



## Minutes of the Policy Committee Meeting

On 6<sup>th</sup> January 2020

6.30pm at 12 Well Lane, Beverley

**Present:** Cllrs Linda Johnson (Chairman), Tom Astell, Denis Healy, Chloe Hopkins, David Horsley, Duncan Jack, David Boynton and Ann Willis (sub).

**In Attendance:** Helen Watson (Town Clerk)  
One member of the public.

**43/19: To receive apologies for absence.**

Cllr Margaret Pinder gave her apologies.

**44/19: 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.**

Cllr Jack declared a non pecuniary interest in 47/19 regarding a payment to Westwood Lions Bonfire.

- (b) **To note dispensations given to any member of the council in respect of the agenda items listed below.**

No dispensations were received.

**45/19: To elect a new Chair for the remainder of the year.**

**To elect Cllr Margaret Pinder as Chair by:**

**Proposed:** Councillor Hopkins                      **Seconded:** Councillor Willis

**To elect Cllr Linda Johnson as Chair by**

**Proposed:** Councillor Healy                      **Seconded:** Councillor T Astell

**Resolved :** That Cllr Johnson be elected as Chair for the remainder of the year.

**46/19: To receive an update from the Clerk on Transparency (Policy 15.7.19 min 6/19).**

The Clerk updated members on progress made with quotes for a new website to comply with transparency and website accessibility.

**Resolved:** Members agreed the website needed an update, however agreed that it was still serviceable The Clerk to continue with the quotes, reporting back to Policy.

**47/19: To review and approve the attached payments to be made.**

Members discussed the payments. The Clerk informed members that payment was due by cheque for £1800 to Westwood Lions for the Beverley Bonfire as directed in the 2019/20 budget. Members approved

payments as tabled and the Westwood Lions budget payment line of £1800.

**Proposed:** Councillor Healy

**Seconded:** Councillor Horsley

**Resolved :** Members approved payments as tabled and the Westwood Lions budget payment line of £1800 to be made by cheque.

<b>Payments made in accordance with the minute number 20/19 20.1 at Full Council on the 10th June 2019</b>				
<i>To delegate payment of the accounts in accordance with the Budget set by the Town Council, to enable the Town Clerk to facilitate prompt payments in line with budget spend.</i>				
<b>Current</b>				
01/12/2019	Geoff Simpson Holding	DD	£420.00	Unit 2 Oldbeck Road storage
02/12/2019	Npower	DD	£39.05	Toll Gavel Camera 3 CCTV
03/12/2019	Npower	DD	£218.49	Office electricity
03/12/2019	Business Stream (formerly Yorkshire Water)	DD	£43.22	Office water
05/12/2019	East Riding of Yorkshire Council	DD	£503.00	Rates for Office
08/12/2019	KRL Group Ltd	DD	£200.45	Photocopier usage
14/12/2019	Allstar	DD	£17.86	Oil for Van
20/12/2019	Yorkshire Bank credit card	DD	£175.55	3 years Bullguard virus protection £69.99
	Yorkshire Bank credit card			Mayor of Beverley's charity stall at the Christmas Festival of Food & Drink £102.38 (refunded to Town Council from the takings)
	Yorkshire Bank credit card			Googlemail Storage for 2 emails £3.18
23/12/2019	Three.co.uk	DD	£23.00	Officer mobile
24/12/2019	D H Fletcher	SO	£3,500.00	Office rent
31/12/2019	Beercock Wiles & Wick	DD	£80.00	Well Lane Garage
31/12/2019	KCOM	DD	£90.09	Office telephone
<b>Current</b>				
18/12/2019	Supplies	BACS	£50.66	Stationery - paper, drawing pins, diary, wall planners and spiral calendar
18/12/2019	UK Safety Management	BACS	£148.56	PAT Testing of 69 items
18/12/2019	Peter Astell	BACS	£14.56	Travel to ERNLCA Conference on the 15th November 2019
18/12/2019	Armstrongs Social Club	BACS	£100.00	Room Hire - 4th December for public consultation re:BACH
08/12/2019	East Yorkshire and North Lincolnshire Branch SLCC	BACS	£60.00	3 officers attending "Positive Me Confidence Boosting Workshop" on 3rd December
18/12/2019	SLCC for local council professionals	BACS	£327.00	Membership Fees
12/12/2019	PrintnPromote	BACS	£144.00	2 roller banners for BACH
18/12/2019	CAN Hire Limited	BACS	£55.00	Van hire for the 14th November 2019

