

BEVERLEY TOWN COUNCIL

POLICY COMMITTEE MEETING

6th June 2016

Present: Councillors G Cooper, Elvidge, Jack, Machen, McGrath, Peacock and Pearson

In attendance: Helen Watson (Town Clerk).

78 To receive apologies for absence

Apologies were received from Cllrs Dodsworth and Willis.

79 (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.

80 To elect a Chair for the next municipal year

Councillor Pearson was proposed as Chair by Councillor Peacock and seconded by Cllr Elvidge. All members agreed.

Resolved – Councillor Pearson was elected as chair for the next municipal year.

81 To elect a Vice-chair for the next municipal year

Councillor Pearson proposed and Councillor G Cooper seconded that Councillor Peacock be vice-chair for the next municipal year. All agreed.

Resolved – Councillor Peacock was elected as vice-chair for the next municipal year.

82 To note the Policy minutes of 18th April 2016 approved at Full Council on 16th May 2016.

Resolved - The Policy Minutes of the 18th April 2016 approved at Full Council on 16th May 2016 were noted

83. To approve change of signatories for all Beverley Town Council bank accounts

The Town Clerk reported that new bank mandate signatories were required for all accounts. She informed the committee that all signing members will need to take photo identification to the Yorkshire Bank, Market Place for the main Town Council accounts. It was agreed that Councillors G Cooper, Dodsworth, Elvidge, Jack, Machen, McGrath, Peacock and Pearson as Policy members would act as signatories together with the Mayor, Councillor Begnett and the Town Clerk, Helen Watson.

84 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	£ 504,169.47	
Deposit Account	£ 25,333.86	

Events Account	£ 20,251.25	
Beverley in Bloom Account	£ 4,567.39	
Field to Table	£ 18,674.21	
Youth Town Council Account	£ 500.67	
Skatepark Account	£ 591.59	
Christmas Lights Account	£ 2,891.79	
Petty Cash	£ 214.33	
Business Term Deposit 421482	£ 79,758.40	
Mayor of Beverley	£ 409.00	
Mayor of Beverley Charity Account	£ 2,830.76	(£2820 allocated to Cherry Tree Stroke Club)

Discussion took place on the Field to Table bank balance and the remit of use under the funding regulation. Members agreed to discuss bank balances at the next Policy meeting and look examine allocated and unallocated reserves.

Resolved – The bank accounts were noted

85 To approve the attached payments made and to be made

The Town Clerk reported on the payments made and to be made:

Current Account				
1/4/2016 to 7/6/16				
Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
04/04/2016	Three.co.uk	DD	£3.40	Staff Mobiles
04/04/2016	Amazon	DEBIT CARD	£8.20	Tour de Yorkshire
04/04/2016	Amazon	DEBIT CARD	£55.76	Tour de Yorkshire
05/04/2016	East Riding Council	DD	£497.00	Office rates
05/04/2016	Amazon	DEBIT CARD	£88.83	Tour de Yorkshire
08/04/2016	Amazon	DEBIT CARD	£40.18	Tour de Yorkshire
08/04/2016	Amazon	DEBIT CARD	£94.51	Stationery
11/04/2016	Amazon	DEBIT CARD	£28.53	Tour de Yorkshire
11/04/2016	Amazon	DEBIT CARD	£99.68	Tour de Yorkshire
12/04/2016	N Power	DD	£57.33	Wed Market CCTV
14/04/2016	Allstar Business	DD	£75.99	Fuel
15/04/2016	Kingston Reprographics Ltd	DD	£121.09	Photocopiers
15/04/2016	Kingston Communications	DD	£30.00	Internet Access
15/04/2016	Kingston Communications	DD	£30.00	CCTV town
18/04/2016	Amazon	DEBIT CARD	£4.38	Tour de Yorkshire
18/04/2016	Amazon	DEBIT CARD	£23.94	Tour de Yorkshire

