

BEVERLEY TOWN COUNCIL

POLICY COMMITTEE MEETING

27th January 2014

Present: Councillors Pinder (Chair), Gray, Jack, Pearson, Sweet and Whitfield

In Attendance: Helen Watson – (Town Clerk)

2 members of the public present.

679 To receive apologies for absence

Apologies for absence were received from Councillors Astell, McGrath and Thorley.

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

Councillor Jack declared a pecuniary interest in agenda item 686 'From Field to Table Project' - funded by Big Lottery Fund, Local Food – Changing Spaces due to having a stall at the Food Festival.

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

No dispensations were noted.

681 To consider matters arising from the budget.

There were no matters arising from the budget to be considered which were not already on the agenda.

682 To consider:

(i) Twinning Policy for twinning visits

Discussion took place the use of twinning funds from the twinning budget and the question of external organisations being granted some funds for twinning visits. Members discussed that the twinning budget is used at present for receiving or visiting Councillors in our twin towns. It was agreed that the Policy Committee would recommend that Full Council adopts a Twinning Policy that the twinning budget shall be used to support Council-led twinning activities which shall include attendance at twinning events and receiving Civic guests from our twin towns. Members also discussed the idea of looking for grant funding for twinning activities by Beverley Town Council Officers.

A recorded vote took place, Councillors Pinder, Gray, Sweet and Whitfield were in favour and Councillors Jack and Pearson were against.

Resolved – That Policy Committee would recommend that Full Council adopts a Twinning Policy that the twinning budget shall be used to support Council-led twinning activities which shall include attendance at twinning events, receiving Civic visitors from our twin towns.

(ii) Future twinning visit on 27th – 29th June 2014

The travel costs for the twinning visit on the 27th – 29th June 2014 are to be researched by the Town Clerk and report back at Policy in March 2014.

Resolved – That the travels costs for the twinning visit on the 27th – 29th June 2014 are to be researched by the Town Clerk and reported back at Policy in March 2014.

683 To remind Councillors about nominations for Honorary Freeman to be awarded at Mayor Making Ceremony on 12th May 2014.

The Honorary Freeman process was discussed. It was noted that nominations should have been received by the Town Clerk in November and this honour does not need to be granted on an annual basis, but on a merit basis when appropriate. It was agreed that the Town Clerk is to extract the relevant legislation in relation to Honorary Freeman and the matter is to be discussed at Full Council in February 2014.

Resolved - The Town Clerk is to extract the relevant legislation in relation to Honorary Freeman and the matter is to be discussed at Full Council in February 2014.

684 To consider the Samman Road Day Centre

The Samman Road Day Centre was considered following receipt of correspondence from a member of the public. The costs of purchasing, the overheads and the staffing of Samman Road would be required and a wider consultation needs to take place. In the absence of a business plan to discuss, it was agreed that this matter could not be discussed at this meeting and should be referred to Full Council. Councillor Sweet asked whether Council, Samman Road aside, has the will to acquire a community facility at some future date and that this was something to which Council should aspire.

Resolved – That the Policy Committee recommends that Council should aspire to the acquisition of a community facility along lines similar to those owned and operated by Pocklington, Drifffield, Hornsea and Immingham.

685 To consider the costings for events associated with the 1914 - 2014 Commemorations:

(i) Request from Armed Forces Day for staging, electric and audio equipment to the value of £8,684.37

The request from Armed Forces Day was considered. Councillor Elvidge is to be contacted by the Town Clerk to find out what the vision and plans of the day are and what the commemorative elements will be with costings and report back at the next meeting.

Resolved – The Town Clerk is to contact Councillor Elvidge to ascertain what the vision and plans of the Armed Forces Day are and also what the commemorative elements will be with costings and report back at the next meeting.

(ii) Request for the Great War and Modern Imagination Conference/Study Day to the value of £1, 975

It was agreed that the sum of £1975 would be spent on the Study Day with the funds being taken from the Events Account.

Recommended – That the agreed sum of £1975 would be spent on the Study Day with the funds being taken from the Events Account.

686 From Field to Table Project - funded by Big Lottery Fund, Local Food – Changing Spaces

(i) Please see circulated report for information

The circulated report was received which the Town Clerk explained. The Town Clerk also updated members that the Food Festival and the Christmas Festival of Food and Drink have been shortlisted in the REYTA event to take place on 13th March at Bridlington Spa. All Councillors were invited to attend the awards event. Councillor Pearson agreed to attend the awards night.

(ii) To consider the stall fee charges for the Food Festival at and the Christmas Food & Drink Festival for 2014

The stall fees were considered. It was agreed to charge £100 per stall for the Food Festival and £60 per stall for the Christmas Food & Drink Festival.

Resolved - To charge £100 per stall for the Food Festival and £60 per stall for the Christmas Food & Drink Festival.

(iii) To consider the Food Festival Joint awards with East Yorkshire Local Food Network

The Town Clerk updated members on the possibility of merging the two events for added sustainability and cost effectiveness.

687 To receive a report on the finances of Beverley Town Council

	Bank Balance as at 20/12/13
Current account	£351,699.73
Field to Table Project - funded by Big Lottery Fund, Local Food – Changing Spaces	£0.00
Deposit account	£25,276.96
Events Account	£45,801.77
Beverley in Bloom Account	£1,979.81
Youth Town Council Account	£500.67
Skatepark Account	£591.59
Christmas Lights Account	£5,213.83
Petty Cash	£263.57
Business Term Deposit 421482	£76,288.97
Mayor of Beverley	£290.85
Mayor of Beverley Charity Account	£4,126.61
Memorial Fund	215.00

A discussion took place budget lines being spent before 31st March 2014.

