

BEVERLEY TOWN COUNCIL

POLICY COMMITTEE MEETING

10th March 2014

Present: Councillors Pinder (Chair), Astell, Jack, McGrath, Pearson and Thorley.

In Attendance: Councillors Cox, Whitfield and Carol Oliver (Assistant Town Clerk)

1 member of the public present.

691 To receive apologies for absence

Apologies for absence were received from Councillors Gray and Sweet.

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

No declarations of interest were received.

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

No dispensations were needed.

693 To consider the Yorkshire and Humber Dementia Action Alliance application in becoming a 'Dementia Town' (from Full Council 17th February 2014)

The Policy Committee agreed to take part in the Yorkshire and Humber Dementia Action Alliance with Councillor Whitfield being the Town Council representative.

Resolved – Beverley Town Council to take part in the Yorkshire and Humber Dementia Action Alliance with Councillor Whitfield being the Town Council representative.

694 To receive From Field to Table report

Members had expected to see financial information relating to the balances in each element of the From Field to Table Project bid in the report. The Assistant Town Clerk reported the From Field to Table project accounts were being audited at the present time. The Local Food Co-Ordinator is attending courses on bid writing which are free.

Members requested this information be sent out with the Full Council Agenda for the 31st March 2014. Councillor McGrath queried the payment to the Mayor's Civic Dinner. The Mayor gave an explanation of how this sum had been arrived at.

Resolved – the From Field to Table project accounts are to be sent out with Full Council Agenda for the 31st March 2014.

695 To receive information regarding the ERNLLCA training courses

This item was moved to be discussed under "the budget lines"

696 To consider the involvement of Beverley Town Council with World War 1 events:

(i) The Lemgo WW1 event

Councillor Pinder is to speak to the Town Archivist regarding sharing information with Lemgo in support of their online WW1 project with especial reference to those aspects relating to the impact of the war on the local community.

Councillor Astell referred to Full Council Minute Number 1085 passed on the 17th February 2014 "(ii) **Resolved** – That no further funding was at present available from the Beverley Events Account to support WW1 commemorative events within the 2013/14 budget." Councillors agreed it was regrettable that this resolution meant that the Town Council could not offer

further financial support to any such events. Councillor Pinder consulted Standing Orders regarding the proper procedure by which such a resolution could be revisited (see resolution under (iii) below)

Events that would cost the Town Council no money were considered.

Resolved - The Policy Committee recommends Full Council review all funding options to allow Beverley Town Council to support events commemorating the 1914-1918 War.

The Policy Committee instruct the Clerk to investigate the funding options in this motion to be circulated with Full Council Agenda shall which include both internal and external options, e.g. East Riding of Yorkshire Council regarding their own grant funds and their sources of grant funding

(ii) The Working Group

It was agreed the Working Group needs to meet before Full Council meeting on the 31st March 2014.

(iii) The funding

Resolved – In accordance with Standing Orders dated 14th October 2013 section 11 the Policy Committee recommends Full Council re-visit the resolution of Minute Number 1085(ii) of Full Council on the 17th February 2014 to allow events reserve moneys to be allocated to the commemoration of the 1914-1918 War.

(iv) Any other events

Councillor Cox reported he had sent an email around Councillors with suggestions to commemorate the 1914-1918 War. Refurbishment of the Roll of Honour Boards in the town was discussed and Councillor Jack is to provide all the information he has relating to these Boards to Councillor Cox as there is a roll of honour meeting on the 20th March 2014.

697 To consider the unspent budget lines

Members agreed that any item with a specific sum could be allocated to a specified reserve. Any budget lines that are not spent go into reserves and Full Council can make a decision to take any expenditure from reserves in the next financial year.

The courses the Town Clerk wanted to attend would need to be approved by the Personnel Committee to ensure they are appropriate to her role and relevant to a public body.

ACAS training is available and the cost is awaited by Councillor Pinder. At the Policy Meeting on 27th January 2014 Minute Number 690 it was resolved to seek advice from ACAS to ensure any such review or change of terms of employment or employment policy shall conform to best practice review policies, best practice and reviewing contracts of employment.

Councillor Pinder reported the costs for the trip of Lemgo on the ferry was £330 to take her car, Cllr Gray and herself. This would enable the Town Council boards to be transported to Lemgo for the market stall. Members agreed the sum of £330 would be placed into specified reserves.