18/04/2016	Amazon	DEBIT CARD	£249.20	Tour de Yorkshire
19/04/2016	N Power	DD	£57.62	Town Centre Camera
19/04/2016	Beverley Internal Drainage	4784	£36.12	Agricultural Rates
19/04/2016	Beverley Consolidated Charity	4785	£600.00	Half year allotment rental
19/04/2016	NALC	4786	£17.00	LCR renewal
19/04/2016	ERNLLCA	BACS	£1,775.08	Annual Membership Fee
19/04/2016	East Riding Council	BACS	£170.00	Rental - Keldgate Lairgate
19/04/2016	East Riding Council	BACS	£299.00	Refuse collection
19/04/2016	East Yorkshire Signs and Graph	BACS	£245.00	Graphics for van
19/04/2016	Mayor of Beverley Charity	BACS	£200.00	Charity donation payable to BT
19/04/2016	East Riding Engraving	4787	£20.00	Plaques for Freeman
19/04/2016	East Riding College	4788	£1,755.90	Civic Dinner meal
19/04/2016	Salaries	BACS	£4,610.35	Salaries
19/04/2016	HMRC	BACS	£1,413.10	Tax and Ni
19/04/2016	East Riding Pension	BACS	£1,411.12	Pension contributions
19/04/2016	Jewson	BACS	£47.73	Items for shrine erection
19/04/2016	P Astell	BACS	£96.72	Mayor's Expenses 19.04.16
19/04/2016	Majestic Wine	BACS	£34.93	Wine Honorary Freeman
19/04/2016	Pear Technology	BACS	£240.00	Software maintenance
19/04/2016	East Yorkshire Signs & Grphics	BACS	£245.00	Graphics for Van
19/04/2016	Amazon	DEBIT CARD	£6.91	Tour de Yorkshire
19/04/2016	Amazon	DEBIT CARD	£13.00	Tour de Yorkshire
23/04/2016	Three.co.uk	DD	£23.00	Staff Mobiles
25/04/2016	Party Delights	DEBIT CARD	£308.46	Tour de Yorkshire
27/04/2016	Post Office	DEBIT CARD	£249.18	Postage
27/04/2016	Petty Cash	Cash	£200.00	Cash
28/04/2016	Flogas Britain Limited	DEBIT CARD	£94.85	Flogas Britain Limited
30/04/2016	CBA Sadofskys	DD	£37.44	Payroll
01/05/2016	Kingston Communications	DD	£84.13	Office Telephone
01/05/2016	Beverley 24 hour storage	DD	£240.00	Storage
01/05/2016	Amazon	DEBIT CARD	£52.58	Various for Tour de Yorkshire
04/05/2016	Siemens	DD	£310.58	Photocopier Lease
05/05/2016	East Riding Council	DD	£496.00	Council Tax
05/05/2016	Adeli	DEBIT CARD	£270.00	Buffets-Hon Free/Mayor Making
05/05/2016	First4Magnets	DEBIT CARD	£54.68	Magnets for notice boards
06/05/2016	Amazon	DEBIT CARD	£4.54	Stationery
11/05/2016	Kingston Reprographics Ltd	DD	£308.72	Photocopier

