

BEVERLEY TOWN COUNCIL

POLICY COMMITTEE MEETING

9th June 2014

Present: Councillors Astell, Cox, Jack, Pearson, Pinder and Sweet

In Attendance: Councillor McGrath, Helen Watson (Town Clerk)

802 To receive apologies for absence

Apologies for absence were received from Councillors Elvidge and Gray

803 To elect a Chair

Councillor Cox nominated and Councillor Sweet seconded Councillor Pinder be elected as the Chair of Policy.

Resolved: Councillor Pinder is elected as the Chair of Policy.

804 To elect a Vice Chair

Councillor Cox nominated and Councillor Pearson seconded Councillor Sweet be elected as the Vice-Chair of Policy.

Resolved: Councillor Sweet is elected as the Vice-Chair of Policy.

805 (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.

Councillor Astell declared a non-pecuniary interest as he is a member of the Allocation Association.

(b) To note dispensations given to any member of the Council in respect of the agenda items listed below

No dispensations were given.

806 To review the committee's powers under the Scheme of Delegation

The Scheme of Delegation was discussed with regard to the powers responsibilities of the Policy Committee. The financial implications of personnel, youth, events and twinning should be referred to Policy.

807 To consider matters likely to arise over the coming year including review of brainstorm session and 3-5 year plan

The Town Clerk is to contact Councillors to ask their availability for dates in the first two weeks in July for a brain storm session to develop a strategic plan for the town to develop Beverley.

Resolved: The Town Clerk is to contact Councillors to ask for their availability for dates in the first two weeks in July for a brain storm session.

808 To receive an update on the allotments:

Councillor Pearson declared a non-pecuniary interest as he is a trustee of the Beverley Consolidated Charity.

(i) the store/building

The Town Clerk reported on the allotment association building on plot 1 Queensgate and that the chain link fence needs to be repaired with Heras fencing but concrete and posts would need to be purchased. Fencing options were discussed

and it was agreed that Alan Dale would be used for the fencing in the sum of £500 and Instant Lawns would be used for the turf in the sum of £342.

An overall policy needs to be in place on how the allotment association is going to operate and manage the store regarding the parking and location.

Resolved: that the Policy Committee approve the payments for the fencing in the sum of £500 to Alan Dale and for the turf in the sum of £342 to Instant Lawns. The payments are to be drawn from reserves as part of the funding of the development of Plot 1 Queensgate allotment.

(ii) the terms and conditions for usage of the community allotment plot

Ideas were discussed for the future development of the community allotment plot. The Town Clerk reported that Find 2 work on the site for 1.5 to 2 hours at a time and she is to contact the Find 2 for a copy of their insurance whilst they are working at the site. The terms and conditions for the usage of the site is to be discussed by Planning Property & Services.

Resolved: the Town Clerk is to contact Find 2 for a copy of their insurance whilst working at the community allotment plot and the terms and conditions are to be discussed at the next Planning Property & Services meeting.

809 To consider the risk assessment annual accounts and annual return 2013/14

Members of the Policy Committee are to consider the risk assessment and send any amendments by the 23rd June 2014. Members discussed the accounts of Beverley Town Council and the annual return should be brought earlier so it can be brought to an earlier Policy meeting with full documentation. The Town Clerk reported that the accounts and annual return had been audited and completed by the professional auditor. The Chair pointed that, according to the scheme of delegation, the annual accounts and return should be approved by the Policy committee and not Full Council.

Resolved: Members are to send any amendments of the risk assessment by the 23rd June 2014 to the Town Clerk.

A discussion took place about a health and safety issue and the need to have a signing in and out book for safety.

810 To consider the final report from the Field to Table project together with the accounts

Resolved: the final report from the Field to Table project was approved.

811 To receive the report on food events/initiatives for 2014/15 together with progress on sponsorship and funding

Following the brainstorm session which is to take place, Council will have a consensus of what Council's strategic plan is. Funding for the Food Festival is still being sought.

812 To consider the Lemgo Twinning trip presentation and stall

Resolved: Members agreed to take the pop up banner from East Riding of Yorkshire Council, information about Beverley, local food information and civic gifts for the Mayor.

813 To receive a report on the insurance

Resolved: the insurance papers were received and approved.

814 To consider notification of holidays

Resolved: Holidays of Councillors and Officers are to be notified to Councillors and Officers at the beginning of each calendar month.

815 To consider the terms of the new Lease for 12 Well Lane

The Town Clerk was asked to contact the Landlord of 12 Well Lane Beverley to request a 3 year and 5 year break clause in the lease. Members agreed if the content of the new Lease was the same as the old Lease, there is no to check this with a solicitor. Councillor Astell requested a lease is drawn up with the Allotment Association. It was agreed that Planning Property & Services would consider the preparation of this Lease.

Resolved: The Town Clerk was asked to contact the Landlord of 12 Well Lane Beverley to request a 3 year and 5 year break clause in the lease. Members agreed if the content of the new Lease was the same as the old Lease, there is no to check this with a solicitor. Planning Property & Services would consider the preparation of a lease with the Allotment Association.

816 To receive an update on the WW1 commemorations

The Town Clerk reported WW1 commemoration events are being organised over the weekend of the 1st-4th August. The next meeting of the WW1 Group will be on the 2nd July at 6pm.

