussed the circulated ERNLLCA procedure and agreed that the model ERNLLCA procedure would be appropriate to adopt, with the addition of a simplified flow chart to be circulated at the next Policy Committee meeting.

**c) To review the Council’s Media and Publicity policy for communicating with the press – documents were circulated**

Members discussed the circulated documentation and agreed that parts 2 and 4 of the present media releases were taken out as a temporary measure. Members stated that the Clerk was employed as an officer and should produce press releases on a neutral level to represent the Town Council. Members requested that this matter be next Policy Committee meeting with documentation circulated prior to the meeting.

**7. An update of events of the Town Council was received.**

**a) Yorkshire Day – 1<sup>st</sup> August**

The Clerk updated members on the forthcoming Yorkshire Day Celebrations in partnership with Beverley Minster, to promote Beverley. The Clerk reported that she was presently in discussion with various organisations and groups to see what could be offered locally in the form of entertainment for the concert and also for the traditional Yorkshire themed garden fete. Support has already been secured from the Folk Festival –Westwood Sessions and the Aces The Clerk was asked to have a programme prepared for the next Policy meeting. Cllr Begnett offered to help with the project.

**b) Local Produce Markets**

The Clerk reported on the Local Produce market and informed members that the next market would be on 17<sup>th</sup> June.

**8. To receive a report on the bank balances of the Beverley Town Council - reports circulated**

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

Account Description	Bank Balance as at 20/05/2015
Current account	£ 472,822.90
Deposit account	£ 25,308.48
Events Account	£ 20,251.25
Beverley in Bloom Account	£ 3,821.16
Field to Table	£ 18,501.02
Youth Town Council Account	£ 500.67
Skatepark Account	£ 591.59
Christmas Lights Account	£ 666.62
Petty Cash	£ 258.76

Business Term Deposit 421482

£ 79,942.93

**Resolved** – Members noted the bank balances.**9. To approve the attached payments to be made****Current**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Cheque Ref</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
23/04/2015	Three.co.uk	DD	£33.34	Staff Mobiles
24/04/2015	Beverley 24 hour storage	DD	£240.00	Handyman storage
30/04/2015	CBA Accountants	DD	£37.44	Payroll
05/05/2015	Siemens	DD	£310.58	Photocopier lease rental
05/05/2015	East Yorkshire Council	SO	£492.00	Council Tax
05/05/2015	Mayor of Beverley Charity Account	4514	£375.00	Chqs payable to BTC for the Civic Dinner Auction
05/05/2015	Amazon	DEBIT CARD	£79.00	Prime Membership too be refunded
14/05/2015	Peeks of Bournemouth Ltd	DEBIT CARD	£85.75	Bunting for Wednesday Market
14/05/2015	Murco Petrol Station	DD	£79.91	Fuel for ban
15/05/2015	Kingston Communications	DD	£30.00	Internet Access for office
15/05/2015	Kingston Communications	DD	£30.00	CCTV town
15/05/2015	Yorkshire Water	DD	£54.36	Sparkmill allotment water
15/05/2015	Kingston Reprographics Ltd	DD	£150.47	Photocopier
23/05/2015	Three.co.uk	DD	£33.34	Staff mobiles
26/05/2015	DVLA	DEBIT CARD	£225.00	Van Tax
26/05/2015	Hinks Insurance	DEBIT CARD	£334.40	Van Insurance
28/05/2015	Post Office	DEBIT CARD	£130.30	Postage
28/05/2015	Galaxy Wholesalers Ltd	DEBIT CARD	£5.50	2015 diaries for Mayor and Deputy
31/05/2015	Kingston Communications	DD	£78.99	Telephone
31/05/2015	CBA Accountants	DD	£37.44	Payroll
31/05/2015	Salaries	4515-4521	£5,407.20	Salary
31/05/2015	East Riding Council	4522	£1,305.71	Pension
31/05/2015	HMRC	4523	£1,316.24	Tax and NI
31/05/2015	P Astell	4524	£1,500.00	Mayor of Beverley allowance
01/06/2015	White Skip Hire	4525	£165.00	Skip hire for allotments
01/06/2015	Majestic Wine	4526	£78.85	Honorary Freeman/Mayor Making wine
01/06/2015	RBS Software Solutions	4527	£601.80	Year End shutdown
01/06/2015	Thompson	4528	£540.00	Legal Advice - severance package