Resolved – That the finance of Beverley Town Council are noted.

688 To approve the attached payments to be made

Current				
13/12/2013	Post Office	Debit Card	6.40	Cards to Twinning Towns
13/12/2013	Post Office	Debit Card	50.00	100 second class stamps - Civic cards/allotment/bills
18/12/2013	Post Office	Debit Card	100.00	200 second class stamps for Field to Table/Town Council Christmas Cards/General Use
01/01/2014	Wykeland	DD	415.00	Handyman Accommodation
10/01/2014	Npower	DD	36.54	Wednesday Market Camera
15/01/2014	Post Office	Debit Card	223.52	Postage - Civic Dinner/Service

15/01/2014	Kingston Communications	DD	20.40	CCTV Cherry Tree
15/01/2014	Kingston Communications	DD	76.93	Office Telephone
15/01/2014	Npower	DD	35.92	Town Centre Camera
15/01/2014	All Stars	DD	72.01	Petrol/Diesel
15/01/2014	Kingston Communications	DD	44.40	Office Internet
15/01/2014	Kingston Communications	DD	30.00	CCTV Town
15/01/2014	KRL Group Limited	DD	405.86	Photocopier usage
16/01/2014	Ryman Stationery	Debit Card	17.49	Stationery
21/01/2014	Incorrectly written	4003		Incorrectly written
21/01/2014	Salaries	4004-4009	5181.75	Staff salaries for January
21/01/2014	HMRC	4010	1062.09	TAX and NI - January
23/01/2014	Chris Kay & Son	DD	708.00	Tractor
23/01/2014	Three.co.uk	DD	25.87	Staff Mobiles
27/01/2014	PCC for Humberside	4011	206.52	Broadband hire for Cherry Tree
27/01/2014	Countrywise Water Coolers Ltd	4012	13.90	Water cooler
27/01/2014	Spitfire Services (Hull) Ltd	4013	37.20	Fire Extinguishers servicing
27/01/2014	Simply Plumbing and Heating	4014	50.00	Boiler control replacement
27/01/2014	Print & Design	4015	223.20	Civic £74.40 and Local Food £148.80 Christmas Cards
27/01/2014	Keldgate Park News	4016	8.70	Newspapers
27/01/2014	East Riding of Yorkshire Council	4017	330.24	Building regulations for new building
27/01/2014	East Riding of Yorkshire Council	4018	3383.50	October/December Detached Youth Workers
27/01/2014	Jennings Computer Services Ltd	4019	61.14	Computer repair
27/01/2014	Field to Table Account	4020	20368.60	Transfer to new bank account for Field to Table
27/01/2014	Bloom Account	4021	711.38	12 months VAT return
27/01/2014	Lights Account	4022	2203.51	12 months VAT return

27/01/2014	Petty Cash	4023	400.00	Cash
27/01/2014	Incorrectly written	4024	0.00	Incorrectly written
27/01/2014	East Riding of Yorkshire Council	4025	1386.31	Pension contributions
27/01/2014	Pocklington Town Council	4026	62.00	Professional fees
27/01/2014	Supplies	4027	197.82	Stationery
27/01/2014	East Riding of Yorkshire Council	4028	4.20	Identity Badge
27/01/2014	Helen Watson	4029	81.12	Clerk's travel from Nov until 16/1/14
30/01/2014	CBA	DD	37.44	Payroll
		Total	38278.96	

Field to Table Project - funded by Big Lottery Fund, Local Food – Changing Spaces				
07/01/2014	Amazon	Debit Card	39.99	Computer Speakers
27/01/2014	East Riding of Yorkshire Council	4030	126.00	Banner erection and dismantling
27/01/2014	Beverley Minster PCC	4031	655.00	Christmas Food & Drink Festival
27/01/2014	P Riley	4032	28.52	Allotment Worker
27/01/2014	The York Waits	4033	400.00	Entertainment Christmas Food & Drink Festival
		Total	1249.51	

Events				
27/01/2014	Field to Table account	335	21890.52	Sustainability of Field to Table Project transfer to Field to Table Bank Account

Bloom				
27/01/2014	Yorkshire in Bloom	429	80.00	Yorkshire in Bloom entry fee

Lights				
27/01/2014	Woodland Nurseries	141	1758.50	1 large tree and 66 small trees
27/01/2014	Titan Containers	142	47.99	Container hire for January
		Total	1806.49	

Resolved – That the above payments are made.

689 To consider the exclusion of the public from the meeting on the grounds that confidential information in relation to the employment of staff and contractual information 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)

Resolved – that members of the public be excluded from the meeting.

Action Plan

Minute/Action	Person Responsible	Time to be reported back
Min 682 (i) – Twinning Policy Min 682 (ii) – Twinning Visit	Town Clerk Town Clerk	Full Council in February 2014 Policy 10 th March 2014
Min 683 – Honorary Freeman – obtain the legislation	Town Clerk	Full Council in February 2014
Min 684 – Community Building – consider whether council wishes to work towards this	Councillors	Full Council in February 2014
Min 685 – Armed Forces Day vision and plan	The Town Clerk	Policy in March 2014
Min 686 (ii) – Stall Fees set for Food Festival at £100 and Christmas Food & Drink at £60	Operational	Operational