



Minutes of the Policy Committee Meeting

On 10th February 2020

6.30pm at 12 Well Lane, Beverley

Present: Cllrs Linda Johnson (Chairman), Tom Astell, Peter Astell (sub), Denis Healy, Chloe Hopkins and Margaret Pinder

In Attendance: Helen Watson (Town Clerk) and Matthew Snowden (Deputy Town Clerk)
Two members of the public

The meeting was recorded and photographed by a member of the public.

52/19: To receive apologies for absence.

Cllrs D. Boynton, D. Horsley and D. Jack

53/19: 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.**

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 received.

54/19: 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).

Resolved: *That the minutes be noted.*

55/19: 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).

Proposed: Cllr T. Astell **Seconded:** Cllr D. Healy

Resolved: *That the minutes be accepted and signed.*

56/19: Internal Audit.

Resolved: That the report from the Internal Audit, which was carried out on 23rd and 24th January 2020, to be placed on the Full Council agenda for 24th February 2020.

57/19: To review and approve payments to be made

Payments for Policy 10th February 2020				
Payments made in accordance with the minute number 20/19 20.1 at Full Council on the 10th June 2019				
<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>				
02/01/2020	Geoff Simpson Holdings	SO	£420.00	Unit 2 Oldbeck Park accommodation
02/01/2020	East Riding Council	DD	£503.00	Office Rates
09/01/2020	KRL Group Limited	DD	£274.15	Photocopier usage
09/01/2020	Beverley Westwood Lions	4889	£1,055.80	Bonfire donation (Policy 6.1.20 Min 47/19)
09/01/2020	Beverley Lemgo	4888	£400.00	Donation to visit in October (Full Council 25.11.19 Min 111/19)
14/01/2020	Allstar Business	DD	£17.86	Oil/Fuel
16/01/2020	N Power	DD	£33.15	CCTV Camera 1 Wednesday Market
27/01/2020	N Power	DD	£22.47	CCTV Camera 3 Toll Gavel
20/01/2020	Yorkshire Bank Credit Card	DD	£3.18	2 email storage fees
22/01/2020	N Power	DD	£90.09	Office electricity
22/01/2020	Focus Consultants 2010	BACS	£5,400.00	BACH invoice 3 of 3
22/01/2020	Countrywise Water Coolers	BACS	£39.85	Water Cooler - Dec
22/01/2020	Countrywise Water Coolers	BACS	£14.41	Water Cooler - Nov
22/01/2020	ERYC	BACS	£893.04	Erect/Clear Bonfire
22/01/2020	CAN Hire Limited	BACS	£55.00	13th Dec 2019 van hire
22/01/2020	National Allotment Society	BACS	£66.00	Annual Membership
22/01/2020	National Association of Local Councils	BACS	£537.94	2 Cllrs Spring Conf - NALC fees
22/01/2020	Petty Cash	Card	£300.00	Petty Cash
22/01/2020	Siemens Financial Services	DD	£322.81	Photocopier Lease
23/01/2020	Three.co.uk	DD	£23.00	Officer Mobile
24/01/2020	HMRC	BACS	£1,668.85	Tax and Ni
24/01/2020	Staff Salaries	BACS	£5,513.04	Staff Salaries
24/01/2020	Hardy Music Services	4890	£319.00	Mr Swing's Orchestra VE Day May 2020 Deposit
31/01/2020	Kingston Communications	DD	£84.01	Office Telephone
31/01/2020	Kingston Communications	DD	£54.00	Internet - Lightstream
31/01/2020	Beercock Wiles	SO	£80.00	Garage rental 12 Well Lane
Field to Table Account				
24/01/2020	Beverley Town Council Operational Current Account	TRAN S	£5,762.71	Salaries for Food Festival (£4513) , Salaries for Christmas Festival of Food & Drink (£1161) and items paid for the festivals by debit card (£55 - accommodation for entertainer for Food Festival and petty cash (£33.71 for Food Festival pantry)

February payments				
03/02/2020	Geoff Simpson Holdings	SO	£420.00	Unit 2 Oldbeck Park accommodation
03/02/2020	Npower	DD	£1.01	CCTV Camera 1 Wednesday Market (closure of old Npower billing system)
05/02/2020	Supplies	BACS	£87.72	A4 paper/stationery
05/02/2020	Public Sector Audit	BACS	£540.75	Interim internal audit fee
05/02/2020	All Occasions	BACS	£612.00	Pre-used pedestrian barriers

