

**BEVERLEY TOWN COUNCIL**  
**POLICY COMMITTEE MEETING**

**30<sup>th</sup> April 2018**  
**at 12 Well Lane, Beverley at 6.30pm.**

**Present:** Councillors Willis (ex-officio), P Astell, R Begnett, D Jack (Chair) and P McGrath.

**In attendance:** Helen Watson (Town Clerk)

**146 To receive apologies for absence**

Apologies were received from Councillors B Cooper, D Elvidge, and B Pearson.

**147 (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 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.

**148 The Town Clerk to update:**

**(a) The new electricity Contract**

The Town Clerk, Helen Watson reported that the electricity contract had remained with the existing contractor due to best price and service offered.

**(b) Tour de Yorkshire**

The Town Clerk, Helen Watson reported that she and some volunteers from the Chamber of Trade, Bloom members, Hull Masons, BTC staff and some Councillors would be decorating the town as requested by ERYC on Tuesday 1<sup>st</sup> May with wooden and real cycles, banners, yellow and blue bunting and signage, cycle shirt and art. She reported that the Beverley Fire Crew would erect bunting and flags in the Market Place. The bunting, signage and banners were all locally sourced which costs were within budget.

**(c) Britain in Bloom**

The Town Clerk, Helen Watson reported on the present situation with the Britain in Bloom project. She explained that there are numerous projects running at present and that the portfolio and route all need completing by the end of June. Judging will take place in August and has yet to be confirmed.

**(d) Community Herb Allotment**

The Town Clerk, Helen Watson updated members on the community medi-herb plot at Queensgate allotments. She informed members that it had not been successful in its grant application to RHS and was in need of some finance to help establish the group and the garden. Members discussed this and agreed to recommend that £1,000 be put to this project from reserves to establish the initial community plot and planting.

**Recommended** – Members requested that this go to Full Council for a spend of £1,000 towards this project from reserves to establish the initial community plot and planting.

**(e) The purchase of a new boiler for 12 Well Lane**

The Town Clerk, Helen Watson reported on quotes received for boilers as the present boiler is broken and beyond repair, as it is the responsibility of the BTC to repair and replace. Cllr McGrath volunteered to read the lease contract to see if BTC were liable for this charge. The Town Clerk stated that the replacement is needed as soon as possible for hot water. Members stated that it was acceptable to leave this matter with the Town Clerk to attend to as required.

**Recommended** – Town Clerk to take appropriate action regarding a new boiler.

**149 To inform Councillors the NJC Pay Scales have increased between 2% and 9% dependent on scale point**

The Town Clerk updated members on the new pay scales accepted by NJC beginning on 1<sup>st</sup> April 2018.

**Resolved** - Councillors noted the statutory contractual NJC Pay Scales have increased between 2% and 9% dependent on scale point which came into effect on 1<sup>st</sup> April 2018.

**150 To receive a report on the bank balances of the Beverley Town Council**

The Town Clerk reported on the bank balances as follows

Current account	£ 545,765.38	
Deposit Account	£ 25,361.75	
Events Account	£ 20,251.25	
Beverley in Bloom Account	£ 1,654.43	
Field to Table	£ 24,520.89	
Youth Town Council Account	£ 500.67	
Skatepark Account	£ 457.59	
Christmas Lights Account	£ 3,958.54	
Petty Cash	£ 51.00	
Business Term Deposit 421482	£ 81,843.48	
Mayor of Beverley	£ 541.00	
Mayor of Beverley Charity Account	£ 4,893.27	£1340 allocated to Youth Coalition

**Resolved** – The Bank balances were noted. Members noted the petty cash and income and expenditure sheets received.

**151 To approve the attached payments made and to be made between**

<b>Current</b>				
Date Paid	Payee Name	Ref	Amount Paid	Transaction Detail
22/01/2018	N Power	DD	£ 37.41	CCTV Town
22/01/2018	Siemens	DD	£ 286.05	Lease photocopier
23/01/2018	Three.co.uk	DD	£ 23.00	Staff Mobile

