

# BEVERLEY TOWN COUNCIL

## POLICY COMMITTEE MEETING

2<sup>nd</sup> February 2015

Present: Councillors Pinder (Chair), Cox, Elvidge, Gray, Jack, Pearson and Sweet (Vice-Chair).

In Attendance: Helen Watson (Town Clerk), Councillors Bottomley and McGrath and Mr Matt Snowden, Community Liaison, Work Experience and Education Visits Coordinator at Longcroft School.

### **859 To receive apologies for absence**

Apologies were received from Councillor Astell.

### **860 (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.

### **861 To confirm and accept the offer from East Riding of Yorkshire Council's High Street Fund grant of £10,000 for the piloting of an extended monthly local produce market, over a six month period.**

**Resolved** - Members agreed the Town Clerk is to sign the offer from ERYC's High Street Fund grant for the sum of £10,000 for the pilot scheme of revitalising the present Wednesday Market with a monthly local produce market in the Wednesday market area, over a six month period as stipulated in the application.

### **862 To consider a request from Mr Matt Snowden, Community Liaison, Work Experience and Education Visits Coordinator and Mr Brad Webster of Community Partnership, Coordinator Economic Development from East Riding of Yorkshire Council for the support from the Town Clerk at Beverley Town Council to form a partnership with Longcroft School and East Riding of Yorkshire Council to progress funding for the History App project.**

Mr Snowden reported that following Mr Bell's from the History Troupe regarding the role of women in WW1 on Election Day visit to Longcroft School, the school are researching working in partnership with Beverley Town Council, Civic Society and East Riding of Yorkshire Council to produce an app with a GPS navigation, relating to the events in the First World War. Students would write articles and do their research with the Civic Society. It is agreed this is an ambitious project which may become a website but the intention is to create the History App.

Mr Snowden envisaged that Beverley Town Council, East Riding of Yorkshire Council and Longcroft School would work in partnership with the Civic Society advising. It is envisaged that the app would bring history alive into a living document. The launch of the app would be 2016/17. Mr Snowden reported that sponsorship is being sought. Members agreed to ask ERNLLCA advice and the Town Clerk, Mr Snowden and East Riding of Yorkshire Council are to meet for one hour to work out a project plan of time and finances required and report back at the next Policy meeting.

**Resolved** – Members agreed that the Town Clerk should seek advice from ERNLLCA. The Town Clerk, Mr Snowden and Brad Webster (ERYC) are to meet for one hour to work out a project plan with finances and time management and to report back at the next Policy meeting.

### **863 To approve the revised Food Festival and Christmas Festival of Food & Drink application forms and to set the fees for the 2015 Festivals.**

Members amended the Food Festival and Christmas Festival of Food & Drink application forms as follows:

1. Change the date to the "30<sup>th</sup> June"

2. Change to “Stall Holders must ensure” that sufficient stock is offered for sale
3. Change to add stall holders are not eligible to sell hot food “unless otherwise agreed with Beverley Food Festival organisers”
4. Delete “this is a public health and safety condition”.
5. Add “Stall Holders who cancel before 31<sup>st</sup> August will receive a refund less an administration fee of 25%”.

**Resolved** – The Food Festival and Christmas Festival of Food & Drink forms are to be amended as follows

1. Change the date to the “30<sup>th</sup> June”
2. Change to “Stall Holders must ensure” that sufficient stock is offered for sale
3. Change to add stall holders are not eligible to sell hot food “unless otherwise agreed with Beverley Food Festival organisers”
4. Delete “this is a public health and safety condition”.
5. Add “Stall Holders who cancel before 31<sup>st</sup> August will receive a refund less an administration fee of 25%”.

**864 To consider setting a budget for Yorkshire Day celebrations**

Brief discussion took place on Yorkshire Day celebrations and if it could be incorporated with the High Street Fund-revitalising Wednesday Market as the Minster are partners in this project. Members requested that the Local Food Co-Ordinator is to search for funding for the Yorkshire Day celebrations to offset costs. The Town Council will take £1000 from the Community Liaison (code 4430) and £2000 from the Field to Table Account to ensure the Yorkshire Day celebrations go ahead should funding not be available.

**Resolved** - The Local Food Co-Ordinator is to search for funding for the Yorkshire Day celebrations to offset costs. The Town Council would take £1000 from the Community Liaison budget line (code 4430) and £2000 from the Field to Table Account to ensure the Yorkshire Day celebrations go ahead should funding not be available.

**865 To consider which budget line the purchase of Honorary Freeman badges should be taken**

**Resolved** – The purchase of Honorary Freeman badges is to be taken from the robe maintenance budget line (code 4520)

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

The Town Clerk reported the bank balances were as follows:

Current account	£	376,501.53
Deposit account	£	25,302.24
Events Account	£	20,266.25
Beverley in Bloom Account	£	2,486.60
Field to Table	£	15,425.09
Youth Town Council Account	£	500.67
Skatepark Account	£	591.59
Christmas Lights Account	£	4,622.70
Petty Cash	£	257.84
Business Term Deposit 421482	£	79,000.00

The budget line (code 4815) Youth Town Council is to be transferred to the Youth Town Council account.

