

**BEVERLEY TOWN COUNCIL**  
**POLICY COMMITTEE MEETING**

**20<sup>th</sup> April 2015**

Present: Councillors Pinder (Chair), Astell, Elvidge, Jack, Sweet (Vice-Chair) and Cllr McGrath (Mayor).

In Attendance: Helen Watson (Town Clerk)

**878 To receive apologies for absence**

Apologies were received from Councillors Astell, Cox and Gray.

**879 (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.

**880 To sign the Contract between Beverley Town Council and East Riding of Yorkshire Council Youth Family Support Service**

Members briefly discussed the ERYC contract agreement for the provision of youth and family support to the Beverley detached youth project. It was agreed that the Chair, Cllr Pinder sign the agreement as approved by Full Council on 7<sup>th</sup> April 2015 min 1328.

**Resolved** – The Chair of Policy, Cllr Pinder to sign the ERYC contract agreement for the provision of youth and family support to the Beverley detached youth project on behalf of Beverley Town Council resolved at Full Council on 7<sup>th</sup> April 2015 min 1328.

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

The Town Clerk reported the bank balances were as follows:

| Account Description       | Bank Balance as at 31/3/15 |
|---------------------------|----------------------------|
| Current account           | £330,315.13                |
| Deposit account           | £25,308.48                 |
| Events Account            | £25,251.25                 |
| Beverley in Bloom Account | £3,886.60                  |

|                              |            |
|------------------------------|------------|
| Field to Table               | £15,598.33 |
| Youth Town Council Account   | £500.67    |
| Skatepark Account            | £591.59    |
| Christmas Lights Account     | £5,048.94  |
| Petty Cash                   | £340.79    |
| Business Term Deposit 421482 | £79,000.00 |

**Resolved** – Members noted the bank balances, petty cash expenditure and the detailed income and expenditure by budget heading information as at the 31<sup>st</sup> March 2015.

**882 To approve the attached payments to be made**

| <b>List of Payments upto 31st March 2015</b> |                            |                   |                    |  |
|--|----------------------------|-------------------|--------------------|--|
| <b>Current</b>                               |                            |                   |                    |  |
| <u>Date Paid</u>                             | <u>Payee Name</u>          | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Transaction Detail</u>  |
| 16/03/2015                                   | Salaries                   | 4468              | £ 4,880.90         | Salaries   |
| 16/03/2015                                   | HMRC                       | 4473              | £ 1,184.24         | Tax and NI   |
| 16/03/2015                                   | East Riding Council        | 4474              | £ 1,228.63         | Pension  |
| 16/03/2015                                   | Kingston Communications    | DD                | £ 30.00            | CCTV   |
| 16/03/2015                                   | Kingston Communications    | DD                | £ 30.00            | Internet for office  |
| 16/03/2015                                   | Yorkshire Water            | DD                | £ 51.13            | Office Water   |
| 16/03/2015                                   | Murco Petrol Station       | DD                | £ 62.90            | Fuel   |
| 16/03/2015                                   | Kingston Reprographics Ltd | DD                | £ 133.55           | Photocopier  |
| 23/03/2015                                   | Three.co.uk                | DD                | £ 33.34            | Staff Mobiles  |
| 23/03/2015                                   | Liners Bags & Sacks        | DEBIT CARD        | £ 54.97            | Bin liners for handyman  |
| 23/03/2015                                   | East Riding Council        | DEBIT CARD        | £ 21.00            | Temporary Licence Fee for Civic Dinner   |
| 27/03/2015                                   | Beverley 24 hour storage   | DD                | £ 240.00           | Handyman storage   |
| 27/03/2015                                   | Train4academy ltd          | DEBIT CARD        | £ 33.94            | Handyman training  |
| 30/03/2015                                   | Peeks of Bournemouth Ltd   | DEBIT CARD        | £ 470.21           | Items for Wednesday Market - High Street Fund - to be refunded by Field to Table account |
| 30/03/2015                                   | D H Fletcher               | SO                | £ 4,200.00         | Rent   |
| 30/03/2015                                   | Snap Paper                 | DEBIT CARD        | £ 8.68             | Items for Wednesday Market - High Street Fund - to be refunded by Field to Table account |
| 31/03/2015                                   | The Green Project          | 4475              | £ 664.00           | Grant - replacement cheque   |
| 31/03/2015                                   | CBA Accountants            | DD                | £ 37.44            | Payroll  |
| 31/03/2015                                   | Kingston Communications    | DD                | £ 78.60            | Office Telephone   |