23/01/2018	East Riding Pension	BACS	£ 1,755.84	Pension Contributions
23/01/2018	N Power	BACS	£ 77.96	CCTV Town
23/01/2018	HMRC	BACS	£ 1,305.23	Tax and Ni
29/01/2018	W Vieten	4833	£ 25.00	Allotment Bond Refund
31/01/2018	CBA Sadofskys	DD	£ 37.44	Payroll fees
31/01/2018	Kingston Communications	DD	£ 121.58	Telephone
31/01/2018	Staff Salaries	BACS	£ 3,964.37	Staff Salaries
01/02/2018	Beercock Wiles	DD	£ 80.00	Rent - Garage
01/02/2018	Yorkshire Bank	DD	£ 10.00	Bank Charges (refunded)
01/02/2018	Geoff Simpson Holdings	DD	£ 420.00	Unit 2 rent
01/02/2018	East riding Pension	BACS	£ 1,755.64	Pension Contributions
08/02/2018	Kingston Reprographics Ltd	DD	£ 202.33	Photocopier
09/02/2018	Amazon	DEBIT CARD	£ 37.95	Pancake Race
12/02/2018	East Riding Engraving	DEBIT CARD	£ 92.00	Medals - Pancake Race
12/02/2018	Petty Cash	Cash	£ 40.00	Cash
12/02/2018	Petty Cash	Cash	£ 100.00	Cash
14/02/2018	Murco Petrol Station	DD	£ 17.86	Fuel
15/02/2018	Kingston Communications	DD	£ 30.00	Internet Access
15/02/2018	Kingston Communications	DD	£ 30.00	CCTV Town
16/02/2018	Googlemail	DD	£ 1.59	Storage email
27/02/2018	Royal Horticultural Society	BACS	£ 50.00	Britain in Bloom tickets
27/02/2018	National Allotment Society	BACS	£ 66.00	Membership
27/02/2018	Play Inspection Company Ltd	BACS	£ 78.00	Skatepark Inspection
27/02/2018	Jewson	BACS	£ 20.03	Cuprinol
27/02/2018	John Moore Security Limited	BACS	£ 262.80	New CCTV monitor for office
27/02/2018	N Power	BACS	£ 77.96	CCTV town
27/02/2018	HMRC	BACS	£ 1,148.47	Tax and NI
27/02/2018	East Riding Pension	BACS	£ 1,597.19	Pension Contributions
27/02/2018	Countrywise Water Coolers Ltd	BACS	£ 14.14	Water Cooler
27/02/2018	RBS Software Solutions	BACS	£ 432.00	Finance Software update
27/02/2018	Salaries	BACS	£ 4,149.40	Staff Salaries
27/02/2018	East Riding Council	BACS	£ 452.59	Litter Bin installation
27/02/2018	Dr Waddington	BACS	£ 142.48	Travel for Britain in Bloom
27/02/2018	Henley's Nurseries	BACS	£ 508.12	Trees for Tesco Plot
01/03/2018	Beercock Wiles Wick	SO	£ 80.00	Rent for Garage
01/03/2018	Geoff Simpson Holdings	SO	£ 420.00	Rent - Unit 2
01/03/2018	Googlemail	DEBIT CARD	£ 1.59	Email storage
01/03/2018	Three.co.uk	DD	£ 23.00	Staff Mobile
01/03/2018	Information Commission	DD	£ 35.00	Data Protection Fee
01/03/2018	Bank Charge	DD	£ 10.00	Bank Charge (refunded)
01/03/2018	CBA Sadofskys	DD	£ 37.44	Payroll fees