Resolved – £330 be placed into specified reserves for the twinning trip to Lemgo in June.

698 To receive the letter regarding the interim audit from the Auditor

Members expressed concern at the number of matters arising in the letter from Auditor regarding the interim audit and it was agreed that the Town Clerk as Responsible Financial Officer respond to Full Council on the 31st March 2014 with the information being distributed with the Agenda.

Resolved – the Town Clerk as Responsible Financial Officer report to Full Council on the 31st March 2014 on what steps she has taken to address the matters arising in the letter from the Auditor with the information being distributed with the Agenda in advance of the meeting.

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

	Bank Balance as at 20/02/2014
Current account	£311,435.68
Deposit account	£25,276.96
Events Account	£23,911.25
Beverley in Bloom Account	£1,899.81
Field to Table Project - funded by Big Lottery Fund, Local Food – Changing Spaces	£43,542.60
Youth Town Council Account	£500.67
Skatepark Account	£591.59
Christmas Lights Account	£5,560.85
Petty Cash	-£10.50
Business Term Deposit 421482	£76,288.97
Mayor of Beverley	£15.95
Mayor of Beverley Charity Account	£5,211.61
Memorial Fund	215.00

Councillors noted the balance in the Field to Table account was high. The Assistant Town Clerk reported that moneys for the 2014 events were being deposited into that account. Councillors asked that clarification of the funds held in the Field to Table project be explained by the Town Clerk and why these were being comingled with non-Field to Table funds. Clarification is sought in connection with the funds in the Memorial Fund. The finances were noted.

Resolved – Clarification is sought on the balances in the Field to Table account and also the funds in the Memorial Fund and the Town Clerk is to report at Full Council in March 2014. The finances of Beverley Town Council are noted.

700 To approve the attached payments to be made

Current Account				
27/01/2014-10/03/2014				
Date Paid	Payee Name	Cheque Ref	Amount Paid	Transaction Detail
01/02/2014	Wykeland Ltd	DD	£415.00	Rental Minster House
05/02/2014	East Riding Council	DD	£318.00	Office Rates
05/02/2014	Siemens	DD	£310.58	Photocopier Lease rental
06/02/2014	Amazon	DEBIT CARD	£17.94	Garotta compost maker to be refunded by Beverley in Bloom Group
13/02/2014	WM Morrison	DEBIT CARD	£16.70	Buffet for Civic Dinner entertainment/chauffeurs
14/02/2014	Murco Petrol Station	DD	£89.91	Diesel/Petrol
14/02/2014	Kingston Communications	DD	£77.00	Office telephone
14/02/2014	Kingston Communications	DD	£20.40	Cherry Tree CCTV
14/02/2014	Kingston Communications	DD	£44.40	Office internet
14/02/2014	Kingston Communications	DD	£30.00	CCTV Town
14/02/2014	Kingston Reprographics Ltd	DD	£170.26	Photocopier
15/02/2014	Yorkshire Water	DD	£7.72	Sparkmill Allotments water
18/02/2014	HMRC	4034	£1,337.44	Tax and Ni

