



BEVERLEY TOWN COUNCIL POLICY

**11th November 2019
6.30pm at 12 Well Lane Beverley**

Present: Cllrs S. Rance (Chair), M. Pinder (Vice-chair), D. Jack, D. Healy, C. Hopkins, D. Horsley

In attendance: Helen Watson (Town Clerk), Matthew Snowden (Deputy Town Clerk)
2 members of the public, 1 member of the local media.

22/19: To receive and accept apologies for absence

Apologies were received from Cllrs T Astell and L. Johnson.

23/19: (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.

24/19: To approve the minutes from the previous meeting on 14th October 2019.

It was noted that some of the items listed as payments in item 21/19 were duplicated in error.

Proposal: That the minutes be approved with the amendment that the duplicated payments be deleted.

Proposed: Cllr M. Pinder **Seconded:** Cllr S. Rance

Resolved: *That the minutes be approved with the proposed amendment and submitted for signing at Full Council on Monday 25th November 2019.*

25/19: To review the draft Action Tracker from previous meetings.

Councillors thanked Officers for revising the design of the Action Tracker and acknowledged that this was still a work in progress.

Action Plan 9/19(b) Additional Bank Account: The Town Clerk explained to Councillors that a meeting was scheduled with Barclays Bank on 14th November 2019, which she and specific signatory Councillors will be attending to finalise setting-up the account. It was also reported that another two account applications need to be completed online and that CCLA might also be a potential. Councillors discussed the possibility of changing signatories.

Proposal: That signatories on the bank accounts be limited to members of the Policy Committee

Proposed: Cllr M. Pinder **Seconded:** Cllr C. Hopkins

Resolved: *That the proposal be accepted.*

Action Plan 17/19: To receive and review the quarterly finance reports per SO17(c) AND Action Plan 18/19: To Receive and Review the Quarterly Finances: Councillors discussed the need to put in place Internal and Control Procedures to ensure the Town Council follows best practice.

Proposal: To review Internal Audit and Control Procedures in association with an outside body.

Proposed: Cllr S. Rance **Seconded:** Cllr. M. Pinder

Resolved: *That the proposal be accepted.*

Action Plan 18/19: Town Council Website: Officers reported that they had recently attended ERNLLCA training at which website transparency was discussed and that the information held on the Town Council's site was predominantly up-to-date, with a small number of additions required, which will be progressed. Councillors discussed the need for staff to look guidance provided by the Information Commissioner and to go forward with the procurement of a new website.

26/19: To review the frequency of policy meetings for the coming year.

Councillors discussed the need for additional Policy Meetings to fulfil the needs of the committee and for Personnel Committee to liaise with Officer to ensure the appropriate staff resources are available.

Proposal: That Policy Committee meetings should be held on the 6th January 2020, 10th February 2020 and 23rd March 2020.

Proposed: Cllr C. Hopkins **Seconded:** Cllr D. Healy

Resolved: *That the proposal be accepted.*

27/19: Budget for the 2020/21 Financial Year

Resolved: *All issues related to setting the 2020/21 Financial Year to be adjourned until the next meeting of the Policy Committee on Monday 18th November, for which a notional budget will be provided to act as a basic guide. The Chair of Planning, Property and Services be invited to the meeting on Monday 18th November to make budget recommendations from that committee.*

28/19: Cultural Transformations conference 19-21 November at Hull University

Proposal: That Cllrs M. Pinder and D. Horsley attend and subsequently feedback to Full Council.

Proposed: Cllr S. Rance **Seconded:** Cllr D. Healy

Resolved: *That the proposal be accepted.*

29/19: Twinning

The Chair circulated a draft Terms of Reference for the proposed Twinning Working Group and Councillors discussed the need to articulate the benefits of twinning to residents.

Proposal: That the draft Terms of Reference be recommended to Full Council for approval and that the Twinning Working Group report back to Policy Committee before the end of the Financial Year.

Proposed: Cllr S. Rance **Seconded:** Cllr M. Pinder

Resolved: *That the proposal be accepted.*

30/19: Events

30.1: Beverley Food Festival

Councillors discussed the need to establish the difference between core staff hours and additional staff hours, so as to better understand the impact of organising an event such as Beverley Food Festival. It was reminded that a decision regarding the future of the Food Festival is to be made at Full Council on Monday 25th November 2019. Councillor Healy as Chair of Personnel reported that whilst timesheets were very well documented, there was a need for Personnel Committee to revise the current TOIL Policy to ensure it also encompassed Overtime. The Town Clerk explained that in the case of the Food Festival, some additional hours worked as overtime were financially covered by income from the event. Councillors discussed their care of duty to both Officer and residents, especially with the development of the Beverley Area Community Hub (BACH) Project, which may require significant staff support. In addition, impact on staff hours in relation to the approved additional Policy meetings should also be taken into consideration.

30.2: Schedule of Planning Events for 2020/21

The Town Clerk explained that the exact number of events will be dictated by what the Council resolve to do, but that the following events have traditionally taken place each year:

- June: The Great Get Together
- July/August: An Open Allotment Day (officially NGS is accepted)
- October: Beverley Food Festival
- November: Beverley Christmas Festival of Food and Drink
- December: Minster Christmas Tree Festival (the Town Council purchase and decorate a tree)
- The closest Sunday to Shrove Tuesday (date varies): The Big Beverley Pancake Race

In addition, there are also events such as the Civic Dinner and Civic Service, which are yet to be scheduled, as well as one-off events, such as the proposed event to mark the 75th Anniversary of V.E. Day in May 2020. Officers also work throughout the year on longer-term projects, such as Beverley in Bloom and Christmas Lights.

31/19: To review the Expense Claim Process and Adherence to the Travel and Subsistence Policy

Councillors discussed the need for this policy to be reviewed and that some clarification may be needed within it to make it useable. Issues regarding Officer travel and subsistence were also discussed. In addition, all other Beverley Town Council policies will be reviewed on a rolling basis. However, until then, the current policies stand. In addition, the Town Clerk to continue approving Travel and Subsistence for Officers, whilst the Town Clerk's requests should be submitted to the Chair of Personnel.

Proposal: That the Travel and Subsistence Policy be reviewed by the Policy Committee against NALC guidelines.

Proposed: Cllr M. Pinder **Seconded:** Cllr S. Rance

Resolved: *That the proposal be accepted.*

The matter of the Town Clerk's travel costs to the forthcoming ERNLLCA conference were also discussed:

Proposal: That the Town Clerk's travel costs be approved.

Proposed: Cllr M. Pinder **Seconded:** Cllr C. Hopkins

Resolved: *That the proposal be accepted.*

32/19: To review and approve the attached payments to be made.

Resolved: *To adjourned until the next meeting of the Policy Committee on Monday 18th November.*

33/19: To review and approve the attached list of regular payments

Resolved: *To adjourned until the next meeting of the Policy Committee on Monday 18th November.*

34/19: To review and approve the bank balances

Resolved: To adjourned until the next meeting of the Policy Committee on Monday 18th November.

The Meeting Closed at 8:33pm

Signed: RWDTad

Date: 13/1/2020

RWDT