**Resolved** – Members noted the bank balances, petty cash expenditure and the detailed income and expenditure by budget heading information as at the 28<sup>th</sup> January 2015.

867 To approve the attached payments to be made

Current				
Date Paid	Payee Name	Ref	Amount Paid	Transaction Detail
01/01/2015	Three.co.uk	DD	£0.20	Staff Mobiles additional amount taken
02/01/2015	Beverley 24 hour storage	SO	£240.00	Handyman accommodation
02/01/2015	East Riding Council	SO	£483.00	Office Rates
14/01/2015	N Power	DD	£43.33	Wednesday Market CCTV
14/01/2015	Kingston Reprographics Ltd	DD	£303.72	Photocopier
14/01/2015	Kingston Communications	DD	£22.09	CCTV town
14/01/2015	Kingston Communications	DD	£103.32	Telephone
14/01/2015	Kingston Communications	DD	£44.40	Office internet
14/01/2015	Kingston Communications	DD	£44.47	Town Centre CCTV
14/01/2015	Kingston Communications	DD	£30.00	CCTV
23/01/2015	Three.co.uk	DD	£23.54	Staff Mobiles
31/01/2015	CBA Accountants	DD	£37.44	Payroll
31/01/2015	White Skip Hire	4404	£162.00	Skip hire
31/01/2015	Countrywise Water Coolers Ltd	4405	£13.90	Water cooler
31/01/2015	Toll Gavel Methodist Church	4406	£150.00	Statues Cradling Toys room hire for 11/11/14
31/01/2015	Andrew Jackson	4407	£600.00	Legal Fees-renewal/office lease
31/01/2015	East Riding Council	4408	£540.00	Litter bins siting
31/01/2015	Cherry Tree Centre	4409	£64.80	3 months CCTV rental
31/01/2015	BMC Car and Commercials	4410	£481.09	Van repair/MOT
31/01/2015	East Riding Council	4411	£759.14	Artwork for Roll of Honour design work
31/01/2015	H Coroneo	4412	£25.00	Allotment bond refund
31/01/2015	VideCom Security Ltd	4413	£288.00	CCTV Cherry Tree repair
31/01/2015	Beverley Minster	4414	£105.00	New Cllr Evening room hire
31/01/2015	January Salaries	4415-4420	£4,977.09	January Salaries
31/01/2015	HMRC	4421	£996.18	January TAX and NI
31/01/2015	East Riding Council	4422	£1,531.82	January Pension Contributions
31/01/2015	East Riding Council	4423	£1,712.50	Detached Youth Work
31/01/2015	N Power	4424	£33.47	CCTV Town
31/01/2015	East Riding Council	4425	£350.00	Legal Fees for new allotments
31/01/2015	Yorkshire in Bloom	4426	£85.00	Entry Fee
31/01/2015	Supplies	4427	£173.29	Stationery
31/01/2015	VideCom Security Ltd	4428	£327.44	CCTV repair January 2015
31/01/2015	National Allotment Society	4429	£66.00	Annual Subscription
31/01/2015	Beverley Brass Band	4430	£50.00	Donation for WW1 attendance
31/01/2015	East Riding Council	4431	£139.75	Final rates - Minster House

31/01/2015	And Albert Foundation	4432	£62.50	Recording WW1 events
31/01/2015	The History Troupe	4433	£1,800.00	School Workshops
31/01/2015	A Johnson	4434	£396.60	Interim Audit
31/01/2015	K Gray	4435	£33.28	Deputy Mayor Expenses
	<b>total</b>		£17,299.36	
<b>Events</b>				
31/01/2015	Current Account	340	£15.00	Room Hire paid to Events Account rather than Town Council Account
<b>Field to Table</b>				
31/01/2015	East Riding Council	99	£209.76	5000 leaflets for Christmas Festival of Food & Drink
<b>Christmas Lights</b>				
31/01/2015	Titan Containers	165	£46.44	November hire (replacement cheque as first one got lost in post. First cheque has been cancelled with the Bank)

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

## Policy Committee 2.2.15 Action Plan

<b>Minute/Action</b>	<b>Person Responsible</b>	<b>Time to be reported back</b>
Min 861 Sign the High Street Fund	Town Clerk	Operational
Min 862 – Meeting re: the History App for number of pupils living in Beverley, time management and finances. Advice to be taken from ERNLLCA	Town Clerk, Mr Snowden and East Riding of Yorkshire Council to meet	Policy 16 <sup>th</sup> March 2015
Min 863 – Amend the Food Festival and Christmas Festival of Food & Drink forms	Town Clerk/Local Food Co-Ordinator	Operational
Min 863 – Seek funding for the Yorkshire Day celebrations	Town Clerk/Local Food Co-Ordinator	Operational
Min 864 – Purchase Honorary Freeman Badges under robe maintenance	Town Clerk	Operational
Min 866 – Transfer £200 to Youth Town Council account	Town Clerk	Operational