|                            |                             |                   |          |                    |  |
|----------------------------|-----------------------------|-------------------|----------|--------------------|--|
| 31/03/2015                 | Amazon                      | DEBIT CARD        | £        | 29.29              | Lamb Costume for Wednesday Market - to be refunded by Field to Table account         |
| 31/03/2015                 | Character Fancy Dress       | DEBIT CARD        | £        | 44.12              | Chicken Costume for Wednesday Market to be refunded by Field to Table account        |
| 31/03/2015                 | Abcissa.com                 | DEBIT CARD        | £        | 52.98              | Easter Bunny Costume for Wednesday Market - to be refunded by Field to Table account |
| 31/03/2015                 | Workwear and Safety         | DEBIT CARD        | £        | 74.28              | Handyman clothing  |
| 31/03/2015                 | N Power                     | DD                | £        | 53.26              | CCTV 1 Wednesday Market  |
| 31/03/2015                 | Train4academy ltd           | DEBIT CARD        | £        | 67.87              | Training for Handyman  |
| 31/03/2015                 | Kingston Communications     | DD                | £        | 52.09              | CCTV town  |
| 31/03/2015                 | N Power                     | DD                | £        | 54.77              | Town Centre Camera   |
| 31/03/2015                 | John Moore Security Limited | 4476              | £        | 720.00             | New Alarm recorder for office  |
| 31/03/2015                 | East Riding Council         | 4477              | £        | 1,966.32           | Grants for Sports for Everyone and Detached Youth Worker                             |
| 31/03/2015                 | Jim Ellis                   | 4478              | £        | 93.60              | Allotment keys for Queensgate  |
| 31/03/2015                 | Mr Foster                   | 4479              | £        | 25.00              | Allotment bond refund  |
| 31/03/2015                 | Mr R Ellwood                | 4480              | £        | 25.00              | Allotment bond refund  |
| 31/03/2015                 | Mr F Wainwright             | 4481              | £        | 25.00              | Allotment bond refund  |
| 31/03/2015                 | Jewson                      | 4482              | £        | 26.09              | File/Wipes for Handyman  |
| 31/03/2015                 | R & R Studio Ltd            | 4483              | £        | 91.50              | Plaques for Shrines  |
| 31/03/2015                 | Jennings Computer Services  | 4484              | £        | 672.00             | PDF converter programme  |
| 31/03/2015                 | PCC for Humberside          | 4485              | £        | 413.04             | CCTV Cherry tree   |
| 31/03/2015                 | N Power                     | 4486              | £        | 14.22              | CCTV North Bar   |
| 31/03/2015                 | MKM Building Supplies       | 4487              | £        | 1,008.00           | Tour de Yorkshire cycles   |
| 31/03/2015                 | Mrs Ewing                   | 4488              | £        | 120.00             | Table cloths for Civic Dinner  |
| 31/03/2015                 | East Riding Council         | 4489              | £        | 313.44             | Stationery   |
| 31/03/2015                 | N Power                     | 4490              | £        | 34.65              | CCTV town  |
|                            | <b>Total</b>                |                   | <b>£</b> | <b>19,420.05</b>   |  |
| <b>Events</b>              |                             |                   |          |                    |  |
| <u>Date Paid</u>           | <u>Payee Name</u>           | <u>Cheque Ref</u> |          | <u>Amount Paid</u> | <u>Transaction Detail</u>  |
| 31/03/2015                 | Field to Table              | 341               |          | <u>£ 5,000.00</u>  | Paid to Events account rather than FTTT for High Street fund                         |
|                            | Total                       |                   |          | <b>£ 5,000.00</b>  |  |
| <b>From Field to Table</b> |                             |                   |          |                    |  |
| <u>Date Paid</u>           | <u>Payee Name</u>           | <u>Cheque Ref</u> |          | <u>Amount Paid</u> | <u>Transaction Detail</u>  |
| 31/03/2015                 | Sent2print.co.uk            | 105               | £        | 501.60             | Banners - Wednesday Market   |

