

BEVERLEY TOWN COUNCIL

POLICY COMMITTEE MEETING

29th September 2014

Present: Councillors Astell, Cox, Elvidge, Gray, Jack, Pearson, Sweet (Vice-Chair), Thorley, Aird, Bottomley and McGrath

In Attendance: Helen Watson (Town Clerk),

833 To receive apologies for absence

Apologies were received from Councillors Pinder.

834 (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 of interested were received.

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

No dispensations were given.

835 To sign the Lease for 12 Well Lane Beverley

A short discussion took place regarding the lease for 12 Well Lane, Beverley. It was noted that the address was incorrect on the lease. And it was agreed to send it back to the solicitors for correction and be tabled at the next meeting.

836 The documents detailed below were received.

- (a) **ERNLLCA Accounts and Finance for Town and Parish Councils information** – Cllr Gray updated members on the training day attended. Members agreed that this should be discussed at a Full Council meeting. Cllr Gray was thanked for attending the training.
- (b) **Transparency code** – Received by members.
- (c) **Independent Commission of Inquiry correspondence from Hull City Council and the response from East Riding of Yorkshire Council (previously circulated by email)** – Received by members.

837 To consider which budget lines the following items should be taken from:

- (a) **£100 towards twinning costs –**

Resolved - Members resolved to use £100 of the civic budget to supplement the Twinning budget line.

- (b) **£1500 for first aid cover for the Food Festival**

Members discussed the costs involved as reported at Full Council on 8th September 2014 min 1208. Members suggested the full amount was for First Aid Cover alone. The Town Clerk informed members that the £1500 funding is required to comply with Health and Safety guidelines as recommended by the Police, ERYC Officers and Health and Safety experts. The Town Clerk advised Council on the need to comply fully with the Health and Safety guidelines and advised of the resource including trained stewards for public event safety along with First Aid provision needed to comply. A discussion ensued regarding Health and Safety and costs required. Members discussed that the £1500 as agreed at Full Council 8th September 2014 min 1208 for First Aid and Health and Safety provision would come from the Field to Table account.

Resolved – That £1500 required for First Aid Cover and Health and Safety stewards come from the Field to Table account.

838 To consider the initial discussions from the Brainstorming Evening on 24th September 2014

Members briefly discussed the ideas noted at the recent brainstorming meeting on 24th September. Members felt that there was a need for reflection and feed back to November Full Council meeting.

839 To consider approaching the Leisure Centre regarding a service level agreement for tidying litter picking at the Skatepark

The Town Clerk reported that ERYC Beverley Leisure Centre would be willing to take on a SLA for litterpicking and tidying up the Skatepark for £19.50 per hour. Members noted the information and the Town Clerk was asked to contact the ERYC Beverley Leisure Centre and inform them that we will consider this offer for future discussion.

840 To receive an update of the equipment storage provisions (following Full Council 8th September 2014)

The Town Clerk informed members that she and the Handyman had been to look at a property in Beverley for rental, however it was unsuitable as it was a shared facility. Members discussed the possibility of either hiring a container on a container park in Beverley or obtaining a container to site in Beverley to use as an equipment store. The Town Clerk reported that Beverley 24 hour Self Storage had 8ft by 20 ft containers for hire at £25 per week. Cllr Astell proposed that this was the best solution to the immediate problem of storage; this was seconded by Cllr Cox. The majority were in agreement.

Resolved – That the Town Clerk book a 20 ft by 8ft storage unit as requested by members at Barmston Road in Beverley.

841 To consider possible use of funds remaining from the Field to Table project and potential funding applications by the Local Food and Admin Officer

Members discussed the use of the Field to Table funds. The Town Clerk informed the Chair that the funds could only be used to help sustain local food related projects as in line with the contract agreed with the National Lottery.

Members discussed the possible use of match funding for the ERYC High Street Fund for a food related project on Wednesday Market in Beverley. Members requested more information and costings on this project. Further discussion took place on the Beverley Food Festival and the Field to Table project. It was noted that the Field to Table allotment that is now worked by FIND was awarded at Thriving level in Yorkshire in Bloom, It's Your Neighbourhood category. Cllr Gray passed on congratulations to the Local Food and Admin Officer.

Members requested a full financial breakdown of the Beverley Food Festival costs for Full Council.

Resolved – That a full costings of the Food Festival and the proposed Wednesday Market High Street Fund bid are agended at Full Council.

842 To consider the Business IT Support Agreement Proposal from Jennings Computer Services Limited

Members briefly discussed the costs involved and asked the Town Clerk operational views on this matter, who informed members of the total spend to date. Members decided to not take out an IT support agreement.

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

The Town Clerk issued bank balances to Councillors.

