

BEVERLEY TOWN COUNCIL
POLICY COMMITTEE MEETING

25th January 2016

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

In Attendance: Helen Watson (Town Clerk), Cllrs Aird and Machen.

49. To receive apologies for absence

All Members were present.

50. (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.

51. To note the Policy minutes of 14 December 2015 approved at Full Council on 11th January 2016.

Resolved - The Policy Minutes of the 14th December 2015 approved at Full Council on 11th January 2016 were noted.

52. i) To receive an update on the Christmas Festival of Food and Drink - Town Clerk reported on circulated information.

The Town Clerk gave an update on the Christmas Festival of Food and Drink and answered questions from Councillors regarding the staffing costs of the event. Members noted that the event was fully self-sustaining. The circulated report was noted.

ii) To consider and confirm the stall costs for the Food Festival and the Christmas Festival of Food and Drink.

Discussion took place on Food Festival stall costs for 2016. Members resolved to increase the cost by £5 per stall to help cover the costs of the Food Festivals.

Resolved – To increase the cost of Food Festival Stalls by £5 to cover the costs.

iii) To receive a funding report. –circulated with agenda

The Town Clerk updated members on the circulated funding report, which was noted and received by members.

53. To consider and respond to a letter from Walkington Parish Council regarding shared services, as requested by Full Council - correspondence was circulated

Brief discussion took place on this matter. The Town Clerk informed members that she had written to the Parish Council to attain further information. Cllr Begnett reported that Walkington Parish Council had requested to attend the joint Beverley, Molescroft, Woodmansey quarterly joint meetings and would be attending the next meeting in April. Members noted that no further action needed to be taken.

54. To consider and respond to ERYC and the Police regarding the CCTV system – correspondence was circulated

Members discussed the responses from the Police and ERYC regarding the CCTV system. Members requested that the Town Clerk seek further information on the quality and effectiveness of the present CCTV system and report back.

Resolved - *The Town Clerk is to seek further information on the quality and effectiveness of the present CCTV system and report back.*

55. To consider if possible activities could take place to celebrate the Queens 90th Birthday, which is to be celebrated nationally on 21 April, 14-15 May, 11-12 June

Members discussed ways of celebrating the Queens 90th Birthday on various dates. The Town Clerk reported that beacons were being lit nationally on 21st April to celebrate the Queen's Birthday. Further discussions took place on where the beacon could be erected on 21st April. Cllr Pearson suggested the Black Mill, Beverley Westwood would be a good location and requested the Town Clerk to make enquires with ERYC to resolve this matter.

The Town Clerk informed members that the Civic Dinner is to take place on 21st April, which can take on a celebration theme.

Members discussed forming a working group of Councillors to organise a celebration concert possibly in Toll Gavel Church on 11th or 12th June, using local musical performers to celebrate the Queens 90th Birthday. Discussion took place on the costs of the Diamond Jubilee Celebrations, on which the Town Clerk reported to be £15,000, which was received in business sponsorship. Members requested that a general letter be sent to local businesses to ask if they would like to donate to a celebration concert. Members asked that Woodmansey and Molescroft Parish Council also be approached on this matter to consider making a donation.

Resolved – The Town Clerk is to write a general letter to local business requesting sponsorship towards the Queens 90th Birthday Concert celebrations and to contact Woodmansey and Molescroft Parish Council with the same request.

56. To confirm and consider a venue for the Annual Town meeting 8th March 2016

Members discussed meeting venues. The Town Clerk was asked to check availability at ER College and various Halls and book the most appropriate for the Annual Town meeting.

Resolved – To book a room for the Annual Town meeting on 8th March 2016.

57. To receive a verbal update regarding the Two Churches One Town Heritage National Lottery bid Town Clerk.

The Town Clerk reported on the 2 Churches 1 Town project and the invitation for her to be on the board as a representative of the town. Members agreed that this would be positive for the town and agreed to the request from the group.

