

BEVERLEY TOWN COUNCIL

POLICY COMMITTEE MEETING

3rd November 2014

Present: Councillors, Pinder (Chair) Elvidge, Gray, Jack, Pearson, Sweet (Vice-Chair), Aird, Whitfield and Thorley

In Attendance: Helen Watson (Town Clerk),

848 To receive apologies for absence

Apologies were received from Councillors Cllrs McGrath, Astell and Cox

849 (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.

850 To consider the overtime Policy

Cllr Pinder reported back to members on an ACAS telephone discussion regarding Beverley Town Council policies which Cllr Cox and Pinder had facilitated. Discussion took place. Cllr Pearson stated that the Clerk's role was being undermined by some Councillors as she was not been included in the operational matters relating to policies of Beverley Town Council and the ACAS meeting. He went on to say that that advice could have been given by ERYC and trade unions on such polices and the operational effect with custom and practice. Cllr Pinder reminded members that discussions were bound by green paper confidentiality. Further debate took place. Cllr Elvidge stated that in his experience employees should all be consulted of any changes. Cllr Jack suggested that the proposed changes should be looked at by the trade unions for comment.

Resolved – That the toil and overtime policy laid before committee and as amended by Cllr Pinder be submitted to the union representatives of Unite and Unison for comment and be put back to consultation with all employees.

851 To confirm the NALC Grievance and Disciplinary Policy as the policy for Beverley Town Council

Cllr Pinder updated members on the NALC Grievance and Disciplinary Policy. Brief discussion took place.

Resolved –That following advice from ACAS, this committee confirms that the NALC Grievance and Disciplinary Policy currently in place be confirmed as the Councils sole Grievance and Disciplinary Policy and that no other policies or previously adopted amendments shall apply.

852 To consider the Attendance at Work Policy for new employees of Beverley Town Council

Cllr Pinder reported on the attendance at work policy, which should be used for future employees. Members noted that there would be no change to existing terms and conditions for present employees.

Resolved - That the Attendance at Work Policy laid before the Council be adopted following advice from ACAS, but only for future appointments and that the policy shall not apply to any current employees without their express consent in writing.

853 To agree payment of the Contracts for WW1 Conference on the 26th November 2014

Cllr Sweet briefly discussed the costs and contracts involved. Members agreed with the payments as previously discussed.

854 To consider the referral of the ERYC proposed names for streets relating to the new Westwood Hospital/Woodlands site to Planning, Property and Services or Full Council and to request an extension of time to respond accordingly.

Members discussed the names presented and the short time constraints regarding the reply time. The Clerk stated that an extension would not be permitted by ERYC. Members discussed that there were interesting and appropriate names for this development. The Clerk offered to contact the developer's directly on this matter and report back to Council. Cllr Aird stated that it was a matter for Planning, Property and Services Committee.

Resolved – That the Clerk contacts PJ Livesey, the developer to inform them that there are more suitable names with historical resonance, that would be more appropriate.

855 The Town Clerk reported on the bank balances of the Beverley Town Council as previously circulate with the agenda.

Current account	£	442,317.91
Deposit account	£	25,295.86
Events Account	£	21,251.25
Beverley in Bloom Account	£	3,434.70
Field to Table	£	30,811.94
Youth Town Council Account	£	500.67
Skatepark Account	£	591.59
Christmas Lights Account	£	10,745.66
Petty Cash	£	374.25
Business Term Deposit 421482	£	79,000.00

Discussion took place on the current account of Beverley Town Council, reserves required and the possibility of new interest bearing deposit account. Discussion also took place on the events account.

856 Members approved the attached payments.

Current				
Income	Skatepark insurance claim £1565.51			
Date Paid	Payee Name	Cheque Ref	Amount Paid	Transaction Detail
01/10/2014	Wykeland Ltd	DD	£ 415.00	Rent Minster House
01/10/2014	D H Fletcher	SO	£ 390.00	Rent for 12 Well Lane
06/10/2014	Waitrose	DEBIT CARD	£ 95.05	Chef's Pantry for Food Festival
06/10/2014	East Riding Council	DD	£ 483.00	Rates for 12 Well Lane
14/10/2014	Allstar Business	DD	£ 99.38	Fuel
15/10/2014	N Power	DEBIT CARD	£ 6.00	CCTV North Bar

15/10/2014	Kingston Communications	DD	£ 21.60	CCTV - Cherry Tree
15/10/2014	Kingston Communications	DD	£ 30.00	CCTV Town
15/10/2014	Kingston Communications	DD	£ 44.40	Internet Access
15/10/2014	Kingston Communications	DD	£ 113.04	Telephone
15/10/2014	Kingston Reprographics Ltd	DD	£ 306.69	Photocopier
16/10/2014	Amazon	DEBIT CARD	£ 6.45	Notice Board Keys
16/10/2014	N Power	DD	£ 35.13	CCTV Wed Market
23/10/2014	N Power	DD	£ 39.59	CCTV Town Centre
23/10/2014	Three.co.uk	DD	£ 33.34	Staff Mobiles
24/10/2014	East Riding Council	DEBIT CARD	£ 460.00	Oct and Nov Minster House rates
31/10/2014	CBA Accountants	DD	£ 37.44	Payroll
31/10/2014	Salaries	4326-4330	£ 5,301.13	Salaries for October
31/10/2014	East Riding Council	4331	£ 1,468.30	Pension contributions for October
31/10/2014	HMRC	4332	£ 1,097.18	Tax and NI for October
31/10/2014	CasCare Limited	4333	£ 50.00	First Aid provision for Food Festival
31/10/2014	Liberty Sweet Treats	4334	£ 157.50	Twinning Lunch on Syntan
31/10/2014	Creative Commissioning	4335	£ 56.54	Twinning Event
31/10/2014	East Riding Council	4336	£ 263.70	Stationery
31/10/2014	F Waites & Sons	4337	£ 22.50	Creosote
31/10/2014	PKF Littlejohn	4338	£ 1,200.00	Audit Fee
31/10/2014	East Riding Council	4339	£ 1,712.50	Detached Youth Work
31/10/2014	St Mary's Parish Hall	4340	£ 41.80	Hall hire Remembrance day
31/10/2014	J Render	4341	£ 5.67	Travel
31/10/2014	ERNLLCA	4342	£ 288.00	2 x Cllr + 2 x Officer at ERNLLCA Conference
31/10/2014	C Chadwick	4343	£ 225.00	Skatepark repairs
31/10/2014	Beverley Consolidated Charity	4344	£ 600.00	Queensgate rental
31/10/2014	Indicoll Limited	4345	£ 24.00	VAT element for web site
31/10/2014	Jewson	4346	£ 110.24	Chains/Locks/Cable ties for SP