18/12/2019	Countrywise Water Coolers Limited	BACS	£14.41	Water cooler hire
18/12/2019	KCOM	BACS	£54.00	Internet Services for BTC
18/12/2019	D H Fletcher	BACS	£485.00	Annual Buildings Insurance to the 20th September 2020.
18/12/2019	Spitfire Services (Hull) Ltd	BACS	£38.40	4 Fire Extinguishers annual service
18/12/2019	Beverley Lemgo Twinning Association	BACS	£400.00	Financial support regarding the Youth Fire-Fighters Twinning visit in October 2019 - approved Full Council 25th November 2019
18/12/2019	Business Stream	BACS	£37.96	Allotment Water - Sparkmill
18/12/2019	East Riding of Yorkshire Council	BACS	£368.02	2000 A5 Vision Statements
18/12/2019	RBL Poppy Appeal		£18.50	3 Poppy Wreaths for Remembrance Sunday, Remembrance Day and Battle of Britain
18/12/2019	Focus Consultants 2010 LLP	BACS	£9,600.00	Beverley Area Community Hub's consultancy fee
18/12/2019	Jewson	BACS	£6.05	100 Cables ties for banners
18/12/2019	East Riding of Yorkshire Council	BACS	£19,381.00	SLA Agreement for street lighting in Beverley and 24 hour call out for repairs. The amount is inclusive of VAT and the budget is set without VAT as VAT is claimed back under special rules for local authorities
18/12/2019	Salaries	BACS	£4,870.50	Staff salaries
18/12/2019	HMRC	BACS	£2,024.92	Tax and Ni
<b>Field to Table</b>				
18/12/2019	The Grinnigogs	BACS	£125.00	Entertainment at the Christmas Food & Drink Festival on the 23rd November 2019
18/12/2019	All Occasions	BACS	£424.68	63 Trestle Tables for the Christmas Food & Drink Festival on the 23rd November 2019
18/12/2019	Beverley Town Council	BACS	£55.00	Accommodation for Professor Fiddlesticks for the Food Festival
<b>Youth Town Council</b>				
18/12/2019	ERVAS	BACS	£1,340.00	Contribution from the former Mayor Beverley, Rob Begnett for the Youth Coalition for Youth Activity in Beverley run by ERVAS.
<b>Christmas Lights</b>				

18/12/2019	Festive Lighting Company	BACS	£256.80	6 sets of light strings and 2 snowtubes for snowflakes plus carriage
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**48/19: To review and approve the bank balance accounts.**

- i) The Chair and Clerk reported on the bank balances. The Clerk sought clarity regarding opening new bank accounts.

**Proposer:** Councillor T Astell

**Seconded:** Councillor Healy

**Resolved:** That officers stop working on opening any bank accounts, and thank the staff for the time already spent doing this.

- ii) Further discussion took place on Investment account with CCLA.

**Proposer:** Councillor T Astell

**Seconded** Cllr Hopkins

**Resolved:** Policy Committee requests the Clerk to invite a representative from CCLA to give a presentation to a future meeting of the Policy Committee, at their earliest possible opportunity, with all Councillors invited.

