

BEVERLEY TOWN COUNCIL

POLICY COMMITTEE MEETING

28th April 2014

Present: Councillors Pinder (Chair), Astell, Gray, Jack, McGrath, Pearson, Cox and Thorley.

In Attendance: Helen Watson (Town Clerk)

3 members of the public present.

At the beginning of the meeting Cllr Pinder handed over the chairing of the meeting to Deputy Chairman Cllr McGrath, due to her feeling unwell.

791 To receive apologies for absence

Apologies for absence were received from Cllrs Sweet and Whitfield.

792 (a) To record declarations of interest by any member of the council in respect of the agenda items listed below.

Cllr Astell declared a pecuniary interest in agenda item 3 relating to a proposed building on the allotments due to being associated with the Beverley and District Allotments and Gardens Association.

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

No dispensations were required.

793 To consider the new buildings on the allotment site – see circulated information

i) Allotment Association Building

Cllr Astell declared a pecuniary interest and left the meeting

Cllr Cox explained the requirements of the building needed by the Beverley and District Allotments and Gardens Association as previously discussed with some of their members, who were present at this meeting. The need for storage and a display area was also reported by members of the Beverley and District Allotments and Gardens Association. The Town Clerk informed members of the cost of moving the present containers and the costs associated with buying the building. Members discussed the different types of building, footings and access points associated with a project of this kind. Planning consent was also discussed; however the proposed building would fit within the specifications where planning consent was not required. The Town Clerk informed members that ERYC would need to see a plan of the proposed site detailing the building and the containers.

Mr Wardle reported that he would like to see the Kitchen Lane compound cleared and used for parking, however members informed him that it would be a decision for Council to make. Further discussion took place on the practicalities of moving the present Beverley Town Council containers onto Queensgate plot 1 from the present Kitchen Lane compound, and who should pay for the building and associated costs, the Beverley and District Allotments and Gardens Association or Beverley Town Council. Further discussion took place on the ownership of a building by Beverley Town Council, to be leased to Beverley and District Allotments and Gardens Association.

Resolved - Members resolved to buy a wooden building costing approximately £3,000, pay for the associated footings and pay for the 2 containers to be moved and replaced on sleepers on plot 1 Queensgate. Members further resolved that the costs would be calculated in total then Beverley Town Council will give a 5 year lease to the Beverley and District Allotments and Gardens Association to recoup the costs in rental, back to Beverley Town Council over a 5 year period, with the costs being funded initially from Beverley Town Council property reserves.

Cllr Astell returned to the meeting

ii) Beverley Town Council Equipment Store Building

Members discussed various previously circulated estimates, by the Town Clerk regarding a proposed equipment store on Kitchen Lane compound. The Town Clerk was requested to find further information about the present foundations, planning consent, building types and maximum size of building which could be sited within the compound. Further discussion took place on this subject. Members felt that the containers needed to be replaced in a sympathetic manner in consultation with residents.

Resolved – That the Town Clerk was requested to find further information about the present foundations, planning consent, building types and maximum size of building which could be sited within the compound.

794 To consider the Investment Accounts which need to be re-invested by 8th May 2014

Members considered the investment account which matures on 8th May 2014. The Town Clerk reported that the rate of best rate of interest offered is 1.29% gross.

Resolved – Members resolved to transfer the funds into the current account pending further decisions and reinvest at a later date.

795 To discuss the fullness of Minutes of meetings

This item was withdrawn from discussion.

796 To consider the recommendations of the WWI working group:

- (i) The WW1 meeting minutes for information were previously circulated with the agenda.
- (ii) That Council immediately supports the renewal of the two Rolls of Honour that are on card behind glass and await the result of the Heritage Lottery Funding grant application before considering the creation of others.
Resolved - That Council support the renewal of the two Rolls of Honour that are on card behind glass and await the result of the Heritage Lottery Funding grant application before considering the creation of others.
- (iii) That Council supports the events proposed for the 3rd and 4th August 2014 and agrees to set aside of £250 to cover unforeseen expenses such as hiring amplification and/or to make a donation to the band as detailed in the previously circulated briefing notes.
Resolved – That Council supports the events proposed for the 3rd and 4th August 2014 and agrees to set aside of £250 to cover unforeseen expenses such as hiring amplification and/or to make a donation to the band.
- (iv) That Council support Armed Forces Day by paying for the Commemorative Programmes and the WW1 uniformed interpreters with a ceiling of £1950 to be paid directly by the Town Council.
Resolved - That Council support Armed Forces Day by paying for the Commemorative Programmes and the WW1 uniformed interpreters with a ceiling of £1950 to be paid directly by the Town Council.
- (v) The Warhorse Project – The Town Clerk advised that the project required £800 for recording a DVD, £200 for audio recording and £720 for stage costumes.
Resolved – That the Council fund the associated costs of the DVD and audio productions to the cost of £1000 and the costumes to the cost of £720.
- (vi) That Council recommend setting aside funds in the budget over the next two years for the 2018 Armistice anniversary.