-	Bank Balance as at 20/09/2014
Current account	£349,304.36
Deposit account	£25,283.19
Events Account	£20,251.25
Beverley in Bloom Account	£2,718.25
Field to Table Project - funded by Big Lottery Fund, Local Food – Changing Spaces	£22,268.64

Youth Town Council Account	£500.67
Skatepark Account	£591.59
Christmas Lights Account	£3,882.52
Petty Cash	£346.46
Business Deposit	£79,000.00
Mayor of Beverley	£262.46
Mayor of Beverley Charity Account	£0.17
Memorial Fund	660.00

Resolved - That the bank balances were noted.

844 To approve the payments made in August 2014

The following schedule of payments was sent to Policy Councillors for approval in August 2014.

August payments				
Current				
Date Paid	Payee Name	Cheque Ref	Amount Paid	Transaction Detail
01/07/2014	Amazon	Debit Card	209.13	Chairs, Computer wipes, cleaning brush for key boards, computer screen height box, wrist support, foot support
05/07/2014	East Riding Council	DD	483.00	Office rates
10/07/2014	Jubert Linen Company	Debit Card	19.39	Gloves for Mayor/Macebearer
09/07/2014	Jubert Linen Company	Debit Card	4.25	White Gloves for Deputy Mayor
11/07/2014	Athena Crafts	Debit Card	5.45	Stationery
16/07/2014	KRL Group photocopier	DD	275.52	Photocopier
17/07/2014	Hayes & Finch	Debit Card	104.61	Candles, Tapers, Commemorative candles and candle shields for WW1 event
18/07/2014	Discount Hunters	Debit Card	319.75	Posts and paling for Plot 1
22/07/2014	Next Day Coffee	Debit Card	22.62	Coffee Cups for NGS day
23/07/2014	Three.co.uk	DD	34.04	Staff mobiles
25/07/2014	npower	DD	44.71	CCTV camera - Town Centre
24/07/2014	Salaries	4244-4249	5941.21	July salaries
24/07/2014	HMRC	4250	1345.80	July Tax and Ni
24/07/2014	East Riding Council	4251	1604.22	July pension contributions
28/07/2014	Cllr Gray	4252	121.04	Travel for Deputy Mayor
28/07/2014	The History Troupe	4253	1500.00	Statues Cradling Toys
30/07/2014	East Riding Council	Debit Card	268.00	Equipment store accommodation rates
31/07/2014	CBA	DD	37.44	Payroll
01/08/2014	Wykeland	DD	415.00	Equipment store accommodation rent
05/08/2014	East Riding Council	SO	483.00	Office rates
05/08/2014	Siemens	DD	370.58	Lease rental and annual service fee for photocopier
10/08/2014	Yorkshire Water	DD	160.15	Sparkmill allotment water

12/08/2014	Liner Bags & Sacks Ltd	Debit Card	39.38	Black Compactor Sacks
13/08/2014	Supplies	4254	73.38	Stationery
13/08/2014	One Stop Promotions	4255	55.12	Bunting/Flags WW1
13/08/2014	Beverley Town Council Field To Table	4256	500.00	Paid to wrong account
13/08/2014	Jewson	4257	62.42	Pegs, Nails, Hooks and Rope
13/08/2014	ERYC	4258	1856.50	Youth Team (£1712.50) and Sport for Everyone grant (144)
13/08/2014	Printnpromote	4259	78.00	A5 leaflets for WW1
13/08/2014	C Oliver	4260	25.36	Travel
13/08/2014	M Lazenby	4261	300.00	Rubbish Removal Plot 1
13/08/2014	Arco Ltd	4262	39.11	Seasonal Handyman equipment
13/08/2014	Kilwick Gardens	4263	2445.84	Plants and allotment items
13/08/2014	F Waites & Son	4264	48.00	Hook, Spade and re-shaft Tool
13/08/2014	Countrywise Water Coolers	4265	25.90	Water cooler hire and water
13/08/2014	Beverley Memorial Hall	4266	300.00	First cheque did not arrive - replacement cheque for hire of Hall for Cllr Cox's Civic Dinner
	Salaries		5695.55	August salaries
	HMRC		1228.87	August Tax and Ni
	East Riding Council		1475.40	August pension contributions
	Total		28017.74	
Bloom				
14/08/2014	Beverley Town Council	436	115.92	Items paid for from Petty Cash (gravel/herbs/plants)
From Field to Table Account				
14/08/2014	G Jack & Son Ltd	47	45.00	100 Scones for NGS day
14/08/2014	NGS	48	590.00	Admissions
	Total		635.00	
Christmas Lights				
14/08/2014	Titan Containers	150	95.98	July and August container hire

Resolved - Approval was given for the above listed payments already made.