01/06/2015	N Power	4529	£20.65	CCTV Town
01/06/2015	Countrywise Water Coolers Ltd	4530	£27.80	Water cooler 2 months
01/06/2015	Written incorrectly	4531	£0.00	Written incorrectly
01/06/2015	Mrs E A Ewing	4532	£84.00	Table cloths for Civic Dinner
01/06/2015	East Riding Council	4533	£96.42	New chair for office
01/06/2015	National Association of Local	4534	£108.00	Direct Information Service annual subscription
01/06/2015	East Riding Council	4536	£7,526.39	Seven Corners street Lights improvements and Pest Control for allotments
01/06/2015	Print + Design	4537	£65.57	Roll of Honour Plaques -Bingley
01/06/2015	East Riding Engraving	4538	£110.75	Plaques for Honorary Freeman, Councillors and Mayor Making
01/06/2015	Jewson	4539	£46.79	Wheelbarrow
01/06/2015	E Wilson	4540	£30.00	Allotment rent refund
01/06/2015	Andrew Jackson	4541	£40.00	Disbursements for registration of office Lease
01/06/2015	K Gray	4542	£112.84	Deputy Mayor Expenses
01/06/2015	Lodge Landscapes	4543	£144.00	Turf for allotment shop area
01/06/2015	A Johnson	4544	£396.60	Audit Fees
01/06/2015	Mayor of Beverley	4545	£300.00	For Civic invites from precept
01/06/2015	Cherry Tree Association	4546	£2,500.00	Half precept
01/06/2015	Cherry Tree Association	4547	£130.80	6 months Lightstream
01/06/2015	Written incorrectly	4535	£0.00	Written incorrectly
01/06/2015	Field to Table	4548	£855.99	VAT refund
01/06/2015	Beverley in Bloom Account	4549	£1,291.20	VAT refund and half precept
01/06/2015	Christmas Lights Account	4550	£6,674.73	VAT refund and half precept
01/06/2015	Petty Cash	4551	£400.00	Petty Cash
01/06/2015	Countrywise Water Coolers Ltd	4553	£13.90	Water cooler
01/06/2015	East Riding Council	4554	£71.40	Stationery
01/06/2015	G Jack & Son Ltd	4555	£336.00	Buffett Honorary Freeman/Mayor
01/06/2015	P Nendick	4556	£250.00	Macebearer half payment from precept
01/06/2015	P Nendick	4557	£26.00	Travel for mayoral duties
01/06/2015	Simsons	4558	£29.50	ClIr McGrath (former Mayor) Photo sitting
01/06/2015	Thursday Road Club	4559	£750.00	Cycle Race
05/06/2015	East Riding Council	DD	£492.00	Council Tax
05/06/2015	Keldgate News	4560	£10.50	Newspapers
05/06/2015	Peter Astell	4561	£47.84	Mayor's travel

<b>Total Payments</b>	<b>£36,747.29</b>
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### Events

01/06/2015	Current Account	342	£22.50	Room hire paid to Events
		<b>Total Payments</b>	<b>£22.50</b>	

### Bloom

01/06/2015	Written incorrectly	447	£0.00	Written incorrectly
01/06/2015	Earley Ornamentals Limited	449	£730.97	Plants
01/06/2015	St Marys Church Hall	448	£29.50	Room Hire - coffee morning
01/06/2015	Current Account	450	£35.68	Purchased through petty cash
		<b>Total Payments</b>	<b>796.15</b>	

### Field to Table

01/05/2015	ERYLF	115	£250.00	Kitchen Hire
01/05/2015	Print & Design	116	£312.59	Leaflets
01/06/2015	Tega Events Ltd	117	£1,476.44	Deposit for Food Festival sound equipment
01/06/2015	Sent2print.co.uk	118	£229.80	Banners
01/06/2015	East Riding Council	119	£132.00	Erection of banners for Food Festival
01/06/2015	Tina Scot	120	£30.00	Refund of market stall fee
01/06/2015	Les Gibbon Photography	181	£150.00	Photography Wednesday Market first market
01/06/2015	Current Account	182	£333.79	Payments from petty cash
01/06/2015	Archant	183	£330.00	Yorkshire Life advert
01/06/2015	Cityscape Maps	184	£480.00	Advert
01/06/2015	Rollits LLP	185	£288.00	Legal Advice for claim
01/06/2015	Holderness Newspapers Limited	186	£60.00	Advert
		<b>Total Payments</b>	<b>£4,072.62</b>	

### Lights

01/06/2015	Titan Containers	169	£94.43	April and May container hire
01/06/2015	Titan Containers	170	£46.44	June container hire
		<b>Total Payments</b>	<b>140.87</b>	

**Resolved** – Members approved the above listed payments. Members noted the petty cash and income and expenditure sheet received.

Signed

Date

**Policy Committee 08.06.15 Action Plan**

<b>Minute/Action</b>	<b>Person Responsible</b>	<b>Time to be reported back</b>
5. Electronic banking as minute 1329 Full Council on 7.4.15	Officers and Policy members	Operational
6. To review policies of Beverley Town Council  a) To review the Council's Complaints Procedure – documents circulated including the ERNLLCA Code of Practice for Local Councils in Handling Complaints - To adopt the ERNLLCA model code of practice to present o Policy Committee	Town Clerk	Operational – Policy 20.7.15
6b)To review the Council's Procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 – see circulated documents (ERNLLCA Freedom of Information Act/General rights of access & refusing Information under the Freedom of Information Act 2000 - To adopt the ERNLLCA model code of practice to present to Policy Committee	Town Clerk	Operational – Policy 20.7.15
6c) To review the Council's Media and Publicity policy for communicating with the press – Documentation to be circulated to present to Policy Committee	Town Clerk	Operational – Policy 20.7.15
7. An update of events of the Town Council was received.  a) Yorkshire Day – 1 <sup>st</sup> August – Town Clerk to provide a table of events at Policy Committee	Town Clerk	Operational – Policy 20.7.15