Recommended - That Beverley Town Council set aside funds in the budget over the next two years for the 2018 Armistice anniversary.

797 To consider the loan of the Beverley Town Council 'From Field to Table Project Gazebo' at the Folk Festival

Members discussed the request of the use of the Beverley Town Council 'From Field to Table' gazebo at the Folk Festival.

Resolved – Permission was granted in accordance with the Folk Festival insuring the gazebo.

798 Circulated for information

- (i) The new financial regulations – for future adoption at a different meeting.
- (ii) The Scheme of Delegation – General discussion took place on the scheme of delegation. The Town Clerk reported that she had hi-lighted possible amendments required in line with good practice. Members also requested further amendments. Cllr Cox questioned why the Town Clerk had made amendments to the Scheme of delegation without consulting Councillors. The Town Clerk informed members it was professional advice in line with good practise and that the document is in draft format, not adopted. The Town Clerk informed members that draft changes would be made, as requested by Councillors to adopt at a future meeting of Full Council.
- (iii) The proposed meeting calendar 2014/15 – Discussion took place around the possible need for more meetings by some members. Cllrs Pinder, McGrath and the Town Clerk stated that if the scheme of delegation was used effectively, the meeting calendar would be adequate. The Town Clerk explained that the new system took some time to put in place and had only been practiced for 8 months and expressed a view to continue with the system and monitor it for effectiveness.

799 The Town Clerk circulated a report on the finances of Beverley Town Council.

-	Bank Balance as at 15/04/2014
Current account	£280,187.07
Deposit account	£25,283.19
Events Account	£21,001.25
Beverley in Bloom Account	£2,658.25
Field to Table Project - funded by Big Lottery Fund, Local Food – Changing Spaces	£48,512.75
Youth Town Council Account	£500.67
Skatepark Account	£591.59
Christmas Lights Account	£5,331.52
Petty Cash	£442.39
Business Term Deposit 421482	£76,288.97
Mayor of Beverley	£338.90
Mayor of Beverley Charity Account	£5,938.16
Memorial Fund	660.00

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

<u>Current</u>				
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>

14/03/2014	Kingston Communications	DD	£100.41	Telephone
14/03/2014	Kingston Communications	DD	£20.40	CCTV Cherry Tree
14/03/2014	Kingston Communications	DD	£44.40	Internet Access
14/03/2014	Kingston Communications	DD	£30.00	CCTV Town
14/03/2014	Kingston Reprographics Ltd	DD	£335.88	Photocopier
14/03/2014	Murco Petrol Station	DD	£88.44	Fuel
21/03/2014	Electromarket	DEBIT CARD	£38.99	Handheld radios
21/03/2014	Maplin	DEBIT CARD	£109.99	4 way radios
21/03/2014	Flogas Britain Limited	DEBIT CARD	£59.48	Gas for the BBQ
21/03/2014	Argos	DEBIT CARD	£123.93	BBQ and Cover
23/03/2014	Three.co.uk	DD	£25.87	Staff Mobiles
25/03/2014	D H Fletcher	SO	£4,590.00	Office Rent
25/03/2014	Yorkshire Water	DD	£272.46	Quensgate Allotment
26/03/2014	Salaries	4079-4082	£4,341.10	Salaries March
26/03/2014	Written incorrectly	4083	£0.00	Written incorrectly
26/03/2014	HMRC	4084	£1,521.25	Tax and NI March
26/03/2014	East Riding Council	4085	£1,416.32	Pension contributions March
28/03/2014	P & O Ferries	DEBIT CARD	£333.00	MP/KG travel to Lemgo
31/03/2014	CBA Accountants	DD	£37.44	Payroll fees
31/03/2014	Amazon	DEBIT CARD	£91.59	Camera
31/03/2014	Party Delights	DEBIT CARD	£99.82	Paper plates/cups/spoon
31/03/2014	East Riding Council	4086	£3,383.50	Final quarter youth project
31/03/2014	Arco Limited	4087	£57.43	Handyman clothing
31/03/2014	F Waites & Sons	4088	£12.00	Wellingtons for Cllr Astell
31/03/2014	Toll Gavel United Church	4089	£150.00	Room hire for town meeting
31/03/2014	Ben Lancaster	4090	£90.20	Security light at office repair
31/03/2014	Royal Mail Group Ltd	4091	£303.65 Withdrawn	Freepost Licence This payment was withdrawn due to members not requiring a freepost licence any longer.
31/03/2014	Retlan Services Limited	4092	£258.00	Repair to office stairs
31/03/2014	Sam Allon Contracts Ltd	4093	£300.00	Asbestos removal
31/03/2014	Simsons	4094	£69.90	Mayoral photos for Guildhall
31/03/2014	Kilnwick Sprayers Ltd	4095	£151.20	Weed Sprayer back pack
31/03/2014	Countrywise Water Coolers Ltd	4096	£34.30	Water cooler
31/03/2014	East Riding Council	4097	£1,494.00	Bonfire (Beverley Lions)
31/03/2014	Tanks Direct Ltd	4098	£487.20	4 grit bins
31/03/2014	Mr Boyeson	4099	£25.00	Allotment Bond refund S36A
31/03/2014	M Cox	4100	£73.32	Mayor Travel - March
31/03/2014	K Gray	4101	£6.50	Travel-risk assessment seminar
31/03/2014	J Render	4102	£8.06	Travel to collect toner
31/03/2014	Local World Ltd	4103	£74.59	Advertisement ATT 8.4.14