Resolved – That the Town Clerk attend the 2 Churches 1 Town meetings as a member of the group.

58. To receive confirmation of entry to Yorkshire in Bloom- Spring Judging dates 4 March - 5 April and 4 – 24 July.

The Town Clerk reported on the current entry to Yorkshire in Bloom.

59 To receive information regarding the Swinemoor Youth Project account funds of £3374.18 from the former All Weather Pitch.

The Town Clerk reported that the Swinemoor Youth Project account funds of £3374.18 from the former All Weather Pitch had been received and explained that Beverley Town Council had paid the insurance as a guarantor. Members discussed the remaining funding of £1663.59 and resolved that be put in the Youth Project account to be used as match funding if needed.

Resolved – That that £1663.59 be put in the Youth Project account to be used as match funding if needed.

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

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

| Account Description | Bank Balance as at 31/12/15 |
|-------------------------------------|-----------------------------|
| Current account | £ 418,996.60 |
| Deposit account | £ 25,321.17 |
| Events Account | £ 20,251.25 |
| Beverley in Bloom Account | £ 4,330.46 |
| Field to Table | £ 41,911.49 |
| Youth Town Council Account | £ 500.67 |
| Skatepark Account | £ 591.59 |
| Christmas Lights Account | £ 7,520.94 |
| Petty Cash | -£ 0.99 |
| Business Term Deposit 421482 | £ 79,758.40 |
| Mayor of Beverley | £ 564.90 |
| Mayor of Beverley's Charity Account | £ 3,792.46 |

Resolved – Members noted the bank balances.

61. To approve the attached payments to be made.

| Current | | | | |
|----------------------|--------------------------|------------|-------------|--------------------|
| Payments made | | | | |
| Date Paid | Payee Name | Cheque Ref | Amount Paid | Transaction Detail |
| 16/12/2015 | Murco Petrol Station | DD | £ 26.99 | Fuel |
| 21/12/2015 | Yorkshire Water | DD | £ 30.59 | Office Water |
| 23/12/2015 | Three.co.uk | DD | £ 33.54 | Staff Mobiles |
| 24/12/2015 | D H Fletcher | SO | £ 4,200.00 | Office rent |
| 31/12/2015 | CBA Sadofskys | DD | £ 37.44 | Payroll fees |
| 01/01/2016 | Beverley News | DEBIT CARD | £ 71.60 | Newspapers |
| 04/01/2016 | Beverley 24 hour storage | SO | £ 240.00 | Storage |
| 04/01/2016 | East Riding Council | DD | £ 492.00 | Council Tax |
| 09/01/2016 | Kingston Communications | DD | £ 103.10 | Office telephone |
| 12/01/2016 | N Power | DD | £ 38.00 | CCTV Wed Market |
| 14/01/2016 | Petty Cash | 14012016 | £ 200.00 | Cash |
| 14/01/2016 | Murco Petrol Station | DD | £ 91.99 | Fuel |
| 15/01/2016 | Kingston | DD | £ 30.00 | CCTV Town |