01/03/2018	White Rabbit Chocolatiers	DEBIT CARD	£ 10.25	Civic Gift
02/03/2018	N Power	DD	£ 57.74	CCTV town
03/03/2018	N Power	DD	£ 96.72	Office electricity
06/03/2018	N Power	DD	£ 36.69	CCTV Town
07/03/2018	Post Office	DD	£ 1.74	Postage
07/03/2018	Amazon	DEBIT CARD	£ 1.79	Wrist Bands - Youth Coalition
08/03/2018	Amazon	DEBIT CARD	£ 26.73	Cones - youth coalition
08/03/2018	Liners Bags & Sacks	DEBIT CARD	£ 85.14	Strong Bags for handyman
08/03/2018	N Power	DDD	£ 174.31	Office electricity
08/03/2018	Amazon	DEBIT CARD	£ 401.99	Cycle lights - youth coalition
08/03/2018	Amazon	BACS	£ 7.32	Stationery
08/03/2018	Amazon	DEBIT CARD	£ 24.09	Stationery
12/03/2018	Yorshire Water	DD	£ 51.07	Office water
13/03/2018	Let Loose	DEBIT CARD	£ 200.00	Venue hire - youth coalition
13/03/2018	Aamazon	DEBIT CARD	£ 39.00	Cups/Straws Youth Coalition
13/03/2018	Silent Disco	DEBIT CARD	£ 162.00	Disco hire - youth coalition
14/03/2018	Post Office	DEBIT CARD	£ 402.20	Postage
14/03/2018	Let Loose	DEBIT CARD	£ 300.00	Venue hire - youth coalition
15/03/2018	Let Loose	DEBIT CARD	£ 500.00	Venue hire - youth coalition
15/03/2018	Googlemail	DEBIT CARD	£ 1.59	Email storage
15/03/2018	Kingston Communications	DD	£ 30.00	Internet Access
15/03/2018	Kingston Communications	DD	£ 30.00	CCTV Town
15/03/2018	Murco Petrol Station	DD	£ 17.86	Fuel
15/03/2018	Yorkshire Water	DD	£ 20.99	Sparkmill allotment water
19/03/2018	East Riding Pension	BACS	£ 1,768.10	Pension contributions
19/03/2018	HMRC	BACS	£ 1,500.30	Tax and NI
19/03/2018	Saxon Computing	BACS	£ 54.00	Computer repair
19/03/2018	Hallgate Landscapes	BACS	£ 780.00	Clearance work for Tesco site (to be refunded when final apyment of grant received)
19/03/2018	East Riding Council	BACS	£ 116.40	Stationery
19/03/2018	Yorkshire Tree & Landscape	BACS	£ 450.00	Tree removal on Sparkmill
19/03/2018	East Riding Engraving	BACS	£ 18.00	Medals/Ribbons Pancake Race
19/03/2018	Countrywise Water Coolers Ltd	BACS	£ 14.14	Water Cooler
20/03/2018	HMRC	BACS	£ 459.75	Tax and Ni