31/03/2014	East Yorkshire Carpets Beds	4104	£36.00	Refit stair carpet
31/03/2014	Wybone Limited	4105	£1,439.95	4 Litter bins
31/03/2014	Johnston Publishing (North)	4106	£120.60	Advertising ATT 8.4.14
01/04/2014	Wykeland	DD	£415.00	Rent - Minster House
05/04/2014	East Riding Council	DD	£480.75	Rates for 12 Well Lane
09/04/2014	Bullguard	DEBIT CARD	£41.97	Internet Security renewal
09/04/2014	Machine Mart	DEBIT CARD	£22.38	Security Letter Punch
14/04/2014	Kingston Communications	DD	£92.85	Telephone
14/04/2014	Kingston Communications	DD	£20.40	CCTV Cherry Tree
14/04/2014	Kingston Communications	DD	£44.40	Internet Access
14/04/2014	Kingston Communications	DD	£30.00	CCTV Town
14/04/2014	Kingston Reprographics Ltd	DD	£244.90	Photocopier
14/04/2014	Murco Petrol Station	DD	£87.20	Fuel
22/04/2014	npower	DD	£41.62	Town Centre CCTV
23/04/2014	Three.co.uk	DD	£25.87	Staff Mobiles
28/04/2014	Beverley and North Holderness Internal Drainage Board	4107	£35.42	Drainage Rates
28/04/2014	Beverley Consolidated Charity	4108	£600.00	Half Year allotment rent
28/04/2014	ERNLLCA	4109	£1,222.00	NALC/ERNLLCA membership
28/04/2014	East Riding Council	4110	£296.14	Collect/Dispose commercial waste
28/04/2014	Supplies	4111	£44.16	Stationery
28/04/2014	Michaels Civic Robes	4112	£12.00	Rosettes for Mayoral Chains
28/04/2014	Rialtas Business Solutions Limited	4113	£692.40	Year End training and software updates
28/04/2014	Jennings	4114	£108.00	Computer repairs
28/04/2014	K Hoggard	4115	£40.00	Repair to disabled toilet
28/04/2014	East Riding Council	4116	£73.20	Hire of Leisure Centre for Sports for Everyone (Grants budget 2013/14)
28/04/2014	East Riding Council	4117	£73.20	Hire of Leisure Centre for Sports for Everyone (Grants budget 2013/14)
28/04/2014	East Riding Council	4118	£73.20	Hire of Leisure Centre for Sports for Everyone (Grants budget 2013/14)
28/04/2014	Action for Market Towns	4119	£300.00	Workshop
28/04/2014	LCR	4120	£17.00	Magazine Renewal
28/04/2014	Helen Watson	4121	£116.52	Travel
28/04/2014	Carol Oliver	4122	£22.88	Travel
28/04/2014	East Yorkshire Carpets Beds	4123	£10.00	New carpet for stairs
28/04/2014	Jennings	4124	£1,456.80	New computer and laptop, fitting, connection to network and transfer of data
28/04/2014	The Melodies (P Taylor)	4125	£150.00	Pensioners Lunch entertainment
28/04/2014	Cash	4126	£400.00	Petty Cash