<b>Bank Balances at 17/12/2019 for Policy on 06/01/2020</b>			
Current account	£	725,045.65	
Field to Table	£	38,794.54	
Youth Town Council Account	£	1,840.67	£1340 allocated to Youth Coalition
Skatepark Buddies Account	£	145.59	
Christmas Lights Account	£	17,931.17	
Instant Access Deposit Account	£	25,427.41	
Events Account	£	20,251.25	
Mayor of Beverley	£	785.44	
Mayor of Beverley Charity Account	£	1,285.37	
Beverley Building Postal Business Account	£	83,579.31	
Beverley in Bloom Account	£	949.02	
Petty Cash	£	54.18	
Business Term Deposit 421482	£	-	Account Closed and re-opened at Beverley Building Society Postal Business Account

**49/19: To consider the Income and Expenditure report.**

Discussion took place regarding the town maintenance and officer travel cost center.

**Resolved :** The Clerk to check the annual costs to date on both the town maintenance and the officer travel budget lines.

**50/19: To consider the draft budget for 2020/21**

The draft budget spreadsheet was put forward by the Councillors, to be considered as detailed below:

Line	Item	2019/20	2020/21	RESERVES
	<b>STAFFING</b>			
1	Salaries	£ 67,643.00	£ 92,000.00	
2	Additional costs	£ -	£ -	
3	External Contractors	£ 3,000.00	£ -	
4	Youth Salaries			
5	Staff Contingency	£ 7,000.00	£ -	£ 7,000.00
6	NI Contribution	£ 10,300.00	£ 13,984.00	
7	Pension Contribution	£ 15,900.00	£ 19,596.00	
8	Officer Training Conference	£ 1,500.00	£ 2,500.00	
9	Officer Travel	£ 1,000.00	£ 1,000.00	
10	Recruitment Advertising	£ -	£ -	
	<b>ADMINISTRATION</b>			
11	Insurance	£ 5,000.00	£ 5,000.00	
12	Stationery	£ 1,250.00	£ 2,500.00	
13	Photocopier	£ 4,200.00	£ 4,200.00	
14	Newsletter	£ 500.00	£ -	
15	Telephone	£ 1,500.00	£ 1,500.00	
16	Internet	£ 500.00	£ 750.00	
17	Staff Mobiles	£ 400.00	£ 650.00	
18	Postage	£ 1,500.00	£ 1,500.00	
	<b>SUBSCRIPTIONS/FEEES</b>			
19	Newspapers	£ 140.00	£ -	
20	NALC/ERNLLCA	£ 1,960.00	£ 2,000.00	
21	SLCC	£ 700.00	£ 700.00	
22	Charter Towns			
23	Computer Equipment	£ 8,000.00	£ 1,000.00	£ 8,000.00
24	Website	£ 120.00	£ -	£ 3,000.00
25	Audit Fees	£ 2,500.00	£ 2,500.00	
26	Bank Charges			
27	Payroll Processing fees	£ 550.00	£ 550.00	
	<b>ACCOMODATION</b>			
28	Office Rent	£ 14,000.00	£ 14,000.00	
29	Room Hire	£ 650.00	£ 2,160.00	
30	Rates	£ 5,000.00	£ 5,500.00	
31	Utilities	£ 4,000.00	£ 4,500.00	
32	Decoration			£ 1,000.00
33	Alarm	£ 1,000.00	£ 1,000.00	