05/02/2020	ERNLLCA	BACS	£540.00	4 Councillors and 1 Officer - Being a Good Employer Day
05/02/2020	Countrywise Water Cooler	BACS	£25.09	January water cooler hire and water
05/02/2020	Rialtas Business Solutions	BACS	£454.80	Annual software support for financial package (RBS)
05/02/2020	East Riding Pension Fund	BACS	£1,439.05	October Pension contributions
05/02/2020	East Riding Pension Fund	BACS	£1,690.96	November Pension contributions
05/02/2020	East Riding Pension Fund	BACS	£1,157.99	December Pension contributions
05/02/2020	East Riding Pension Fund	BACS	£1,402.29	January Pension contributions
05/02/2020	Officer's expenses	BACS	£71.87	Parcel tapes, double sided tape, replacement padlock keys for Queensgate allotments and fuel for hire vans
05/02/2020	ERYC	BACS	£474.00	Data Protection SLA from January 2020/2021
05/02/2020	Allotment Holder	Chq	£25.00	Bond Refund
Christmas Lights				
11/02/2020	Christmas plus Limited	BACS	£621.00	15 multicoloured light strings and 2 transformers

Proposed: Cllr T. Astell

Seconded: Cllr D. Healy

Resolved: That the payments be approved, in the knowledge that the Payroll issues will be resolved and Assure (Food Festival security) invoices will be chased up.

58/19: To review and approve the bank balances

Bank Balances at 20/01/2020 for Policy on 10/02/2020		
ACCOUNT NAME	NOTES	AMOUNT
Current Account	Operational Beverley Town Council account	£681,146.27
Field to Table	Earmarked for Food Festivals only	£38,244.86
Youth Town Council Account		£500.67
Skatepark Buddies Account	Skatepark Inspection £80 and Rental £75 to be paid	£145.59
Christmas Lights Account	Earmarked for Christmas Lights purchases only	£7,096.97
Instant Access Deposit Account	Earmarked reserves	£25,440.23
Events Account	Earmarked for events	£20,251.25
Mayor of Beverley		£ 785.44
Mayor of Beverley Charity Account	Raised £5445.15 but these funds have been paid to East Riding Food Bank, Beverley Cherry Tree Association and Dementia Friendly East Yorkshire as the funds have been raised	£ -
Beverley Building Postal Business Account	Earmarked reserves for property	£83,579.31
Beverley in Bloom Account	Earmarked for Beverley in Bloom expenses	£949.02
Petty Cash		£22.74
Business Term Deposit 421482	Account Closed and re-opened at Beverley Building Society Postal Business Account	£ -

Proposed: Cllr P. Astell

Seconded: Cllr M. Pinder

Resolved: To move the £145.59 from the Skatepark Buddies Account into the Current Account, allocated it to Town Maintenance and then close the Skatepark Buddies Account.

Proposed: Cllr T. Astell

Seconded: Cllr C. Hopkins

Resolved: That the review of bank balances be approved.

59/19: To consider the income and expenditure report

Beverley Town Council 2019/2020 2019 20									
Detailed Income & Expenditure by Budget Heading 31/01/2020 Cost Centre Report									
Code			Current Month	Year to Date	Annual Budget		Funds Available	% Spent	Officer Comments
101	Staff Costs								
4000	Salaries		(4,800)	56451	67643	11192	11192	83.5%	
4001	Employers National Insurance		542	4812	10300	5488	5488	46.7%	
4002	Employers Pension		0	6852	15900	9048	9048	43.1%	<i>Payroll Company computer error where SAGE has not recognised the local government pension, SAGE has calculated pensions on auto enrolment. New payroll provider is sorting this by the end of February. East Riding Pension are aware of the situation. Reported to Internal Auditor in January 2020 on interim auc.</i>
4005	Staff Contingency		5766	5766	7000	1234	1234	82.4%	
4025	Officer Training/Conference		0	924	1500	576	576	61.6%	
4030	Travel		0	(477)	1000	1477	1477	(47.7%)	
		Staff Costs :- Indirect Expenditure	1508	74329	103343	29014	29014	71.9%	
		Net Expenditure	(1,508)	(74,329)	(103,343)	(29,014)			
102	Administration								
4130	Insurance		0	5092	5000	(92)	(92)	101.8%	
4400	Stationery		0	891	1250	359	359	71.2%	
4405	Photocopier		512	3570	4200	630	630	85.0%	