28/04/2014	Salaries	4127-4131	£4,817.41	April Salaries
28/04/2014	HMRC`	4132	£845.02	April Tax and NI
28/04/2014	East Riding Council	4133	£1,386.31	April pension contributions
28/04/2014	John Moore Security	4134	£104.40	Alarm repair
28/04/2014	MKM	4135	£135.84	New Notice board wood for allotments
28/04/2014	East Riding of Yorkshire Council	4136	£186.19	Pest Control - Queensgate Allotments
28/04/2014	East Riding of Yorkshire Council	4137	£186.19	Pest Control - Sparkmill Allotments
28/04/2014	ERNLLCA	4138	£126.00	1 officer 2 councillors at Grievance and Disciplinary training
30/04/2014	CBA Accountants	DD	£37.44	Payroll fees
		Total	£37,371.23	
<u>From Field to Table</u>				
26/03/2014	M L Robinson	19	£1,625.16	Salary March
31/03/2014	EYLFN	20	£30.00	Local Food & Drink Guide
31/03/2014	E Y L F N	212	£50.00	Annual Fee
31/03/2014	Tickton Grange	22	£1,561.25	Celebration Evening
31/03/2014	Tickton Grange	23	£585.76	Kitchen Equipment
31/03/2014	Jewson	24	£33.58	Water container
31/03/2014	Jewson	25	£242.66	Items for LF comm plot
31/03/2014	Jewson	26	£1.80	Liners
31/03/2014	Jewson	27	£19.91	Items for LF comm plot
31/03/2014	Jewson	28	£13.85	Items for LF comm plot
31/03/2014	Jewson	29	£69.69	Items for LF comm plot
31/03/2014	Jewson	30	£23.13	Items for LF comm plot
31/03/2014	P Riley	31	£213.90	Allotment worker
31/03/2014	Aspen Creative Resources	32	£102.00	Artwork
31/03/2014	Print + Design	33	£79.67	Events/Promotion Flyer
31/03/2014	East Riding Council	34	£480.00	Mini Guide 2014
31/03/2014	A Johnson	35	£589.80	Auditing FFTT account fees
31/03/2014	PrintnPromote	36	£214.00	Aprons
31/03/2014	Les Gibbon Photography	37	£180.00	Filming/Editing FF
31/03/2014	Les Gibbon Photography	38	£150.00	Celebration evening photograph
31/03/2014	M L Robinson	39	£63.44	Travel
31/03/2014	WBC	40	£1,980.00	Bags
31/03/2014	Current Account	41	£28,402.37	From FFTT
28/04/2014	Beverley Minster	42	£50.00	Contribution of the SASH sleepout
		Total	£36,761.97	
<u>Christmas Lights</u>				
28/04/2014	East Riding of Yorkshire Council	146	£3,712.15	Erection and removal of Christmas Lighting
28/04/2014	Titan Container	147	£46.44	April container hire
		Total	£3,758.59	

Members discussed the freepost address licence fee in the sum of £303.65 on cheque number 4091 and requested that the Town Clerk to write to the Royal Mail to cancel the freepost address licence fee. All other payments were approved for payment.

Resolved – That the licence fee in the sum of £303.65 on cheque number 4091 is not paid and the Town Clerk is to write to the Royal Mail to cancel the freepost address licence fee. All the above listed payments were approved for payment.

801 To consider the office lease for 12 Well Lane, Beverley

Discussion took place on the proposed lease for 12 Well Lane, Beverley, Members resolved that the lease should be sent by the Town Clerk to ERNLLCA, who can forward it to NALC, who will check the lease and be asked if they can provide options on break clauses.

Resolved - Members resolved that the lease should be sent by the Town Clerk to ERNLLCA, who can forward it to NALC, who will check the lease and be asked if they can provide options on break clauses and advise on the legal document.

The meeting closed at 8.10pm

Action Plan

Minute/Action	Person Responsible	Time to be reported back
793 i To consider the new buildings on the allotment site – Beverley and District Allotments and Gardens Association – Purchase wooden building, foundations/sleepers and move containers.	Beverley and District Allotments and Gardens Association, Town Clerk	Operational
793 ii Beverley Town Council Equipment Store Building – To find further information	Town Clerk and Officers	Operational
794 To consider the Investment Accounts which need to be re-invested- to close the account and transfer funds to the current account	Town Clerk	Operational
796 To consider the recommendations of the WWI working group – To inform organisations of Councils decisions	Town Clerk	Operational
800 The Town Clerk requested approval on the attached payments to be made and answered members queries on various payments – Cancel the PO Box and payment	Town Clerk	Operational
801 To consider the office lease for 12 Well Lane, Beverley – Send to ERNLLCA to refer to NALC for legal advice	Town Clerk	Operational