34	Storage	£ 5,200.00	£ 5,200.00	
	<b>CIVIC AND DEMOCRATIC</b>			
35	Mace Bearer	£ 1,000.00	£ 1,200.00	
36	Councillor Training	£ 2,000.00	£ -	£ 2,000.00
37	Twinning	£ 2,000.00	£ 2,000.00	
38	Mayoral Allowance	£ 1,500.00	£ 1,500.00	
39	Deputy Mayor Expenses	£ 200.00	£ 200.00	
40	Members Allowance	£ 3,500.00	£ 3,500.00	
41	Councillor Travel	£ 1,500.00	£ 1,500.00	
42	Robes	£ 300.00	£ 300.00	
43	Civic Budget	£ 4,000.00	£ 4,000.00	
44	Election Provision	£ 4,000.00	£ 4,000.00	
45	Pensioners lunches	£ 1,000.00	£ -	£ 1,000.00
	<b>GRANTS</b>			
46	Bev fm	£ 1,200.00	£ 1,200.00	
47	Cherry Tree	£ 5,000.00	£ 5,000.00	
48	Grants	£ 10,000.00	£ 12,500.00	
49	Cycle Race		£ -	
50	Detached Youth Workers		£ -	
51	Beverley Against Poverty		£ 500.00	
52	Youth Town Council		£ 1,000.00	
	<b>TOWN MAINTENANCE</b>			
53	Skatepark	£ 2,500.00	£ -	£ 2,500.00
54	Town Council Plants/Hanging baskets	£ 1,000.00	£ 1,000.00	
55	Maintenance	£ 3,000.00	£ 3,000.00	£ 3,000.00
56	Litter/Salt bins	£ 2,500.00	£ 2,500.00	£ 5,000.00
57	Transport	£ 4,000.00	£ 4,000.00	
58	Replacement Van	£ 2,000.00	£ -	
59	SLA Street lights	£ 18,000.00	£ 18,000.00	
60	Streetlighting Improvements	£ 4,000.00	£ 4,000.00	
61	CCTV Town	£ 8,200.00	£ 8,200.00	
62	CCTV Monitoring and Upgrade	£ 21,000.00	£ 5,400.00	
63	WI-FI in Beverley		£ -	
	Emergency Plan equipment		£ 5,000.00	
	<b>EVENTS</b>			
64	Westwoods Lions Bonfire	£ 1,800.00	£ 1,800.00	
65	Christmas Lights	£ 11,000.00	£ 7,500.00	£ 12,500.00
66	Brighter Beverley	£ 1,000.00	£ 1,000.00	
67	Town Event	£ 2,000.00	£ 15,000.00	
	Pride		£ 10,000.00	
68	WW1		£ -	
69	Events Budget		£ -	
70	Agincourt		£ -	

71	Floral Displays	£ 5,000.00	£ 5,000.00	£ 5,000.00
72	Food Festival	£ 3,000.00	£ 3,000.00	
	<b>ALLOTMENTS</b>			
73	Allotments Upkeep	£ 2,000.00	£ 2,000.00	
74	Allotments - Queensgate Rental	£ 1,200.00	£ 1,200.00	
75	Community Allotment Plot	£ -	£ -	
76	Annual Allotment Rental	£ 193.00	£ 200.00	
77	Skip Hire	£ -	£ -	
78	Waterpipe/Maintenance	£ 500.00	£ 500.00	
	<b>Total expenditure</b>	<b>£ 296,106.00</b>	<b>£ 320,990.00</b>	<b>£ 50,000.00</b>
	Income			
	Allotment Rental	£ 7,086.00	£ 7,086.00	
	Hanging Baskets	£ 3,660.00	£ 3,660.00	
	Food festival	£ 16,750.00	£ 16,750.00	
	photocopying	£ 90.00	£ 90.00	
	<b>Total</b>	<b>£ 27,586.00</b>	<b>£ 27,586.00</b>	
	Total Precept	£ 268,520.00	£ 293,404.00	£ 50,000.00
	Total Budget 2020/21	£ 296,106.00	£ 370,990.00	
	Tax base for Band D (2019)	£ 6,184.10	£ 6,216.80	
	Precept for Band D (2019)	£ 47.88	£ 47.20	
	difference		£ (0.69)	
	%		-1%	

**Recommended**

*RUDS.*

**Resolved:** That the draft budget be recommended to Full Council for approval, pending any other amendments.

**Amended 13.1.2020**

**51/19 Motion:** To consider the exclusion of the press or public from the meeting on the grounds that confidential information in relation to the employment of staff or sensitive information may 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 or sensitive information may be disclosed (public Bodies (Admission of Meetings) Act 1960).

Procedure was considered relating to a recent data protection request.

The meeting closed at 8.35pm

Signed *RWD Tack* Date *13/1/2020*