

BEVERLEY TOWN COUNCIL
POLICY COMMITTEE MEETING

2nd November 2015

Present: Councillors Begnett, G Cooper, Dodsworth, Elvidge, Jack, Peacock and Pearson (Chair).

In Attendance: Cllrs Aird and Astell

In Attendance: Helen Watson (Town Clerk), Carl Southgate and Kerri Temple

32. To receive apologies for absence

Apologies were received from Cllr McGrath

33. (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 received.

34. To receive Youth Report - Carl Southgate BTC Detached Youth Worker

Mr Southgate gave a brief overview on the present duties of the Beverley Town Council Detached Youth team and the support they give to young people with signposting, referrals and general advice. Members asked questions regarding the age group of the young people involved. Members discussed the new indoor skatepark provisions based at Tokenspire. Mr Southgate informed the committee that it was a fee paying skatepark, unlike the BTC skatepark, which is still popular with young people.

35. To update Cllrs on the electronic banking process

The Town Clerk informed members on the legal financial advice from ERNLLCA the regarding electronic banking system and financial regulations.

36. To update Cllrs on the information received from ERNLLCA regarding the role of Chairman – see circulated correspondence from ERNLLCA

The Town Clerk informed members on the legal advice received from ERNLLCA regarding the election and the role of Chair which had been circulated.

37. To receive update and evaluation on:

(a) The High Street Fund Wednesday Market Pilot Project – report circulated with the agenda

The Town Clerk updated members on the project end report of the pilot scheme for Wednesday Monthly Local Produce Market. The Town Clerk also updated members on the Wednesday Market license. Members discussed various aspects of the market, and possibilities of managing the market to abridge the town and the new Flemingate development. Members

requested the Town Clerk to contact ERYC to make enquires about the market and agreed that BTC may be able to manage the market licence if ERYC would not charge a fee for the license. If this was successful, members suggested that a working group should be formed to manage the project, which could involve various types of stalls not just local food.

Resolved – The Town Clerk to contact ERYC to request the Wednesday Market license at no cost to Beverley Town Council and report back.

(b) The Food Festival evaluation report and associated costs –report circulated with the agenda

The Town Clerk updated members on the Food Festival and some possibilities for change and improvement in the Food Festival Theatre for 2016. She also went on to explain that it was cost neutral and received some corporate sponsorship. Members thanked the Town Clerk, officers and volunteers involved in the event.

(c) The Agincourt 600th Anniversary 23rd -25th Oct - report circulated with agenda

The Town Clerk updated members on the recent Beverley Agincourt 600 weekend commemoration events and activities as detailed in the report. Full costs were also presented to Council. The Town Clerk also informed members that the Town Council were still awaiting funding news from the Agincourt 600 Committee in London regarding a funding application. Cllr Pearson informed members on the activities and publicity received. Members asked the Town Clerk to contact all the re-enactment groups, officers, schools, Beverley Racecourse, Premier Inn and churches involved. Members commented that the Banquet at Beverley Minster was excellent, the exhibition at St Marys was well attended and informative and the Guildhall was brought to life with a medieval activity day. A vote of thanks was given to the Town Clerk for the hard work involved in making this event successful in the short space in planning time.

38. To consider the process of planning one off or special events within Beverley Town Council

Discussion took place by members that any future new events would need working group to manage them, this may include members of the community or volunteers. Members also discussed the lead in time required to plan any such events.

39. To update Council that the Street Shrines cannot be farmed in location

The Town Clerk reported that the Street Shrines cannot be framed in location.

40. To receive a report on the bank balances of the Beverley Town Council

The Town Clerk reported on the bank balances were as follows:

Current account	£	508,874.46
Deposit account	£	25,321.17
Events Account	£	21,251.25
Beverley in Bloom Account	£	4,250.44
Field to Table	£	40,429.49
Youth Town Council Account	£	500.67
Skatepark Account	£	591.59
Christmas Lights Account	£	7,081.54

Petty Cash	£	437.39
Business Term Deposit 421482	£	79,758.40
Mayor of Beverley	£	392.90
Mayor of Beverley's Charity Account	£	1,897.09

Resolved – Members noted the bank balances.