31/10/2014	S Whiteley	4347	£ 25.00	Allotment bond refund
31/10/2014	RBL Poppy Appeal	4348	£ 37.00	Wreaths
31/10/2014	Keldgate Park News	4349	£ 1.20	Newspapers
31/10/2014	Countrywise Water Coolers Ltd	4350	£ 13.90	Water cooler
31/10/2014	East Riding Council	4351	£ 5.16	Identity Badge
31/10/2014	N Power	4352	£ 24.18	CCTV Town
31/10/2014	The History Troupe	4353	£ 1,500.00	Performance 11 11 14
31/10/2014	K Gray	4354	£ 95.96	Deputy Mayor Expenses
31/10/2014	Petty Cash	4355	£ 400.00	Cash
		Total	£ 17,342.57	
Events				
31/10/2014	Field to Table	339	£ 1,000.00	Sponsorship paid to wrong a/c
Bloom				
31/10/2014	Strikes	442	£ 150.00	Crocus Bulbs for planting
31/10/2014	Current Account	442	£ 31.48	Items paid for from petty cash
		Total	£ 181.48	
Field to Table				
Income				
Food Festival Sponsorship £2500				
31/10/2014	Current Account	61	£ 160.00	Refund of stall fee back to TC
31/10/2014	Current Account	62	£ 367.20	Refund of banner back to TC
31/10/2014	Current Account	63	£ 109.10	Refund of Audit Fee to TC
31/10/2014	Current Account	64	£ 480.00	Refund of Ale Fest to TC
31/10/2014	Current Account	65	£ 1,476.46	Refund of TEGA to TC
31/10/2014	Current Account	66	£ 1,476.46	Tega events refund to TC
31/10/2014	Current Account	67	£ 3,644.40	All Occasions refund to TC
31/10/2014	Current Account	68	£ 60.00	Refund of Brass Band to TC
31/10/2014	Current Account	69	£ 50.00	Refund of Dancers to TC
31/10/2014	Current Account	70	£ 360.00	Refund of Leaflet dist to TC
31/10/2014	Current Account	71	£ 480.00	First Aid refund to TC
31/10/2014	Current Account	72	£ 95.05	Waitrose refund to TC
31/10/2014	Incorrectly written	73	£ -	Incorrectly written
31/10/2014	J Cossham	74	£ 225.00	Children's entertainer
31/10/2014	Florida Marquees (Yorkshire) Ltd	75	£ 708.00	Marquee/Gas

31/10/2014	AA Media Ltd	76	£ 739.20	Signs for Food Festival
31/10/2014	Cresta Security Limited	77	£ 460.80	Security Food Festival
31/10/2014	Incorrectly written	78	£ -	Incorrectly written
31/10/2014	East Riding Council	79	£ 493.74	Posters/Fliers
31/10/2014	East Riding Council	81	£ 1,850.00	Stall/Waste Disposal
31/10/2014	Current Account	80	£ 20.00	First Aid refund to TC
31/10/2014	Current Account	82	£ 119.92	Items paid for out of petty cash
		Total	£ 13,375.33	
Lights				
Income	Christmas Lights Appeal Group £3635.00 for purchase of snowflakes			
	Christmas Trees £2790.00			
31/10/2014	Blachere Illumination	152	£ 1,206.00	4th year hire
31/10/2014	Lighting and Illumination Tech	153	£ 4,362.00	Snowflakes/Bulbs
31/10/2014	Titan Containers	154	£ 47.99	October hire
		Total	£ 5,615.99	

857 To consider the exclusion of the public from the meeting on the grounds that confidential information in relation to the employment of staff shall be disclosed (Public Bodies (Admission of Meetings) Act 1960)

Resolved: 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) Act 1960)

858 To agree a budget in relation to Agenda Item 8 as recommended from the Personnel Meeting held on the 27th October 2014

Members discussed agenda item 8.

Resolved - A budget line of up to £6000 was agreed by Policy committee in relation to agenda item 8.

Action Plan

Minute/Action	Person Responsible	Time to be reported back
850 To consider the overtime Policy	Town Clerk	When Trade Union comments are received
852 To consider the Attendance at Work Policy for new employees of Beverley Town Council	Town Clerk	Operational
854 Street naming at Westwood Hospital – Contact PJ Livesey and ERYC	Town Clerk	Operational PPS or FC
855 Deposit account – look at deposit accounts	Town Clerk	Operational/report back to Policy
858 Arrange specialist meetings	Town Clerk and Personnel	Operational