20/03/2018	Kleen n Seal	BACS	£ 1,200.00	Racking for Unit 2
20/03/2018	Yorkshire Water	BACS	£ 43.25	Water - Queensgate
20/03/2018	D H Fletcher	BACS	£ 485.00	Insurance 12 Well Lane
20/03/2018	East Riding Pension	BACS	£ 1,277.08	Pension Contributions
20/03/2018	East Riding Council	BACS	£ 528.00	Grit Bin refill
20/03/2018	Armstrongs	BACS	£ 486.00	Pensioner Lunches
20/03/2018	Mayor Charity Account	BACS	£ 80.00	Entertainment Pensioner Lunches
20/03/2018	Clive Waddington	BACS	£ 161.29	Expenses for seeds, compost, plants for Bloom
20/03/2018	Yorkshire Water	DD	£ 43.52	Allotment water
22/03/2018	Googlemail	DEBIT CARD	£ 1.59	Email storage
23/03/2018	Three.co.uk	DD	£ 23.40	Staff Mobile
25/03/2018	D H Fletcher	DD	£ 3,500.00	Rent
26/03/2018	John Cossham	4834	£ 130.00	Entertainment - Youth Coalition
26/03/2018	2 Chefs	4835	£ 300.00	Free Burger/Sausage - Youth Coalition
26/03/2018	Funbounce Lincs	4836	£ 385.00	Equipment Hire - Youth Coalition
26/03/2018	St John Ambulance	4837	£ 165.60	First Aid cover - Youth Coalition
26/03/2018	J Horrocks	4838	£ 25.00	Allotment Bond Refund
26/03/2018	Bounce About	4839	£ 400.00	Equipment Hire - Youth Coalition
26/03/2018	ERNLLCA	BACS	£ 90.00	2 councillors training
26/03/2018	ERNLLCA	BACS`	£ 45.00	Officer training
26/03/2018	Salaries	BACS	£ 4,327.36	Staff Salaries
26/03/2018	SLCC	BACS	£ 40.00	Officer training
26/03/2018	Carol Oliver	BACS	£ 28.00	Officer Travel to training
26/03/2018	Post Office	DEBIT CARD	£ 567.00	Postage
26/03/2018	Bank	DIRECT DEB	£ 10.00	Bank Charge (refunded)
28/03/2018	Crazy Domains	DEBIT CARD	£ 9.90	Website domain
31/03/2018	CBA Sadofskys	DD	£ 37.44	Payroll
31/03/2018	Kingston Communications	DD	£ 123.82	Telephone
31/03/2018	SSAFA	BACS	£ 1,000.00	Flower Festival Funding
31/03/2018	Beverley in Bloom Account	VAT	£ 285.73	VAT refund
31/03/2018	Christmas Lights Account	VAT	£ 2,237.28	VAT refund
31/03/2018	Field to Table	VAT	£ 1,280.24	VAT refund
31/03/2018	East Riding Council	BACS	£ 181.95	Stationery
31/03/2018	Jewson	BACS	£ 43.02	Crusher
31/03/2018	Countrywise Water Coolers Ltd	BACS	£ 14.14	Water Cooler
31/03/2018	Mascots	BACS	£ 25.20	Hire
31/03/2018	Fire Protection Supplies	BACS	£ 36.00	Fire Protection Supplies - Youth Coalition
31/03/2018	Traditional Marquee	BACS	£ 550.00	Marquee hire - Youth Coalition
31/03/2018	Molescroft Parish Council	4840	£ 56.00	Venue hire - youth coalition