41. To approve the attached payments to be made

Current				
Date Paid	Payee Name	Cheque Ref	Amount Paid	Transaction Detail
21/09/2015	Beverley Against Poverty	4688	£ 500.00	Grant
21/09/2015	Beverley Minster Choir	4689	£ 500.00	Grant
21/09/2015	East Riding Broadcasting Ltd	4690	£ 2,750.00	Grant
21/09/2015	Beverley Westwood Lions	4691	£ 1,230.00	Grant
21/09/2015	East Riding Council	4692	£ 300.00	5 Year Umbrella Licence fee to hold Events on East Riding of Yorkshire Council land
23/09/2015	Three.co.uk	DD	£ 33.34	Staff mobiles
24/09/2015	D H Fletcher	SO	£ 4,200.00	Office rent
29/09/2015	Amazon	DEBIT CARD	£ 2.48	German Flag
30/09/2015	CBA Sadofskys	DD	£ 37.44	Payroll
01/10/2015	Amazon	DEBIT CARD	£ 2.05	French Flag
01/10/2015	Kingston Communications	DD	£ 142.77	Office Telephone
01/10/2015	Post Office	DEBIT CARD	£ 170.82	Postage
01/10/2015	East Riding Council	4660	£ 360.00	Guildhall hire for Mayor Making/Hon Freemam
02/10/2015	Windmill Hotel	DEBIT CARD	£ 40.00	Accommodation for Food Festival Entertainer
04/10/2015	Waitrose	CASH	£ 85.76	Chef's pantry items for Food Festival
05/10/2015	East Riding Council	SO	£ 492.00	Office rates
06/10/2015	East Riding Council	DEBIT CARD	£ 21.00	Temporary Events licence for Agincourt
09/10/2015	Amazon	DEBIT CARD	£ 121.98	Storage Boxes for Food Festival Items
09/10/2015	Beverley 24 hour storage	SO	£ 240.00	Handyman storage
09/10/2015	Kingston Reprographics Ltd	DD	£ 258.02	Photocopier usage
12/10/2015	N Power	DD	£ 45.86	CCTV camera Wednesday Market
14/10/2015	Allstar Business	DD	£ 86.50	Fuel

15/10/2015	Amazon	DD	£ 19.98	Agincourt items for banquet
15/10/2015	Kingston Communications	DD	£ 30.00	CCTV town
15/10/2015	Kingston Communications	DD	£ 30.00	Internet Access
19/10/2015	N Power	DD	£ 47.13	CCTV town centre
19/10/2015	Simsons	DEBIT CARD	£ 124.90	2014/2015 Mayoral Photos
23/10/2015	Three.co.uk	DD	£ 33.34	Staff Mobiles
30/10/2015	Salaries	4693-4699	£ 6,583.29	Salaries
30/10/2015	East Riding Council	4700	£ 1,305.71	Pension contributions
30/10/2015	HMRC	4701	£ 1,940.06	Tax and Ni
30/10/2015	Saville Household	4702	£ 200.00	Agincourt reactors
30/10/2015	Knights of Skirbeck	4703	£ 750.00	Agincourt reactors
30/10/2015	York Waits	4704	£ 400.00	Agincourt reactors
30/10/2015	Written incorrectly	4705	£ -	Written incorrectly
30/10/2015	Knights of Skirbeck	4706	£ 250.00	Agincourt reactors
30/10/2015	Beverley Consolidated Charity	4707	£ 600.00	Second half of Queensgate allotment rent
30/10/2015	East Riding Council	4708	£ 252.75	Stationery
30/10/2015	PCC for Humberside	4709	£ 413.04	Broadband for Cherry Tree CCTV
30/10/2015	Society of Local Councils Clerk	4710	£ 405.00	Annual Membership Fee
30/10/2015	East Riding Council	4711	£ 7,560.00	60/40 split for CCTV
30/10/2015	PKF Littlejohn	4712	£ 960.00	External Audit Fee 2014/15
30/10/2015	Events Account	4713	£ 1,000.00	2nd half of precept
30/10/2015	Beverley in Bloom Account	4713	£ 1,000.00	2nd half of precept
30/10/2015	Christmas Lights Account	4714	£ 3,750.00	2nd half of precept
30/10/2015	Cherry Tree Association	4715	£ 2,630.00	Precept for service level agreement 2nd half and 6 months CCTV
30/10/2015	P Nendick	4716	£ 250.00	2nd half of payment
30/10/2015	P Nendick	4717	£ 81.12	Travel Expenses
30/10/2015	G Jack & Son	4718	£ 100.00	Agincourt banquet
30/10/2015	Countrywise Water Coolers Ltd	4719	£ 21.07	Water cooler hire
30/10/2015	ERNLLCA	4720	£ 102.00	Cllr attendance at Conference
30/10/2015	Mayor of Beverley	4721	£ 188.00	Civic Lunch - Yorkshire Day
30/10/2015	The RBL Poppy Appeal	4722	£ 37.00	Wreaths
30/10/2015	Jewson	4723	£ 89.46	Cable ties, evo stick and skeleton gun
30/10/2015	Written incorrectly	4724	£ -	Written incorrectly