845 To approve the attached payments to be made

The Town Clerk requested approval on the attached payments to be made and answered members queries on various payments:

Current				
Date Paid	Payee Name	Cheque Ref	Amount Paid	Transaction Detail
14/08/2014	All Star	DD	£237.66	Fuel
14/08/2014	Kingston Communications	DD	£20.40	CCTV Cherry Tree
14/08/2014	Kingston Communications	DD	£30.00	CCTV town

14/08/2014	Kingston Communications	DD	£44.40	Internet access
14/08/2014	Kingston Communications	DD	£124.83	Office Telephone
14/08/2014	KRL Group	DD	£275.72	Photocopier
26/08/2014	Three.co.uk	DD	£33.49	Staff Mobiles
28/08/2014	CBA	DD	£37.44	Payroll
01/09/2014	Wykeland	DD	£415.00	Minster House rent
01/09/2014	npower	DD	£38.30	Toll Gavel Camera
01/09/2014	npower	DD	£57.25	Saturday Market Camera
02/09/2014	Tesco	Debit Card	£22.00	Desk Lamp
02/09/2014	Malpin	Debit Card	£4.97	Light Bulbs for Desk Lamp
03/09/2014	Post Office	Debit Card	£626.00	Stamps (400 1st, 400 2nd, 100 large) (1st) and 100 large (2nd)
05/09/2014	East Riding of Yorkshire Council	DD	£483.00	Office Rates
08/09/2014	npower	DD	£176.07	Office electricity
11/09/2014	Yorkshire Water	DD	£51.13	Office water
14/09/2014	All Star	DD	£224.55	Fuel
14/09/2014	Kingston Communications	DD	£20.40	CCTV Cherry Tree
14/09/2014	Kingston Communications	DD	£30.00	CCTV town
14/09/2014	Kingston Communications	DD	£44.40	Internet access
14/09/2014	Kingston Communications	DD	£115.98	Office Telephone
14/09/2014	KRL Group	DD	£329.02	Photocopier
19/09/2014	East Riding of Yorkshire Council	Debit Card	£228.00	Minster House rates
23/09/2014	Three.co.uk	DD	£33.49	Staff Mobiles
23/09/2014	Salaries	4275-4280	£5,313.73	September Salaries
23/09/2014	HMRC	4281	£1,128.69	September Tax and NI
23/09/2014	East Riding of Yorkshire Council	4282	£1,468.30	September pension contributions
23/09/2014	Tony Cook Ltd	4283	£234.00	Fencing works
23/09/2014	Jewson	4284	£222.02	Padlocks, Chains, Cable Ties, Hose Clips, Tap, Tapes, Compression Elbow Plate and liner
23/09/2014	K Gray	4285	£18.72	Deputy Mayor travel expenses
23/09/2014	Kilnwick Sprayers	4286	£21.16	Valve/Hosetail
23/09/2014	M Robinson	4287	£56.92	Travel
23/09/2014	East Riding of Yorkshire Council	4288	£40.00	Magnetic parking signs
23/09/2014	Countrywise Water Coolers Ltd	4289	£13.90	Water cooler hire

23/09/2014	Coletta & Tyson	4290	£88.58	Plants
23/09/2014	Keldgate Park News	4291	£10.50	Newspapers
23/09/2014	The RBL Poppy Appeal	4292	£25.00	Battle of Britain Wreath
23/09/2014	J Ellis	4293	£99.02	Stakepark locks/wire
23/09/2014	Supplies	4294	£266.85	Stationery
23/09/2014	Kingston Communications	4295	£1,812.00	Lightstream at Cherry Tree
23/09/2014	Field to Table Project	4296	£7,953.30	VAT from 1/4/12 to 31/3/14
23/09/2014	Christmas Lights Appeal	4297	£774.58	VAT from 1/10/13 to 31/3/14
23/09/2014	Petty Cash	4298	£400.00	Petty Cash
23/09/2014	T C Patisserie	4299	£48.00	Replacement chq as first one lost in the post
29/09/2014	Indicoll	4300	£120.00	Hosting Fee for website (1 year)
29/09/2014	SLCC	4301	£500.00	Annual Membership
29/09/2014	R & R Photography	4302	£180.00	2.5 hours photography of the Rolls of Honour
30/09/2014	David Fletcher	SO	£4,200.00	Office rent
30/09/2014	CBA	DD	£37.44	Payroll
29/09/2014	P Nendick	4303	£22.94	Mayor's travel/tapestry needles and thread to repair robes
29/09/2014	Jewson	4304	£136.52	Locks for Skatepark and boots for handyman
29/09/2014	Videcom Security Ltd	4305	£570.00	CCTV call outs to Cherry Tree
Cheques 4306-4317 were used to pay invoices on cheques 61-70 as awaiting new cheque book for Field to Table Account. The monies will be refunded back to the Town Council,				
29/09/2014	Christmas Lights	4318	£2,500.00	Half precept
29/09/2014	Cherry Tree Centre	4319	£2,500.00	Half precept
29/09/2014	Beverley in Bloom	4320	£1,000.00	Half precept
29/09/2014	Beverley Against Poverty	4321	£250.00	Half precept
29/09/2014	C Chadwick	4322	£200.00	Repair of Skatepark
29/09/2014	C Chadwick	4323	£790.00	Repair of Skatepark
29/09/2014	Cascare Limited	4324	£450.00	First Aid for Food Festival
29/09/2014	Farmhouse Direct	4325	£30.00	Overpayment for Food Festival
Bloom				
29/09/2014	Beverley Town Council	437	£78.49	Herbs/mixed plants/card for certificates
29/09/2014	St Mary's Parish Hall	438	£51.35	Hall hire for presentation evening
29/09/2014	K Hara	439	£100.00	Flower arranger for presentation evening who then donated the arrangements as raffle prizes
29/09/2014	Coletta & Tyson	440	£34.96	Two Pyracantha mixes, rosemary, Mahonia bealei