4420	Newsletter/Community Liaison		0	95	500	405	405	19.1%	
4440	Telephone		70	753	1500	747	747	50.2%	
4442	Internet Access		45	543	500	(43)	(43)	108.5%	<i>Over budget due to installation of lightstream - enhanced internet capabilities</i>
4443	Staff Mobiles		39	206	400	194	194	51.4%	
4455	Postage		0	(203)	1500	1703	1703	(13.6%)	<i>Stamps to be purchased</i>
4460	Publications/Subscriptions		55	2172	2800	628	628	77.6%	
4481	IT Costs		3	(2,431)	8000	10431	10431	(30.4%)	<i>Will be spent with installation of IT infrastructure</i>
4490	Website		0	120	120	0	0	100.0%	
4580	Audit Fees		0	(921)	2500	3421	3421	(36.8%)	<i>To be spent on internal and external audits</i>
4581	Bank Charges		0	40	0	(40)	(40)	0.0%	
4582	Payroll Processing Fees		0	210	550	340	340	38.2%	
		Administration :- Indirect Expenditure	724	10136	28820	18684	18684	35.2%	
		Net Expenditure	(724)	(10,136)	(28,820)	(18,684)			
6000		less Transfer to EMR	0	340000					
		Movement to/(from) Gen Reserve	(724)	(350,136)					
105	Accommodation								
4100	Rent		0	10500	14000	3500	3500	75.0%	<i>Rent to be paid at end of March</i>
4102	BACH		4500	19845	0	(19,845)	(19,845)	0.0%	
4105	Room Hire		0	(575)	650	1225	1225	(88.5%)	<i>Money set aside for holding Full Council meetings at alternative locations. However Full Council resolved to remain at 12 Well Lane for Full</i>

									<i>Council Meetings other than civic occasions (e.g. Mayor Making), community consultations, (the town meeting etc)</i>
4110	Rates		503	5071	5000	(71)	(71)	101.4%	
4120	Utilities/Maintenance		131	2821	4000	1179	1179	70.5%	<i>March utility bills awaited</i>
4175	Alarm Maintenance		0	(938)	1000	1938	1938	(93.8%)	<i>Alarm for Unit 2 to be considered</i>
4180	Handyperson Accom./Storage		590	4624	5200	576	576	88.9%	
		Accommodation :- Indirect Expenditure	5724	41348	29850	(11,498)	(11,498)	138.5%	
		Net Expenditure	(5,724)	(41,348)	(29,850)	11498			
110	Civic and Democratic								
1236	Income Civic		132	1157	0	(1,157)		0.0%	<i>Income from Civic Dinner payments from former Mayor</i>
1240	Income Christmas Food & Drink		0	3848	0	(3,848)		0.0%	
		Civic and Democratic :- Income	132	5005	0	(5,005)			
4010	Mace Bearer		0	1000	1000	0	0	100.0%	
4026	Councillor Training/Conference		448	1544	2000	456	456	77.2%	
4090	Twinning/Travel/Hospitality		0	1934	2000	66	66	96.7%	
4500	Mayoral Allowance		0	1500	1500	0	0	100.0%	
4505	Deputy Mayor Expenses		0	76	200	124	124	38.0%	
4510	Members Allowances		0	1300	3500	2200	2200	37.1%	<i>Not all members chose to claim their optional allowance</i>
4511	Councillors Travel		0	351	1500	1149	1149	23.4%	
4520	Robes Maintenance		0	(284)	300	584	584	(94.7%)	<i>Robes to be cleaned at end of Mayoral year</i>