30/10/2015	A R Fabb Bros Ltd	4725	£ 384.00	Mayor's Chain case repair
30/10/2015	East Riding Council	4726	£ 20,070.55	Street Lighting SLA
30/10/2015	N Power	4727	£ 34.29	CCTV North Bar
30/10/2015	A Willis	4728	£ 37.50	Training Travel
30/10/2015	The Grinnigogs	4729	£ 1,450.00	Agincourt entertainment
30/10/2015	Jewson	4730	£ 10.71	Knife and Blades
30/10/2015	Sent2print.co.uk	4731	£ 175.80	Agincourt banners
30/10/2015	M L Robinson	4732	£ 9.36	Officer travel for Food Festival
30/10/2015	Cresta Security Limited	4733	£ 480.96	Security for Food Festival
30/10/2015	East Riding Council	4734	£ 2,352.00	Food Festival stall erection fee and clean up after event
30/10/2015	AA Media Ltd	4735	£ 538.80	AA signs for Food Festival
30/10/2015	TRMG Ltd	4736	£ 300.00	Advertisement for Food Festival
30/10/2015	All Occasions	4737	£ 3,708.90	Marquee Hire for Food Festival
30/10/2015	Browns Leaflet Distribution	4738	£ 360.00	Food Festival leaflet distribution
30/10/2015	Sent2print.co.uk	4739	£ 310.80	Food Festival banners
30/10/2015	EYLFN	4740	£ 300.00	Kitchen Hire for Food Festival
30/10/2015	St Quintin's Creamery	4741	£ 14.96	Food Festival Chef's pantry
30/10/2015	East Riding Council	4742	£ 416.97	Flyers/Posters for Food Festival
30/10/2015	Yorkshire Water	4743	£ 38.69	Queensgate allotments water
30/10/2015	G Hyde	4744	£ 20.00	Food Festival musician
30/10/2015	B Williams	4755	£ 20.00	Food Festival musician
30/10/2015	P Stokes	4746	£ 20.00	Food Festival musician
30/10/2015	J Handley	4747	£ 30.00	Refund of electricity for Food Festival stall
30/10/2015	CH & MA Todd	4748	£ 220.00	Stall refunds for Food Festival and Christmas Food & Drink
30/10/2015	Blueberry Hill Preserves	4750	£ 30.00	Stall refund - Wednesday Market
30/10/2015	G Jack & Son	4751	£ 50.00	NGS day scones
30/10/2015	G Jack & Son	4751	£ 110.00	Stall refund for Food Festival
30/10/2015	Indicoll	4752	£ 144.00	Website hosting
30/10/2015	Esskays	4753	£ 60.00	Removal of lamp post flower pots and hanging baskets from Town Centre
31/10/2015	CBA Sadofskys	DD	£ 37.44	Payroll fees
30/10/2015	Countrywise Water Coolers Ltd	4754	£ 13.90	Water cooler hire

30/10/2015	Racecourse for Agincourt	4755	£ 594.00	Accommodation for renaactors
30/10/2015	Vanessa Delicatessen	4756	£ 420.00	Platters for Agincourt
30/10/2015	Supplies	4757	£ 44.16	Stationery
30/10/2015	P Astell	4758	£ 137.80	Travel Expenses
Events				
30/10/2015	Field to Table	344	£ 1,000.00	Sponsorship from ERYC paid to wrong account
Bloom				
30/10/2015	Cherry Tree Garden Centre	454	£ 94.99	Fluid/Compost/Plants
30/10/2015	St Mary's Church Hall	455	£ 44.05	Presentation Room Hire
30/10/2015	Current Account	456	£ 67.24	Plants/Compost/Trugs
30/10/2015	Current Account	457	£ 21.46	Rooting powder, Moss for Minster baskets and plants
Lights				
30/10/2015	Lite Solutions Ltd	173	£ 780.00	Snowflakes repair
30/10/2015	Titan Containers	174	£ 47.99	October container hire
30/10/2015	N Power	175	£ 69.30	Christmas light electricity for 2014/2015
30/10/2015	Titan Containers	176	£ 46.44	November container hire
30/10/2015	Festive Lighting	177	£ 4,854.00	Cone Tree (refunded by Fund Raising)

Resolved – Members approved the above listed payments. Members noted the petty cash and income and expenditure sheets received.

Signed

Date

Policy Committee 2.11.15 Action Plan

Minute/Action	Person Responsible	Time to be reported back
37a Highs Street Fund – ERYC Wednesday Market License	Town Clerk	Full Council