18/02/2014	Written incorrectly	4035	£0.00	Written incorrectly
18/02/2014	Staff salaries	4036	£4,310.32	Staff salaries
18/02/2014	East Riding Council	4040	£1,122.45	Employers pension
18/02/2014	East Riding Council	4041	£293.94	Employees pension
23/02/2014	Three.co.uk	DD	£25.87	Staff Mobiles
24/02/2014	Information Commission	DD	£35.00	Data Protection registration
26/02/2014	Fresh 'n' fruity	DEBIT CARD	£135.00	Flowers Civic Dinner
26/02/2014	East Riding Council (Spa)	DEBIT CARD	£114.45	Wine for REYTA event to be refunded by Field to Table account
26/02/2014	Post Office	DEBIT CARD	£412.00	Stamps
26/02/2014	Wilkinson	DEBIT CARD	£13.50	Grass Seed for allotments
28/02/2014	N Power	DD	£42.13	Camera 3 - CCTV
28/02/2014	N Power	DD	£69.65	Camera 4 - CCTV
28/02/2014	CBA Accountants	DD	£37.44	Payroll fees
01/03/2014	Wykeland Ltd	DD	£415.00	Rental Minster House
03/03/2014	Screwfix	DEBIT CARD	£89.96	Equipment for handyman
03/03/2014	Goole Town Council	DEBIT CARD	£12.00	Civic Event for Mayor to be refunded by Mayor of Beverley
07/03/2014	N Power	DD	£189.89	Office electricity
11/03/2014	Yorkshire Water	DD	£49.71	Office water
14/03/2014	Kingston Reprographics Ltd	DD	£335.88	Photocopier
14/03/2014	Kingston Communications	DD	£100.41	Office telephone
14/03/2014	Kingston Communications	DD	£20.40	Cherry Tree CCTV
14/03/2014	Kingston Communications	DD	£44.40	Office internet
14/03/2014	Kingston Communications	DD	£30.00	CCTV Town
14/03/2014	Kingston Reprographics Ltd	DD	£335.88	Photocopier
23/03/2014	Three.co.uk	DD	£25.87	Staff Mobiles
24/03/2014	D H Fletcher	SO	£4,590.00	Office rent
31/03/2014	CBA Accountants	DD	£37.44	Payroll fees
10/03/2014	Beverley Lawnmower Services	4042	£42.95	Chainsaw repair/service
10/03/2014	PCC for Humberside	4043	£206.52	CCTV Cherry Tree
10/03/2014	RBS	4044	£270.00	Maintenance of financial software
10/03/2014	Beverley Signs & Graphic	4045	£57.60	Header boards for notice boards
10/03/2014	White Skip Hire and Recycling Ltd	4046	£162.00	Skip hire for allotments
10/03/2014	Alan Johnson	4047	£271.60	Interim audit fees
10/03/2014	David Williams	4048	£25.00	Allotment Bond refund
10/03/2014	ERNLLCA	4049	£53.79	Local Councils explained book
10/03/2014	Jennings Computer Services Ltd	4050	£54.00	Computer repair
10/03/2014	Supplies	4051	£13.78	Stationery
10/03/2014	Countrywise Water Coolers Ltd	4052	£13.90	Water cooler
10/03/2014	Jewson	4053	£22.79	Black gloss paint
10/03/2014	Beverley in Bloom	4054	£80.00	Yorkshire in Bloom fee

10/03/2014	The Beverley War Memorial Hall Trust	4055	£300.00	Hall hire for Civic Dinner
10/03/2014	The Melodies	4056	£100.00	Entertainment for Civic Dinner
10/03/2014	T Brooker	4057	£150.00	Entertainment for Civic Dinner
10/03/2014	Mayor of Beverley	4058	£334.95	£300 for civic invites and photo sitting £89.95 less £55 for Civic Invite for Deputy Mayor
10/03/2014	Civic Diner Dance Account	4059	£55.00	Civic Charity Banquet for Deputy Mayor
10/03/2014	Armstrongs Social Club	4060	£680.00	80 Pensioners' Lunches
10/03/2014	John Moore Security Limited	4061	£60.73	Annual Service and maintenance of alarm system
10/03/2014	HMRC	4062	£295.78	NIC contributions
10/03/2014	M Lazenby	4063	£410.00	Sparkmill allotments work/rubbish removal
10/03/2014	Jewson	4064	£6.11	Blue circle postcrete
10/03/2014	Beverley Signs & Graphic	4065	£9.60	Embroidery to handyman jacket
10/03/2014	P Steele	4066	£221.64	Civic Service Lunch
10/03/2014	St Nicholas PCC	4067	£60.00	Community Centre hire for Civic Lunch
10/03/2014	Beverley Arts Trust	4068	£2,000.00	Grant
10/03/2014	Beverley & District Chrysanthemum Society	4069	£400.00	Grant
10/03/2014	Invitatione/Beverley Minster	4070	£600.00	Grant
10/03/2014	Beverley & Hornsea District Scouts	4071	£574.00	Grant
10/03/2014	East Riding Arts	4072	£1,786.00	Grant
10/03/2014	Cash	4073	£400.00	Petty Cash
10/03/2014	M Cox	4074	£109.08	Mayor Travel
10/03/2014	SLCC	4076	£82.80	Larger Councils Networking event
10/03/2014	Michaels Civic Robes	4077	£24.60	Robe cover replacement
		Total	£25,678.16	
Events				
10/03/2014	Beverley & District Civic Society	336	£2,910.00	Grant
		Total	£2,910.00	
Bloom				
10/03/2014	Humber Region Rail Development Company	430	£10.00	Membership of the group
10/03/2014	Beverley Town Council	431	£17.94	Garotta bought by Beverley Town Council
10/03/2014	St Marys Church Hall	432	£5.00	Hire of hall for presentation evening
		Total	£32.94	
From Field to Table Project - funded by Big Lottery Fund, Local Food – Changing Spaces				