4530	Civic Budget		0	849	4000	3151	3151	21.2%	<i>Current Mayor to hold civic dinner, service and have photograph</i>
4534	Pensioners Lunches		0	0	1000	1000	1000	0.0%	<i>To be incorporated into VE Day 75</i>
4535	Election Provision		0	0	4000	4000	4000	0.0%	<i>Election bills are awaited</i>
		Civic and Democratic :- Indirect Expenditure	448	8269	21000	12731	12731	39.4%	
		Net Income over Expenditure	(316)	(3,264)	(21,000)	(17,736)			
115	Grants								
4605	Local Food Co expenditure		0	0	0	(0)	(0)	0.0%	
4800	Beverley FM		0	1200	1200	0	0	100.0%	
4805	Cherry Tree		0	5000	5000	0	0	100.0%	
4810	Large Grants Fund		(1,152)	3150	10000	6850	6850	31.5%	<i>Grant Meeting in early March at which funds will be distributed</i>
4811	Income Grant		0	(1,500)	0	1500	1500	0.0%	<i>Returned grant due not being able to fulfil terms of the Town Council grant scheme</i>
4815	Youth Town Council		0	1340	0	(1,340)	(1,340)	0.0%	<i>Youth Coalition moneys raised by former Mayor now transferred to ERVAS for the Youth Festival</i>
4835	Section 137		1152	1152	0	(1,152)	(1,152)	0.0%	<i>Grant to Kings Church to run Swinemoor Youth Project for 3 terms - Section 137(1) of the 1972 Act</i>

									permits each Community or Town Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Community and Town Councils are also permitted under section 137(3) to incur expenditure for certain charitable and other purposes.
		Grants :- Indirect Expenditure	0	10342	16200	5858	5858	63.8%	
		Net Expenditure	0	(10,342)	(16,200)	(5,858)			
201	Town Maintenance								
1245	Income Hanging Baskets		0	3660	0	(3,660)		0.0%	To be read in conjunction with Town Council plants
1246	Income Para Cylce Event		0	500	0	(500)		0.0%	Grant from ERYC
1252	Income Town Maintenance		0	510	0	(510)		0.0%	Bev Allot Society rental income for allotment shop

1255	Income Tidy Grant		0	3000	0	(3,000)		0.0%	Grant from ERYC
		Town Maintenance :- Income	0	7670	0	(7,670)			
4236	Expenditure Para Cycling		0	648	0	(648)	(648)	0.0%	Grant from ERYC
		Town Maintenance :- Direct Expenditure	0	648	0	(648)	(648)		
4181	Fuel (Van/Equipment)		0	515	0	(515)	(515)	0.0%	
4230	Skatepark		0	73	2500	2427	2427	2.9%	
4231	Expenditure Hanging Baskets		0	5424	0	(5,424)	(5,424)	0.0%	Plantscape Contract for hanging baskets
4232	Tidy Grant Expenditure		0	89	0	(89)	(89)	0.0%	Grant from ERYC
4245	Town Council Plants		0	777	1000	223	223	77.7%	
4260	Equipment		0	279	0	(279)	(279)	0.0%	
4270	Salt/Litter Bins		0	(1,321)	2500	3821	3821	(52.8%)	Litter bin invoices awaited
4285	External contractors		0	2488	3000	512	512	82.9%	Grass Cutting and cleaning
4290	Maintenance		0	57	3000	2943	2943	1.9%	
4300	Transport		61	1067	4000	2933	2933	26.7%	
4301	Replacement Van		0	0	2000	2000	2000	0.0%	Van to be purchased
4650	Streetlighting SLA		0	16151	18000	1849	1849	89.7%	
4651	Streetlighting Improvements		0	0	4000	4000	4000	0.0%	
4660	CCTV Town		57	6907	8200	1293	1293	84.2%	
4661	CCTV Cherry Tree		0	0	21000	21000	21000	0.0%	Invoice awaited
		Town Maintenance :- Indirect Expenditure	118	32507	69200	36693	36693	47.0%	
		Net Income over Expenditure	(118)	(25,485)	(69,200)	(43,715)			
205	Town Events								
1230	Income Food Festival		0	19330	0	(19,330)		0.0%	
1248	Income Pancake Race		0	500	0	(500)		0.0%	