15/05/2016	Kingston Communications	DD	£30.00	Internet Access
15/05/2016	Kingston Communications	DD	£30.00	CCTV town
17/05/2016	Charity Account	BACS	£60.00	Auction moneys
17/05/2016	Charity Account	BACS	£20.00	Donation to charity
17/05/2016	Springdale Farm Shop	BACS	£360.00	Pensioners Lunches
17/05/2016	Mathews Promotional products	BACS	£540.00	A5 flags - Tour De Yorkshire
17/05/2016	Armstrongs Social Club	BACS	£142.00	Pensioners Lunch
17/05/2016	Salaries	BACS	£4,400.68	Salaries
17/05/2016	HMRC	BACS	£1,267.68	May Tax and Ni
17/05/2016	East Riding Pension	BACS	£1,411.12	Pension contributions
19/05/2016	HMRC	BACS	£342.00	Members Allowances Tax
19/05/2016	P Astell	BACS	£208.00	Members Allowance
19/05/2016	T Astell	BACS	£200.00	Members allowance
19/05/2016	R Begnett	BACS	£200.00	Members Allowance
19/05/2016	B Cooper	BACS	£200.00	Members Allowance
19/05/2016	P McGrath	BACS	£150.00	Members Allowance
19/05/2016	P Dodsworth	BACS	£250.00	Members Allowance
21/05/2016	Beverley 24 hour Storage	DD	£240.00	Handyman Storage
23/05/2016	Three.co.uk	DD	£23.00	Staff Mobiles
23/05/2016	Petty Cash	cash	£200.00	Cash
23/05/2016	Post Office	DEBIT CARD	£56.27	Postage
23/05/2016	Liners Bags & Sacks	DEBIT CARD	£85.14	Bin Bags for Handyman
24/05/2016	Amazon	DEBIT CARD	£19.27	Stationery
27/05/2016	CBA Sadofskys	DD	£37.44	Payroll
31/05/2016	Hinks Insurance	DEBIT CARD	£454.96	Van Insurance
01/06/2016	Yorkshire Water	DD	£44.08	Sparkmill Allotment water
02/02/2016	npower	DD	£64.14	Wednesday Market CCTV camera
05/06/2016	East Riding Council	SO	£496.00	Office rates
06/06/2016	npower	DD	£49.59	Toll Gavel CCTV camera
07/06/2016	WPS	BACS	£4,057.57	Town Council insurance
07/06/2016	Majestic Wine	BACS	£74.88	Wine for Mayor Making
07/06/2016	A Johnson	BACS	£407.40	Year end internal auditor fee
07/06/2016	East Riding Council	BACS	£197.47	Pest control - Queensgate Allotment
07/06/2016	East Riding Council	BACS	£197.47	Pest control - Sparkmill Allotment
07/06/2016	Countrywise Water Coolers	BACS	£14.14	April water cooler hire
07/06/2016	Countrywise Water Coolers	BACS	£45.20	May water cooler hire
07/06/2016	Parish Notice Board	BACS	£3,633.00	Final 50% of notice board invoice

07/06/2016	RBS	BACS	£641.88	Year end training and shutdown and update of the financial software
07/06/2016	Consumer Installations	BACS	£240.00	Office outside light and socket repair
07/06/2016	Jewson	BACS	£26.76	Cable ties
07/06/2016	Supplies	BACS	£100.02	Stationery
07/06/2016	npower	BACS	£34.66	North Bar CCTV camera
07/06/2016	npower	BACS	£24.26	Saturday Market CCTV camera
07/06/2016	Mayor of Beverley account	BACS	£300.00	For tickets for Deputy Mayor to attend events
07/06/2016	P Nendick	BACS	£500.00	Half precept
07/06/2016	Robert Begnett	BACS	£1,500.00	Mayor's allowance
07/06/2016	Beverley in Bloom	BACS	£1,015.00	Half precept and VAT due
07/06/2016	Christmas Mights	BACS	£5,348.98	Half precept and VAT due
07/06/2016	Arco	BACS	£17.99	Handyman clothing
07/06/2016	Amberol	BACS	£7,848.66	New Barrells and plaques (a portion of this is to be reclaimed from Beverley in Bloom for their barrells and plaques)
07/06/2016	East Riding Engraving	4789	£56.00	Engraving for Mayor Making
07/06/2016	White Skip Hire Ltd	4790	£204.00	Skip hire
07/06/2016	Hallam Signs	4791	£235.00	Signwriting boards
07/06/2016	Beverley Cherry Tree Community Centre	4792	£2,500.00	Half precept
07/06/2016	A Willis	4793	£200.00	Members Allowance
07/06/2016	Beverley FM	4794	£1,200.00	Precept
07/06/2016	Breeders' Seeds		£1,473.00	Hanging Baskets
07/06/2016	Arco	BACS	£7.19	Clothing
07/06/2016	P Astell	BACS	£66.56	Last Mayor's expenses to 9th May 2016
07/06/2016	Yorkshire Water	BACS	£39.08	Allotment Queensgate water
Field to Table				
07/06/2016	East Yorkshire Local Food Network	BACS	£50.00	Annual Membership
Christmas Lights				
19/04/2016	Titan Container Hire	BACS	£46.44	April Hire
07/06/2016	Titan Container Hire	BACS	£47.99	May Hire
07/06/2016	Titan Container Hire	BACS	£46.44	June hire

Cllr Machen made an enquiry regarding the amazon payments. The Town Clerk clarified that these were purchases of flags, bunting and coloured plastic for the Tour de Yorkshire.

Resolved – Members approved the above listed payments and the payments to be made. Members noted the petty cash and income and expenditure sheets received.

Signed.....Date.....