18/02/2014	M L Robinson	1	£1,256.52	Salary
10/03/2014	St Marys Church Hall	2	£100.20	Hall hire for 2 growing workshops
10/03/2014	Jewson	3	£45.24	Incinerator
10/03/2014	Smiths Media Solutions	4	£15.00	Licence fee
10/03/2014	Sent2print	5	£48.00	Banner
10/03/2014	P Riley	6	£92.69	Allotment Worker
10/03/2014	John Hickling	7	£200.00	Speaker at Growing workshops
10/03/2014	Les Gibbon Photography	8	£814.00	Photography/Videoing at Food Festival and Allotment
10/03/2014	National Allotment Society	9	£66.00	Membership renewal notice
10/03/2014	Jewson	10	£268.66	Guttering/Pipes/Wheelbarrow
10/03/2014	Mark Lazenby	11	£447.00	Sparkmill allotment work
10/03/2014	Beverley Town Council	12	£114.45	Wine for REYTA event bought by Beverley Town Council
10/03/2014	East Riding Council		£549.00	10 tickets for REYTA event and transport for 6 attendees
10/03/2014	Jewson	14	£68.64	Polythene/wood
10/03/2014	Beverley Town Council	15	£300.00	Donation to Mayor's Civic Dinner
10/03/2014	Jewson	16	£13.31	Seasoned wood
10/03/2014	M L Robinson	17	£49.40	Travel
10/03/2014	St Marys Church Hall	18	£3.10	Additional use of hall
		Total	£4,451.21	
Christmas Lights				
10/03/2014	Blachere Illumination	143	£138.00	3rd year hire and carriage to site
10/03/2014	Titan Containers	144	£43.34	February container hire
10/03/2014	Titan Containers	145	£47.99	March container hire
		Total	£229.33	

Councillor Astell questioned two items on the payments, but asked that these be dealt after the exclusion of the public as these touched on staffing issues.

Resolved – That the above payments are made

701 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 – The public were excluded from the meeting.

The Assistant Town Clerk requested permission to pay two accounts which had been received on the 10th March 2014, being for:

- (i) Supplies for stationery in the sum of £67.62 and
- (ii) Beverley Arms Hotel for the Civic Dinner Food and wine in the sum of £2715.00.

Resolved - The two additional payments to Supplies and Beverley Arms Hotel were approved.

Councillor Pinder requested copies of the signed Standing Orders and Financial Regulations be on the table at all Full Council and Committee Meetings.

Action Plan

Minute/Action	Person Responsible	Time to be reported back
693 – Support Yorkshire and Humber Dementia Action Alliance	Councillor Whitfield	
694 – From Field to Table Project finances	The Town Clerk	Full Council – 31 st March 2014
696 (i) Lemgo Event – consult with Archivist regarding sharing documents with Lemgo.	Councillor Pinder	Full Council – 31 st March 2014
(ii) The Working Group meeting	Members of Working Group	
(iii) Funding – The Town Council to revisit its resolution of minute 1085 and information relating internal and external funding to be found and sent to Full Council with Agenda for the 31 st March	The Town Clerk	Before Full Council – 31 st March 2014 31 st March 2014
(iv) Other events – roll board information to be provided to Councillor Cox	Councillor Jack	20 th March 2014
697 £330 be placed into specified reserves for the twinning trip to Lemgo in June.	The Town Clerk	
698 – Auditor Letter matters arising to be addressed and reported in writing to Full Council, report to be circulated with the Agenda	The Town Clerk	31 st March 2014
699 – Moneys in From Field to Table Account and Memorial Fund to be clarified	The Town Clerk	31 st March 2014
Signed Standing Orders and Financial Regulations to be available at Full Council and Committee meetings	Officers	