

BEVERLEY TOWN COUNCIL
POLICY COMMITTEE MEETING

20th July 2015

Present: Councillors Begnett, G Cooper, Dodsworth, Elvidge, Jack, T Astell, Peacock and Pearson (Chair).

In Attendance: Helen Watson (Town Clerk)

10. To receive apologies for absence

Apologies were received from Councillor McGrath. Cllr T Astell attended as his substitute.

11. (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.

12. To review policies of Beverley Town Council:

a) Council's Complaints Procedure (document was circulated)

Members discussed the standard ERNLLCA complaints procedure and agreed to adopt the procedure.

b) Council's Procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 (document was circulated)

Members discussed the standard ERNLLCA handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998. Members agreed to adopt the policy.

c) Council's Media and Publicity policy for communicating with the press (document was circulated)

Members discussed the circulated media and publicity policy. Members were in agreement to adopt this policy.

13. To consider the attached the Members, Volunteers and Officers Protocol and Health and Safety of Volunteers

Members discussed volunteer health and safety guidelines and the members, volunteers and officers protocols as circulated. Members thought that the use of a simpler document may be of

benefit. Members discussed the idea of having a simple code of conduct for volunteers, detailing codes of respect within the workplace whilst representing the organisation. The health and safety guidelines were accepted. The volunteer's conduct protocol is to be discussed at the next Policy meeting.

14. To receive an update on:

Agenda item 5b Agincourt celebrations was discussed before item 5b Yorkshire Day

a) Agincourt – 24-25th October 2015

The Town Clerk briefly explained the activities proposed on the circulated report. Members felt that this was an excellent outline for the project. Members added further ideas and requested that the Town Clerk research the practicalities. Members felt that the event should be staged throughout the town, using the Minster, St Mary's, the market places and pedestrianised streets within the town. The Town Clerk reported that it may be possible for an ERYC High Street Fund application to be made. Members asked the Town Clerk to complete the expression of interest and research more ideas and report back. Cllrs Peacock and Begnett offered to help find more historical facts regarding King Henry V connection to Beverley.

b) Yorkshire Day on 1st August 2015

The Town Clerk updated members on Yorkshire Day and gave an account of the stalls, attractions and musical entertainment on offer. Members were requested to help on the day to staff the various stalls. It was reported that the Mayoral charity, Beverley Community Lift, was being particularly helpful regarding the event. A poster was distributed and the Town Clerk said she would distribute the flyer by email to Councillors.

15. To receive information in connection with financial regulations in connection with electronic banking

The Town Clerk updated Members on the forthcoming electronic banking process.

16. To consider attendance at the Yorkshire in Bloom Awards Ceremony on the 8th September 2015 at York Race Course from 9.30am to 3pm

Members discussed who would be attending the Yorkshire in Bloom Awards. Members agreed that the Mayor and Town Clerk should attend and four tickets should be offered to Beverley in Bloom working group.

17. To discuss the present Mayor selection process within Beverley Town Council and ask if there is a need for a change to the process

Cllr Pearson reported that he was disappointed with the Mayor and Deputy Mayor Making process this year. It was more to do with the way it was done by others. The general public were well aware that something untoward was going on. This should not have happened and hopefully will not happen again. He also pointed out that the Town Council had been in existence for over 15 years and not once had a member of his party been given the opportunity to be Mayor or Deputy Mayor. Further discussion took place on the role of Mayor and Chairman. Members decided that this could be discussed at the next Policy meeting when more members have thought about the matter.

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

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

Account Description	Bank Balance as at 20/06/2015
Current account	£ 442,965.63
Deposit account	£ 25,308.48
Events Account	£ 20,251.25
Beverley in Bloom Account	£ 3,941.82
Field to Table	£ 21,026.98
Youth Town Council Account	£ 500.67
Skatepark Account	£ 591.59
Christmas Lights Account	£ 7,200.48
Petty Cash	£ 95.64
Business Term Deposit 421482	£ 79,942.93

Cllr Astell noted that a newspaper had been purchased from petty cash. A discussion took place. Members felt that the Hull Daily Mail should be regularly delivered to the Town Council as a point of information. All Members agreed that the Town Clerk should action this.

Resolved – Members noted the bank balances.

