



Town Clerk: Ms. Helen Watson FSLCC

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Date: 5th February 2020

To Members of the Policy Committee: L. Johnson (Chair), T. Astell, D Boynton, D. Healy, C. Hopkins, D. Horsley, D. Jack, and M. Pinder (Vice-Chair).

Dear Councillor

POLICY COMMITTEE

You are hereby summoned to attend a Policy Committee Meeting of the Town Council to be held on **10th February 2020 at 6.30pm** in the Council Meeting Room, Beverley Town Council, 12 Well Lane, Beverley.

Yours sincerely

Helen Watson

Helen Watson
Town Clerk

Beverley Town Council supports the rights of anyone to record this meeting in so far as is possible within the constraints of the council's meeting rooms, but advises that no-one may disrupt the meeting in doing so. Anyone wishing to record council meetings should obtain the necessary legal advice to ensure they understand the rights of any members of the public who may be present who do not wish to be filmed or recorded.

AGENDA

- 1. To receive and accept apologies for absence**
- 2. Declarations of Interest**
 - 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.
 - b)** To note dispensations given to any member of the council in respect of the agenda items listed below.
- 3. To note the minutes from the Policy Meeting held on 6th January 2020** (previously approved and signed by Full Council held on 13th February 2020).
- 4. To approve minutes from the Policy Meeting held on 18th November 2020** (due to matters previously raised regarding these minutes, approval has been delayed until now).
- 5. Internal Audit:** To receive an update regarding the Internal Audit that took place on Thursday 23rd and Friday 24th January 2020 (Town Clerk to report).

6. **To review and approve payments to be made** (see attached).
7. **To review and approve the bank balances** (see attached).
8. **To consider the income and expenditure report** (see attached).
9. **To consider end of year spend and virement of remaining monies.**
10. **Beverley Food Festival**
 - a) **To consider the cost of Food Festival stalls.**
 - b) **To consider promotion of environmental sustainability issues and education at the festival.**
11. **To consider the scoping document for a new Town Council Website** (see attached).
12. **Investment Policy:** To approve this document for final signing at Full Council on 24th February 2020 (see attached).
13. **RBS Update:** To receive information on the upgrade to the RBS financial software (Town Clerk to report).
14. **Audit Code of Practice:** To receive information regarding the updated Audit code of Practice from the National Audit Office (see attached).