31/03/2018	PPL PRS Licence	4841	£ 99.32	Music Licence youth coalition
31/03/2018	Beverley Male Voice Choir	4842	£ 650.00	Beverley Male Voice Choir grant
31/03/2018	Beverley Puppet Fest	4843	£ 3,000.00	Beverley Puppet Fest grant
31/03/2018	Bev & Dis talking Newspaper	4844	£ 870.00	Bev & Dis talking Newspaper grant
31/03/2018	Beverley Blues	4845	£ 500.00	Beverley Blues grant
31/03/2018	Toll Gavel United Church	4846	£ 2,000.00	Toll Gavel United Church grant
31/03/2018	Beverley Folk Festival	4847	£ 1,000.00	Beverley Folk Festival grant (HELD BACK IN VIEW OF ANNOUNCEMENT)
31/03/2018	Kings Church Beverley	4848	£ 1,250.00	Kings Church Beverley grant
31/03/2018	Track Fitness Boxing Club	4849	£ 1,500.00	Track Fitness Boxing Club grant
31/03/2018	East Riding Pension	BACS	£ 0.20	Underpayment of January pension
	<b>Total</b>		<b>£ 58,989.70</b>	
<b>Field to Table</b>				
31/03/2018	East Riding Council	BACS	£ 144.00	Banner Erection for Christmas Festival of Food & Drink
	<b>Total</b>		<b>£ 144.00</b>	
<b>Lights</b>				
23/01/2018	Titan Containers	BACS	£ 47.99	January container hire
27/02/2018	Titan Containers	BACS	£ 43.34	February Container Hire
20/03/2018	East Riding Council	BACS	£ 4,710.80	Christmas Lights erection
20/03/2018	Titan Containers	BACS	£ 47.99	March hire
	<b>Total</b>		<b>£ 4,850.12</b>	
<b>April Payments</b>				
01/04/2018	Geoff Simpson Holdings	DD	£ 420.00	Rent for Unit 2
01/04/2018	Beercocks	DD	£ 80.00	Well Lane Garage Rent
05/04/2018	East Riding of Yorkshire Council	DD	£ 492.00	Rates for office
09/04/2018	Npower	DD	£ 40.85	Saturday Market CCTV
10/04/2018	East Riding of Yorkshire Council	BACS	£ 183.00	Keldgate/Lairgate allotments annual rent
10/04/2018	East Riding of Yorkshire Council	BACS	£ 305.76	Disposal of Commerical Waste - annual fee
10/04/2018	ERNLLCA	BACS	£ 1,730.18	Annual Membership for 2018 19
10/04/2018	Pear Technology	BACS	£ 240.00	Annual Subscription for 2018 19
10/04/2018	Beverley Consolidated Charity	BACS	£ 600.00	Queensgate allotment half yearly rental
10/04/2018	John Moore Security	BACS	£ 71.05	Annual service and maintenance charges
18/04/2018	Peter Nendick	BACS	£ 500.00	Macebearer
18/04/2018	Cherry Tree Centre	BACS	£ 2,500.00	Half Precept
18/04/2018	Beverley in Bloom	BACS	£ 1,500.00	Half Precept
18/04/2018	Christmas Lights	BACS	£ 5,000.00	Half Precept
18/04/2018	Beverley FM	BACS	£ 1,200.00	Precept - Beverley What's On
18/04/2018	Npower	BACS	£ 77.92	Toll Gavel/North Bar Camera CCTV

18/04/2018	East Riding of Yorkshire Council	BACS	£ 452.59	Supply of Litter bin and installation
18/04/2018	Beverley & Holderness Internal Drainage Board	BACS	£ 37.40	Agricultural rates for Sparkmill allotments
20/04/2018	Amazon	DEBIT CARD	£ 1.70	Cables Ties - maintenance
20/04/2018	Amazon	DEBIT CARD	£ 7.99	Poems First World War Book - Great War
21/04/2018	Trophy Store	DEBIT CARD	£ 22.99	Trophy NGS Day - Allotments
21/04/2018	Amazon	DEBIT CARD	£ 19.00	ID badges - Bloom
21/04/2018	Amazon	DEBIT CARD	£ 17.05	Lanyards - Bloom
21/04/2018	Amazon	DEBIT CARD	£ 10.98	Retractable Reel - Stationery
21/04/2018	Amazon	DEBIT CARD	£ 7.98	Words/Music - Great War
21/04/2018	Amazon	DEBIT CARD	£ 1.08	Cables Ties - maintenance
22/04/2018	Googlemail	DEBIT CARD	£ 1.59	Email Storage - computer
23/04/2018	Amazon	DEBIT CARD	£ 43.32	Yorkshire Flags- Tour de Yorkshire
23/04/2018	Amazon	DEBIT CARD	£ 70.19	Tour De Yorkshire
23/04/2018	Amazon	DEBIT CARD	£ 10.88	ID holders - Stationery
23/04/2018	Amazon	DEBIT CARD	£ 19.58	Tablecloths/Baking Cases - Great War
23/04/2018	Amazon	DEBIT CARD	£ 3.18	Great War Anthology - Great War
23/04/2018	Siemens	DEBIT CARD	£ 286.05	Photocopier Lease
24/04/2018	Clive Waddington	BACS	£ 85.00	High Viz Vests - Bloom
24/04/2018	NALC	BACS	£ 17.00	LCR renewal - publications/subscriptions
24/04/2018	Salaries	BACS	£ 4,044.71	Salaries
24/04/2018	HMRC	BACS	£ 1,387.81	Tax and NI
24/04/2018	East Riding Pension	BACS	£ 1,776.01	Pension contributions
24/04/2018	H Watson	BACS	£ 336.80	Travel to June 2017 to 2nd April 2018
24/04/2018	Cash	DEBIT CARD	£ 300.00	Petty Cash
24/04/2018	Amazon	DEBIT CARD	£ 8.39	Cable clips maintenance
24/04/2018	Amazon	DEBIT CARD	£ 97.96	White Flags - Tour de Yorkshire
24/04/2018	Amazon	DEBIT CARD	£ 57.98	Blue and Yellow Paint - Tour de Yorkshire