19. To approve the attached payments to be made

Current				
Date Paid	Payee Name	Cheque Ref	Amount Paid	Transaction Detail
01/07/2015	Kingston Communications	DD	£ 78.96	Telephone
01/07/2015	Postage	DEBIT CARD	£ 279.00	Postage
05/07/2015	East Riding Council	DD	£ 492.00	Office Rates
05/07/2015	Kingston Communications	DD	£ 30.00	Internet Access
14/07/2015	N Power	DD	£ 38.33	CCTV camera Wed Market
15/07/2015	Kingston Reprographics Ltd	DD	£ 52.59	Photocopier
15/07/2015	Murco Petrol Station	DD	£	Fuel

			75.72	
15/07/2015	Kingston Communications	DD	£ 30.00	CCTV Town
20/07/2015	White Skip Hire	4573	£ 357.00	Skip hire
20/07/2015	East Riding Council	4574	£ 806.48	Litter bins installation
20/07/2015	Arco Limited	4575	£ 49.96	Beacon and High Vis Vests
20/07/2015	Hallam Signs	4576	£ 235.00	Honour Board engraving
20/07/2015	ERNLLCA	4577	£ 360.00	Councillor's training
20/07/2015	WPS Ltd	4578	£ 3,879.37	Commercial Insurance
20/07/2015	F Waites & Sons	4579	£ 17.96	Brackets/Screws/Plugs/Bits
20/07/2015	Jewson	4580	£ 69.07	Ratchet ties
20/07/2015	Driffield Town Council	4581	£ 319.49	Hanging baskets erection
20/07/2015	Countrywise Water Coolers Ltd	4582	£ 29.47	Water Cooler
20/07/2015	K Gray	4583	£ 180.00	Former Dep Mayor Expenses
20/07/2015	John Moore Security Limited	4584	£ 102.50	Alarm service/maintenance
20/07/2015	Beverley Minster PCC	4585	£ 34.00	Room Hire for Annual Town
20/07/2015	East Riding Council	4586	£ 104.61	Stationery
20/07/2015	M L Robinson	4587	£ 11.96	Travel Expenses for delivering
20/07/2015	Field to Table	4588	£ 500.00	HEYHA paid to BTC
20/07/2015	Local World Ltd	4589	£ 234.86	Advertising for Annual Town
20/07/2015	Jewson	4590	£ 10.70	Cable Ties
20/07/2015	Kilnwick Sprayers Ltd	4591	£ 2,263.20	Hanging Baskets
20/07/2015	Petty Cash	452	£ 400.00	Petty Cash
20/07/2015	East Riding Council	4593	£ 5.16	Identity Badge
20/07/2015	MKM Building Supplies	4594	£ 79.38	Post Concrete for allotment
20/07/2015	Simply Plumbing and Heating	4595	£ 35.00	Boiler repair

20/07/2015	Beverley Minster PCC	4596	£ 100.00	Organist for Yorkshire Day
20/07/2015	M L Robinson	4597	£ 9.36	Transporting YiB Judges
21/07/2015	N Power	DD	£ 39.44	Town Centre camera
		Total Payments	£ 11,310.57	
Bloom				
20/07/2015	Coletta & Tyson Retail	452	£ 287.73	Plants
20/07/2015	Current Account	451	£ 25.54	Expenses from BTC petty cash
		Total Payments	£ 313.27	
Field to Table				
20/07/2015	Sent2print.co.uk	187	£ 171.60	Banners
20/07/2015	Aspen Creative Resources	188	£ 290.40	A boards
		Total Payments	£ 462.00	
Lights				
20/07/2015	Titan Containers	171	£ 47.99	July container hire

Additional Payments for Policy Meeting on Monday 20th July 2015				
Current				
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
20/07/15	Staff Salaries	004598-004604	£5432.96	Total Staff Salaries (net of tax and NI)
20/07/15	HMRC	004617	£1844.87	National Insurance & Tax
20/07/15	ERYC	004618	£1305.71	ERYC Pensions
20/07/15	Dr Jive & The Sick Notes	004616	£200.00	Yorkshire Day
20/07/15	Beverley Brass Band	004615	£100.00	Yorkshire Day
20/07/15	Indigo Moon	004614	£150.00	Yorkshire Day Puppets
20/07/15	P Astell	004605	£63.44	Travel & Subsistence
20/07/15	P. Dodsworth	004610	£200.00	Member's Allowance
20/07/15	A Willis	004609	£200.00	Member's Allowance
20/07/15	P Astell	004606	£200.00	Member's Allowance
20/07/15	R Beckett	004611	£200.00	Member's Allowance
20/07/15	D Elvidge	004607	£200.00	Member's Allowance

20/07/15	P McGrath	004608	£150.00	Member's Allowance
20/07/15	B Cooper	004612	£200.00	Member's Allowance
20/07/15	T Astell	004613	£200.00	Member's Allowance
		Total	£10,646.9	
From Field to Table				
20/07/15	Saints & Sinners	000190	£30.00	Refund of local produce
20/07/15	Rose Cottage Foods	000189	£60.00	Refund of local produce market stall fee August & September
		Total	£90.00	

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

Signed

Date

Policy Committee 20.07.15 Action Plan

Minute/Action	Person Responsible	Time to be reported back
12. To review policies of Beverley Town Council:	Town Clerk	Next Full Council
13. Health and Safety and Volunteers Guidelines	Town Clerk	Policy Committee
14. Events: Agincourt	Town Clerk Cllrs Begnett and Peacock	Operational
16. Bloom	Town Clerk	Operational