		Town Events :- Income	0	19830	0	(19,830)			
4600	Food Festival		4513	15935	3000	(12,935)	(12,935)	531.2%	<i>Invoice awaited but have been requested numerous times from Assure Security</i>
4602	Christmas Festival of Food & Drink		1161	1640	0	(1,640)	(1,640)	0.0%	<i>Invoice awaited but have been requested numerous times from Assure Security. On receipt of invoice, profit to be split with Beverley Minster</i>
4610	Beverley Event - WW1		0	0	2000	2000	2000	0.0%	
4620	Beverley Bonfire		1800	1800	1800	0	0	100.0%	
4640	Christmas Lighting Capital		(90)	9256	11000	1744	1744	84.1%	
4645	Brighter Beverley		0	194	1000	806	806	19.4%	
4647	Beverley in Bloom		0	2997	5000	2003	2003	59.9%	
		Town Events :- Indirect Expenditure	7384	31823	23800	(8,023)	(8,023)	133.7%	
		Net Income over Expenditure	(7,384)	(11,993)	(23,800)	(11,807)			
6000		less Transfer to EMR	0	20589					
		Movement to/(from) Gen Reserve	(7,384)	(32,582)					
210	Allotments								
1080	Income Allotments		40	7126	0	(7,126)		0.0%	
		Allotments :- Income	40	7126	0	(7,126)			
4200	Allotments- Upkeep		0	1592	2000	408	408	79.6%	
4201	Allotments - Rental Cost		0	0	1200	1200	1200	0.0%	
4202	Allotments - Rental Cost Laig		0	188	193	5	5	97.4%	

4205	Waterpipe/maint. at Sparkmill		0	(500)	500	1000	1000	(100.0%)
4273	Skip Hire		0	197	0	(197)	(197)	0.0%
		Allotments :- Indirect Expenditure	0	1477	3893	2416	2416	38.0%
		Net Income over Expenditure	40	5649	(3,893)	(9,542)		
300	Income							
1470	Income Photocopying		0	160	0	(160)		0.0%
1820	Income Beverley TC		0	1340	0	(1,340)		0.0%
1870	Interest Received		13	599	0	(599)		0.0%
1900	Precept		0	296106	0	(296,106)		0.0%
		Income :- Income	13	298205	0	(298,205)		
		Net Income	13	298205	0	(298,205)		
		Grand Totals:- Income	185	337836	0	(337,836)		0.0%
		Expenditure	15907	210880	296106	85226	85226	71.2%
		Net Income over Expenditure	(15,722)	126956	(296,106)	(423,062)		
		less Transfer to EMR	0	360589				
		Movement to/(from) Gen Reserve	(15,722)	(233,632)				

Proposed: Cllr P. Astell

Seconded: Cllr C. Hopkins

Resolved: To defer approval until the next meeting, when the formatting will be revised via the upgraded RBS system.

60/19: To consider end of year spend and virement of remaining monies.

Proposed: Cllr C. Hopkins

Seconded: Cllr T. Astell

Resolved: That Councillors consider potential virement of funds and to bring suggestions to the next Policy meeting.

61/19: Beverley Food Festival

a) To consider the cost of Food Festival stalls.

Proposed: Cllr C. Hopkins

Seconded: Cllr T. Astell

Resolved: That the Town Clerk researches comparative Food Festival prices to assist Councillors in deciding stall prices for the 2020 event, whilst also taking into consideration current financial uncertainties.

b) To consider promotion of environmental sustainability issues and education at the festival.

Proposed: Cllr T. Astell

Seconded: Cllr D. Healy

Resolved: That the Town Clerk arranges a working group meeting, at which Councillors and Officers will discuss ideas for the 2020 Food Festival, including how best to raise awareness of environmental sustainability and promote alternative diets, such as vegetarianism and veganism.

62/19: To consider the scoping document for a new Town Council Website

Resolved: That the responses from companies be considered at the next meeting of Full Council, at which point Councillors will aim to choose a successful applicant to commission to produce a new website for the Town Council.

63/19: Investment Policy

Proposed: Cllr M. Pinder

Seconded: Cllr C. Hopkins

Resolved: That in light of the forthcoming meeting with CCLA, the Council should defer approval of the Investment Policy in case the meeting positively influences its contents.

64/19: RBS Update

Resolved: That the Town Clerk continues to lead Officer training on the updated RBS software.

65/19: Audit Code of Practice

Resolved: That Councillors will read the new Audit Code of Practice, it will be adhered to and referenced as appropriate.

Cllr M. Pinder raised a question, which was not an agenda item, regarding the contracting of Audit Yorkshire to carry out a commissioned audit of Beverley Town Council. Cllr D. Healy responded to say that he was liaising with the company. The Clerk pointed out that this was not on the agenda and not appropriate to debate as this was a Personnel Committee matter.

The meeting closed at 8.28pm

Signed: _____

RUD Tamm

Dated: _____

24th February 2020