24/04/2018	Amazon	DEBIT CARD	£ 104.93	Blue and Yellow Rolls - Tour de Yorkshire
24/04/2018	Amazon	DEBIT CARD	£ 67.01	Memory Cards, Duck Tape, Coil, Gloves, Heat Gun, Heavy Duty cable ties
24/04/2018	Amazon	DEBIT CARD	£ 11.96	Cup Cake Pods - Great War
24/04/2018	Amazon	DEBIT CARD	£ 24.80	Yorkshire 100 year flags - Great War
24/04/2018	Amazon	DEBIT CARD	£ 10.50	Lest we forget flags - Great War
24/04/2018	Amazon	DEBIT CARD	£ 8.20	Muffin Cases Great War
24/04/2018	Amazon	DEBIT CARD	£ 8.39	Fixing Pegs - Tour de Yorkshire
24/04/2018	Amazon	DEBIT CARD	£ 39.50	Bunting - Tour de Yorkshire
24/04/2018	Amazon	DEBIT CARD	£ 4.21	Poetry of World War 1 - Great War
24/04/2018	Amazon	DEBIT CARD	£ 5.98	Flag Fixings - Tour De Yorkshire
24/04/2018	Amazon	DEBIT CARD	£ 7.95	Words and Music Centenary - Great War
27/04/2018	Npower	DD	£ 41.53	Camera Town Centre - CCTV
30/04/2018	KRL Group	DD	£ 238.04	Photocopier
<b>Lights</b>				
10/04/2018	Titan Containers	BACS	£ 47.99	April Hire

**Resolved** – Members approved the above listed payments and the payments to be made.

- (i) **To inform members that the Beverley Folk Festival company has entered into a creditors' voluntary liquidation as the company is insolvent**

The Town Clerk reported on the recent email from the former Beverley Folk Festival Company regarding their voluntary liquidation. Cllr Begnett reported that he had attended a meeting recently about improving the existing Folk Festival Fringe in the town and asked if the £1,000 from Grants, which had been allocated, but not paid out to the Folk Festival could be re-allocated to the new Fringe Festival. Members discussed this matter and recommended that it be put to Full Council for their agreement. Discussion took place on how payment could be made as there was not an official group. Members suggested that payment can be made by BTC for services up to £1,000.

**Recommendation** - That it be put to Full Council for their agreement to re-allocate the £1,000 grant fund for aspects of the Beverley Fringe Festival, with payment methods being discussed.

**Signed** .....

**Dated**.....



**Policy Committee 30<sup>th</sup> April 2018**

<b>Minute/Action</b>	<b>Person Responsible</b>	<b>Time to be reported back</b>
148(d) Community Herb Allotment	Town Clerk	Full Council
148 (e) New Boiler – 12 Well Lane	Town Clerk	Operational/Full Council
149 To inform Councillors the NJC Pay Scales have increased between 2% and 9% dependent on scale point from 1 <sup>st</sup> April 2018	Town Clerk	Operational/Full Council
151 Beverley Fringe Folk Fest	Town Clerk	Operational/Full Council