| | | | | |
|-----------------------|-------------------------------|--------------|--------------------|---|
| | Communications | | | |
| 15/01/2016 | Kingston Communications | DD | £ 30.00 | Internet Access |
| 15/01/2016 | N Power | DD | £ 39.09 | CCTV Town Centre |
| 15/01/2016 | Kingston Reprographics Ltd | DD | £ 302.63 | Photocopier |
| 26/01/2016 | D H Fletcher | BACS | £ 475.00 | Buildings Insurance |
| 26/01/2016 | Petty Cash | DEBIT CARD | £ 200.00 | Cash |
| 26/01/2016 | Play Inspection Company Ltd | BACS | £ 78.00 | Annual Skatepark Inspection |
| 26/01/2016 | Countrywise Water Coolers Ltd | BACS | £ 13.90 | Water Cooler |
| 26/01/2016 | East Riding Council | BACS | £ 25.80 | ID Badges |
| 26/01/2016 | Keldgate Park News | 4770 | £ 8.40 | Advertiser |
| 26/01/2016 | Beverley Minster PCC | 4771 | £ 536.94 | Half profit from Christmas Festival of Food & Drink |
| 26/01/2016 | Alan Johnson | 4772 | £ 396.60 | Interim Audit Fee |
| 26/01/2016 | Supplies | BACS | £ 77.85 | Stationery |
| 26/01/2016 | Amberol Limited | BACS | £ 615.00 | 3 barrels |
| 25/01/2016 | National Allotment Society | 4773 | £ 66.00 | Allotment Society annual subscription |
| 25/01/2016 | Salaries | | £ 4,957.69 | Salaries |
| 25/01/2016 | HMRC | | £ 1,016.96 | Tax and NI |
| 25/01/2016 | East Riding Council | | £ 1,347.88 | Pension contributions |
| | | Total | £ 15,782.99 | |
| Bloom | | | | |
| 26/01/2016 | Current Account | 461 | £ 44.61 | Payments from BTC petty cash |
| | | Total | £ 23,831.13 | |
| Field to Table | | | | |
| 26/01/2016 | East Riding Council | BACS | £ 38.38 | Posters CFFD |
| 26/01/2016 | East Riding Council | BACS | £ 2,352.25 | High Street Underspend |
| 26/01/2016 | East Riding Council | BACS | £ 209.63 | Fliers CFFD |
| | | Total | £ 2,600.26 | |
| Lights | | | | |
| 26/01/2016 | Titan Containers | BACS | £ 47.99 | January container hire |
| 26/01/2016 | Blachere | BACS | £ 138.00 | Last year light hire |

| | | | | | |
|--------------|--------------------------|-----|----------|---------------|------------------------|
| 26/01/2016 | East Riding Engraving | 179 | £ | 10.00 | Trophy and metal plate |
| Total | | | £ | 195.99 | |

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

62. To consider the exclusion of the public from the meeting on the grounds that confidential information in relation to the proposed positive Outcomes funding application, which has contractual implications being is closed (Public Bodies (Admission of Meetings) (Act 1960)

Resolved – Members of the public were excluded from the meeting on the grounds that confidential information in relation to the proposed positive Outcomes funding application, which has contractual implications (Public Bodies (Admission of Meetings) (Act 1960)

63. To consider the Positive Outcomes application – Cllr Begnett to report on the circulated application

Cllr Begnett reported the application to date. Further discussion took place on the Positive Actions Grant. A Councillor requested that his name was removed from the application as he has involvement with a prior application. Members requested to add the Youth Forum as a Full Council Agenda item. Other possible funding was discussed from the Crime and Police Commissioner.

Resolved – Members resolved that the PAG could be submitted, once completed.

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

Policy Committee 25.01.2016 Action Plan

| Minute/Action | Person Responsible | Time to be reported back |
|---|----------------------------------|---------------------------------|
| 52 ii) Increase stall costs for the Food Festival and the Christmas Festival of Food and Drink by £5 per stall. | Town Clerk | Operational |
| 54. Contact Police and ERYC regarding the effectiveness of CCTV | Town Clerk | Operational |
| 55. Queens 90 th Birthday Celebrations, which is to be celebrated nationally on 21 April, 14-15 May, 11-12 June- i) Check the Hall costs and availability ii) contact ERYC regarding beacon on Black Mill iii) Write to business and Woodmansey and Molescroft PC | Town Clerk | Operational |
| 56. To confirm and consider a venue for the Annual Town meeting 8 th March 2016 | Town Clerk | Operational |
| 57. Two Churches One Town Heritage National Lottery | Town Clerk | Operational |
| 59 Put £1663.59 of the Swinemoor Youth Project funding to Youth provision for match funding if needed | Town Clerk and Deputy Town Clerk | Operational |
| 63. To submit the Positive Outcomes application – Cllr Begnett | Cllr Begnett and Town Clerk | |