|  |                                  |                   |                    |  |
|--|----------------------------------|-------------------|--------------------|--|
| 31/03/2015                                   | Aspen Creative Resources         | 106               | £ 480.00           | Flag and Banner Stand - Wednesday Market               |
| 31/03/2015                                   | M L Robinson                     | 107               | £ 22.36            | Travel to 31/3/15                                      |
| 31/03/2015                                   | Browns Leaflet Distribution      | 108               | £ 360.00           | Leaflet distribution - Wednesday Market                |
| 31/03/2015                                   | EYLFN                            | 109               | £ 350.00           | Membership/Advert - Food Festival                      |
| 31/03/2015                                   | Jewson                           | 110               | £ 10.70            | Cable Ties - Wednesday Market                          |
| 31/03/2015                                   | Current Account                  | 111               | £ 465.06           | Items purchased through petty cash or debit card       |
|  | <b>Total</b>                     |                   | <b>£ 2,189.72</b>  |  |
| <b>Lights</b>                                |                                  |                   |                    |  |
| <u>Date Paid</u>                             | <u>Payee Name</u>                | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Transaction Detail</u>                              |
| 31/03/2015                                   | East Riding Council              | 168               | £ 4,382.32         | Erection of lights                                     |
|  | <b>Total</b>                     |                   | <b>£ 4,382.32</b>  |  |
| <b>List of Payments upto 16th April 2015</b> |                                  |                   |                    |  |
| Current                                      |                                  |                   |                    |  |
| <u>Date Paid</u>                             | <u>Payee Name</u>                | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Transaction Detail</u>                              |
| 05/04/2015                                   | East Riding Council              | SO                | £492.00            | Office Rates   |
| 15/04/2015                                   | Kingston Communications          | DD                | £104.47            | Office Telephone                                       |
| 20/04/2015                                   | Mayor of Beverley Charity        | 4491              | £128.00            | Donations from Civic Dinner - paid to wrong account    |
| 20/04/2015                                   | East Riding Council              | 4492              | £473.46            | Waste Disposal for office and Keldgate/Lairgate rental |
| 20/04/2015                                   | Bev Drainage Board               | 4493              | £36.12             | Allotment Rates  |
| 20/04/2015                                   | ERNLLCA                          | 4494              | £1,374.81          | Membership 2015 2016                                   |
| 20/04/2015                                   | Beverley FM                      | 4495              | £1,440.00          | Sponsorship  |
| 20/04/2015                                   | Beverley Consolidated Charity    | 4496              | £600.00            | Rental Queensgate half yearly                          |
| 20/04/2015                                   | Vanessa Deli & Cafe              | 4497              | £2,612.40          | Civic Dinner meal at Beverley Minster                  |
| 20/04/2015                                   | Florida Marquees (Yorkshire) Ltd | 4498              | £141.00            | Tables for Civic Dinner                                |
| 20/04/2015                                   | Beverley Minster PCC             | 4499              | £760.00            | Kitchen and Minster hire for Civic Dinner              |
| 20/04/2015                                   | P McGrath                        | 4500              | £350.00            | Band for Civic Dinner                                  |
| 20/04/2015                                   | Vaughtons                        | 4501              | £619.99            | Honorary Freeman Badges                                |
| 20/04/2015                                   | J Whitfield                      | 4502              | £5.20              | Travel   |
| 20/04/2015                                   | Petty Cash                       | 4503              | £400.00            |  |
| 20/04/2015                                   | ERYC                             | 4504              | £49.94             | Plaques for the Roll of Honour                         |
|  | <b>Total</b>                     |                   | <b>£9,587.39</b>   |  |
| <b>Field to Table</b>                        |                                  |                   |                    |  |

| <u>Date Paid</u> | <u>Payee Name</u>                 | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Transaction Detail</u>              |
|------------------|-----------------------------------|-------------------|--------------------|--|
| 20/04/2015       | Written incorrectly               | 112               | £                  | Written incorrectly                    |
| 20/04/2015       | Beverley Garland Dancers          | 113               | £50.00             | Entertainment - Wednesday Market       |
| 20/04/2015       | M Johnson                         | 114               | £1,140.00          | Hire of Market Stalls Wednesday Market |
| 20/04/2015       | East Yorkshire Local Food Network | 115               | £250.00            | Kitchen hire for Wednesday Market      |
| 20/04/2015       | East Riding of Yorkshire Council  | 116               | £312.59            | Wednesday Market fliers                |
|                  | <b>Total</b>                      |                   | <b>£1752.59</b>    |  |

**Resolved** – Members approved the above listed payments.

At the close of the meeting, Cllr Pinder thanked all members and officers that had been involved with Policy Committee over the year. Cllr Pinder also passed congratulations to all officers involved with the new High-street fund Local Produce Market in Wednesday Market.

**Policy Committee 16.03.15 Action Plan**

| <b>Minute/Action</b> | <b>Person Responsible</b> | <b>Time to be reported back</b> |
|----------------------|---------------------------|---------------------------------|
|----------------------|---------------------------|---------------------------------|