

BEVERLEY TOWN COUNCIL

POLICY COMMITTEE MEETING

21st September

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

In Attendance: Helen Watson (Town Clerk)

20. To receive apologies for absence

Apologies were received from Cllr Jack.

21. (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.

Cllr G Cooper declared a non-pecuniary interest regarding the youth report as he used to work for ERYC youth service 3 years ago.

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

No dispensations were received.

22. To discuss the present Mayor selection process within Beverley Town Council and ask if there is a need for a change to the process from Policy 20th July 2015.

Members discussed the present selection process of the Mayor. Some Members put forward a motion to split the civic role and the chairman of council role. The Town Clerk reported that this may not legally be possible and expert advice from ERNLLCA could be sought before such a motion could be voted on. Members also requested that in future Beverley Town Council look at the structure of committees.

Resolved – The Town Clerk to contact ERNLLCA regarding legal implications of the split role of a Mayor and Chairman of Council and report back to Policy Committee.

23. To discuss the progress of the Beverley – Agincourt 600 event

The Town Clerk reported on the progress of the Agincourt 600 event as per the document circulated with the Agenda, and gave full costings to date. Members agreed that the Town Clerk should continue with the plans as circulated in the report. The Town Clerk stated that support would be needed from members to sell tickets and staff the events over the weekend. Members agreed that it would be good to have a working group in future to proceed with one off events.

Resolved – That the Town Clerk processed with the Beverley Agincourt 600 plans as detailed in the circulated report.

24. To review the financial regulations in order to cover internet banking

The Town Clerk updated members on the internet banking process and the need to change the Financial Standing Orders to reflect the new banking system. Cllr McGrath agreed to look at the Financial Standing orders along with the Town Clerk. These will be reported back to a relevant meeting as required.

25. To receive the Youth Report

The Youth Report circulated with the Agenda was received. Members asked and discussed various questions, and requested that the Youth Worker attend the next Policy Committee meeting.

26. To receive and discuss costs for the framing of the Shrines on a 60 mm wide, 30mm deep antique style poly core frame as at £109.00 per Shrine.

Members discussed the circulated costs of framing the Street Shrines. Members asked the Town Clerk to find out if the Shrines could be framed in situ on the wall to save the expense of taking them down.

27. To receive and discuss the History Troupe Proposals

The History Troupe proposals were noted.

28. To agree and sign the principal terms for 5-Year Umbrella Licence Agreement

Resolved - That the terms for a 5-Year Umbrella Licence Agreement for events on East Riding of Yorkshire Council land were agreed in the sum of £300. The letter was signed and returned.

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

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

Account Description	Bank Balance as at 20/08/2015
Current account	£ 408,011.86
Deposit account	£ 25,314.79
Events Account	£ 20,333.75
Beverley in Bloom Account	£ 4,257.30
Field to Table	£ 34,443.57
Youth Town Council Account	£ 500.67
Skatepark Account	£ 591.59
Christmas Lights Account	£ 7,152.49
Petty Cash	£ 186.59
Business Term Deposit 421482	£ 79,758.40
Mayor of Beverley	£ 452.90
Mayor of Beverley's Charity Account	£ 103.39

Resolved – Members noted the bank balances.

30. To receive and approve the payments made in August 2015

The Town Clerk reported the payments listed below were made in August 2015.

01/08/2015	Kingston Communications	Telephone Bill	DD	£103.53
05/08/2015	Siemens Financial Services	Photocopier lease	DD	£370.58
05/08/2015	East Riding of Yorkshire Council	Council Tax for Office	DD	£492.00
07/08/2015	Simsons	Photography sittings for Mayor 2014/15 Cllr McGrath	DEBIT CARD	£59.00
14/08/2015	Murco	Fuel	DD	£97.20