				hiver
29/09/2014	Beverley Town Council	441	74.00	Books/Plants/Jeyes Fluid
From Field to Table Account				
29/09/2014	Hampers of Yorkshire	49	£100.00	Refund for Food Festival
29/09/2014	Jackson's Bakery	50	£100.00	Refund for Food Festival
29/09/2014	P A Foreman	51	£30.00	Over paid for Food Festival
29/09/2014	Pieroth Ltd	52	£100.00	Refund for Food Festival
29/09/2014	Cakes by Michelle	53	£100.00	Refund for Food Festival
29/09/2014		54		Now having stall
29/09/2014	Saints & Sinners	55	£100.00	Refund for Food Festival
29/09/2014	Yorkshire Ales	56	£100.00	Refund for Food Festival
29/09/2014	S Wilks	57	£100.00	Refund for Food Festival
29/09/2014	Incorrectly written	58		Incorrectly written (different payee required)
29/09/2014	Incorrectly written	59		Incorrectly written
29/09/2014	S Mirzaire	60	£100.00	Refund for Food Festival
29/09/2014	S A Mohammed	61	£160.00	Refund for Food Festival
29/09/2014	Sent2Print	62	£367.20	Banners
29/09/2014	A Johnson	63	£109.10	Audit fee for Field to Table Project
29/09/2014	Ale Festival Uk Ltd	64	£480.00	Sponsorship
29/09/2014	Tega Events	65	£1,476.46	Deposit for supply of sound, AV and power equipment
29/09/2014	Tega Events	66	£1,476.46	Final payment for supply of sound, AV and power equipment
29/09/2014	All Occasions	67	£3,644.40	Marquee hire, generators, barriers and cable lining
29/09/2014	Beverley Brass Band	68	£60.00	Donation for entertainment at Food Festival
29/09/2014	Beverley Garland Dancers	69	£50.00	Donation for entertainment at Food Festival
29/09/2014	Browns Leaflet distribution	70	£360.00	Leaflet distribution
Christmas Lights				
29/09/2014	Titan Containers	151	£46.44	September container hire

Some members stated that a Food Festival Flyer had not been delivered to their house and asked the Town Clerk to check the deliveries with Browns.

Resolved: All payments were approved

846 To consider the exclusion of the public from the meeting on the grounds that confidential information in relation to the employment of staff 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 the engagement of staff and contractual information 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 the engagement of staff and contractual information shall be disclosed (Public Bodies (Admission of Meetings) Act 1960)

Action Plan

Minute/Action	Person Responsible	Time to be reported back
835 To request the solicitor to amend the Lease for 12 Well Lane Beverley -	Town Clerk	Full Council
837 To assign budget lines £100 towards twinning cost - Civic £1500 for first aid cover for the Food Festival- Field to Table	Town Clerk	Operational
838 Brainstorming Evening on 24th September 2014 – Add to November Full Council	Town Clerk	Operational- Nov Full Council
839 To consider approaching the Leisure Centre regarding a service level agreement for tidying litter picking at the Skatepark	Town Clerk	Operational
840 To book equipment storage container at Barmston Road	Town Clerk	Operational
841 To provide full Food Festival costs and a further details of the proposed ERYC High street Fund bid	Local Food and Admin Officer Town Clerk Deputy Town Clerk	Operational/Full Council
845 Check Browns deliveries for Food Festival flyer distribution	Local Food and Admin Officer	Operational