15/08/2015	KRL Group Ltd	Photocopier usage	DD	£439.70
15/08/2015	Kingston Communications	CCTV Town	DD	£30.00
15/08/2015	Kingston Communications	Internet Access	DD	£30.00
23/08/2015	Three.co.uk	Staff mobiles	DD	£33.34
25/08/2015	Yorkshire Water	Sparkmill Water	DD	£160.05
28/08/2015	npower	Toll Gavel CCTV Camera	DD	£53.73
28/08/2015	npower	Saturday Market CCTV Camera	DD	£58.00
31/08/2015	CBA Sadosfkys	Payroll	DD	£37.44
17/08/2015	Sent2Print	Banners for Wednesday Markets and Yorkshire in Bloom	4619	£171.60
17/08/2015	Aspen Creative Resources	Artwork for A Boards/A Boards and blank A Board	4620	£290.40
17/08/2015	Salary	Salary	4621	£686.61
17/08/2015	4651-4651 and 4654	3 tickets for awards ceremony	4622	£70.00
17/08/2015	Supplies	Stationery	4623	£192.30
17/08/2015	P Nendick	Travel	4624	£25.48
17/08/2015	Written incorrectly		4625	£0.00
17/08/2015	East Riding Horticulture	Fertiliser	4626	£67.20
17/08/2015	NALC	LCR subscription	4627	£17.00
17/08/2015	Beverley Car Care Limited	Battery for van	4628	£49.99
17/08/2015	NGS	Takings from NGS day	4629	£315.00
17/08/2015	East Riding Group Limited	Strimming allotments/rebuild wall and pillar	4630	£537.00
17/08/2015	Countrywise Water Coolers Ltd	Water cooler hire	4631	£13.90
17/08/2015	Sent2Print	Yorkshire Day Banners	4632	£193.80
17/08/2015	White Rabbit Chocolatiers	Market Stall refund	4633	£60.00
17/08/2015	Jewson	Cable Ties	4634	£5.35
17/08/2015	J Cosham	Entertainer at April/August markets	4635	£320.00
17/08/2015	Rose Cottage Refunds	Market Stall refund	4636	£60.00
17/08/2015	Saints & Sinners	Market Stall refund	4637	£30.00
17/08/2015	Mathews Promotional Products Ltd	Hand Flags for Yorkshire Day	4638	£228.00
17/08/2015	Holderness & Hornsea Gazette	Beverley Feature	4639	£48.00
17/08/2015	RBL Poppy Appeal	3 x Wreaths	4640	£55.50
17/08/2015	Cash	Petty Cash	4641	£400.00
17/08/2015	Beverley Garland Dancers	Donation for dancing at Wednesday Market	4642	£50.00

17/08/2015	Graham Lister Limited	Boiler repairs (£171.80) and removal and erection of Shrines (£275.00)	4643	£446.80
17/08/2015	East Riding of Yorkshire Council	Flyers for Yorkshire Day (£199.42) and Markets (£259.37)	4644	£458.79
17/08/2015	Salaries	Salaries	4645-4651 and 4654	£6,016.25
17/08/2015	HMRC	Tax and Ni	4652	£1,673.83
17/08/2015	East Riding Council	Pension contributions	4653	£1,305.71
17/08/2015	P Astell	Mayor's travel	4654	£67.60
17/08/2015	E La Pensee	Twinning	4656	£66.46

Resolved: Members approved the August 2015 payments as listed above retrospectively.

31. To approve the attached payments to be made

Current				
Date Paid	Payee Name	Cheque Ref	Amount Paid	Transaction Detail
01/09/2015	Kingston Communications	DD	£ 147.73	Telephone
05/09/2015	East Riding Council	SO	£ 492.00	Rates
07/09/2015	N Power	DD	£ 177.63	Office electricity
10/09/2015	Land Registry	DEBIT CARD	£ 16.80	Deeds - Keldgate
10/09/2015	Land Registry	DEBIT CARD	£ 16.80	Deeds - Keldgate
10/09/2015	Yorkshire Water	DD	£ 38.69	Queensgate water
14/09/2015	Murco Petrol Station	DD	£ 88.98	Fuel
15/09/2015	Yorkshire Water	DD	£ 57.34	Office water
15/09/2015	Kingston Reprographics Ltd	DD	£ 238.49	Photocopier usage
15/09/2015	Kingston Communications	DD	£ 30.00	CCTV town
15/09/2015	Kingston Communications	DD	£ 30.00	Internet Access
21/09/2015	M L Connelly	4657	£ 212.00	WW1 Lecture Professor's transport/hotel costs
21/09/2015	Beverley Community Lift	4658	£ 113.40	Yorkshire Day

21/09/2015	R Swift	4659	£ 25.00	Bond Refund
21/09/2015	Jewson	4661	£ 33.60	Saw/Cable ties
21/09/2015	Countrywise Water Coolers Ltd	4662	£ 13.90	Water cooler hire
21/09/2015	Petty Cash	4663	£ 400.00	Petty Cash
21/09/2015	Beverley in Bloom Account	4664	£ 132.75	VAT refund
21/09/2015	Field to Table	4665	£ 497.67	VAT refund
21/09/2015	Christmas Lights Account	4666	£ 23.48	VAT refund
21/09/2015	East Riding Council	4667	£ 480.00	Mini Guide/Map
21/09/2015	Beverley Garland Dancers	4668	£ 50.00	Entertainment - Food Festival
21/09/2015	Beverley Brass Band	4669	£ 60.00	Entertainment - Food Festival
21/09/2015	Sent2print.co.uk	4670	£ 481.80	Banners - Food Festival
21/09/2015	Fun Packed Parties	4671	£ 150.00	Entertainment - Food Festival
21/09/2015	Agility Events Ltd	4672	£1,476.46	PA/Lighting/Equipment Food Festival
21/09/2015	J Cossham	4673	£ 225.00	Entertainment - Food Festival
23/09/2015	Three.co.uk	DD	£ 33.34	Staff mobiles
24/09/2015	D H Fletcher	SO	£4,200.00	Office rent
30/09/2015	CBA Sadofskys	DD	£ 37.44	Payroll
21/09/2015	Supplies	4674	£27.06	Stationery
21/09/2015	M Hebb	4675	£800.00	Licence for Wednesday Market
21/09/2015	P Dodsworth	4676	£37.44	Travel to Yorkshire in Bloom Ceremony
21/09/2015	P Astell	4677	£71.24	Mayor's travel
21/09/2015	Salaries	4678-4685	£6,584.55	Salaries
21/09/2015	East Riding of Yorkshire Council	4686	£1,305.71	Pensions
21/09/2015	HMRC	4687	£1,775.82	Tax and NI
	Events			
21/09/2015	Current Account	343	£ 97.50	ERYC paid to wrong account for room hire
	Bloom			

21/09/2015	Current Account	453	£ 7.36	Items purchased through Town Council Petty Cash
Lights				
21/09/2015	Titan Containers	172	£ 94.43	Aug/Sept container hire

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

Signed

Date

Policy Committee 21.09.15 Action Plan

Minute/Action	Person Responsible	Time to be reported back
<p>22. Consult with ERNLLCA about the Council having a civic leader as Mayor and a chair to lead the council in business matters.</p> <p>Look at Committee Structure</p>	<p>Town Clerk</p> <p>Members</p>	<p>Policy Committee</p>
<p>23. To discuss the progress of the Beverley – Agincourt 600 event</p>	<p>Town Clerk</p>	<p>Operational</p>
<p>24. To review the financial regulations in order to cover internet banking</p>	<p>Town Clerk, Cllr McGrath</p>	<p>Operational</p>
<p>25. To receive the Youth Report- Invite the YW to the next Policy meeting</p>	<p>Town Clerk</p>	<p>Operational</p>
<p>26. To receive and discuss costs for the framing of the Shrines on a 60 mm wide, 30mm deep antique style poly core frame as at £109.00 per Shrine. To ask if this framing can be done in situ</p>	<p>Town Clerk</p>	<p>Operational</p>
<p>28. To agree and sign the principal terms for 5-Year Umbrella Licence Agreement</p>	<p>Town Clerk</p>	<p>Operational</p>