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

As at the 20th May 2014	
Current account	£474,555.41
Deposit account	£25,283.19
Events Account	£21,001.25
Beverley in Bloom Account	£2,658.25
Field to Table Project - funded by Big Lottery Fund, Local Food – Changing Spaces	£49,842.75
Youth Town Council Account	£500.67
Skatepark Account	£591.59
Christmas Lights Account	£1,572.93
Petty Cash	£314.28
Business Term Deposit 421482	£79,520.57
Mayor of Beverley	£287.90
Mayor of Beverley Charity Account	£1,979.50
Memorial Fund	660.00

Resolved: The bank balances are received. The Town Clerk is to find out for the next Policy meeting the best investment account.

818 To approve the attached payments to be made

The petty cash sheet was distributed together with the income and expenditure report to the 9th June 2014. Queries arose and the Town Clerk is to respond to the queries.

Current				
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01/05/2014	Wykeland	DD	£415.00	Rent - Minster House
05/05/2014	East Riding Council	DD	£268.00	Rates for 12 Well Lane
05/05/2014	Siemens	DD	£310.58	Photocopier Rental
14/05/2014	Post Office	DEBIT CARD	£214.50	Postage
14/05/2014	Kingston Communications	DD	£110.48	Telephone
14/05/2014	Kingston Communications	DD	£20.40	CCTV Cherry Tree
14/05/2014	Kingston Communications	DD	£44.40	Internet Access
14/05/2014	Kingston Communications	DD	£30.00	CCTV Town
14/05/2014	Kingston Reprographics Ltd	DD	£314.96	Photocopier

14/05/2014	Murco Petrol Station	DD	£83.41	Fuel
16/05/2014	Amazon	DEBIT CARD	£243.98	Projector
16/05/2014	Amazon	DEBIT CARD	15.91	Projector Bag
23/05/2014	Three.co.uk	DD	£25.87	Staff Mobiles
24/06/2014	Rent	SO	£4,590.00	Office rent
25/05/2014	Yorkshire Water	DD	£61.38	Sparkmill water
28/05/2014	CBA Accountants	DD	£37.44	Payroll fees
28/05/2014	Salaries	4149-4153	£4,833.87	May Salaries
28/05/2014	East Riding Council	4154	£1,432.64	May Pension contributions
28/05/2014	HMRC	4155	£853.22	May tax and ni
01/06/2014	Wykeland	DD	£415.00	Rent - Minster House
02/06/2014	Post Office	DEBIT CARD	£225.00	Van Road Tax
02/06/2014	npower	DD	£63.91	Saturday Market camera
02/06/2014	npower	DD	£40.15	Toll Gavel camera
03/06/2014	Hinks Insurance	DEBIT CARD	£387.23	Van insurance
05/06/2014	East Riding Council	DD	£268.00	Rates for 12 Well Lane
09/06/2014	npower	DD	£275.38	Office electricity
10/06/2014	Yorkshire Water	DD	£47.94	Office water
14/06/2014	Kingston Communications	DD	£99.74	Telephone
14/06/2014	Kingston Communications	DD	£20.40	CCTV Cherry Tree
14/06/2014	Kingston Communications	DD	£44.40	Internet Access
14/06/2014	Kingston Communications	DD	£30.00	CCTV Town
14/05/2014	Kingston Reprographics Ltd	DD	£314.96	Photocopier
14/06/2014	Yorkshire Water	DD	£211.05	Queensgate water
23/06/2014	Three.co.uk	DD	£25.87	Staff Mobiles
30/06/2014	CBA Accountants	DD	£37.44	Payroll fees
09/06/2014	Supplies	4156	£113.26	Stationery
09/06/2014	Earley Ornamentals Ltd	4157	£71.42	Plants
09/06/2014	Jennings Computer Services Ltd	4158	£54.00	Repair to ATC computer
09/06/2014	Beverley Community Lift	4159	£25.00	Bus hire for pensioners' lunches
09/06/2014	Beverley Community Lift	4160	£25.00	Bus hire for Yorkshire in Bloom judging
09/06/2014	A Johnson	4161	£547.40	Audit Fee for year end
09/06/2014	East Riding Council	4162	£73.20	Grant to Sport for Everyone to pay for hall hire
09/06/2014	G K Beulah	4163	£522.00	Shields
09/06/2014	K Gray	4164	£14.56	Travel to grievance/disciplinary training
09/06/2014	K Gray	4165	£19.76	Deputy Mayor travel
09/06/2014	Majestic Wine Warehouses Ltd	4166	£72.88	Refreshments for Mayor Making
09/06/2014	Chadwick Builder	4167	£250.00	Skatepark repair

09/06/2014	BMC Car & Commercial	4168	£148.90	Repair door lock to van following attempted break in
09/06/2014	PCC for Humberside	4169	£206.52	Broadband hire for CCTV camera at Cherry Tree
09/06/2014	Jewson	4170	£16.78	Silver house brush set
09/06/2014	Jewson	4171	£10.40	building Sand, sharp concreting sand and mastercrete
09/06/2014	MKM Building Supplies	4172	£25.69	Locks for external office door
09/06/2014	Countrywise Water Cooler	4173	£13.90	February hire for water cooler
09/06/2014	Countrywise Water Cooler	4174	£13.90	April hire for water cooler
09/06/2014	Countrywise Water Cooler	4175	£13.90	May hire for water cooler
09/06/2014	Yorkshire in Bloom	4176	£100.00	4 tickets for Yorkshire in Bloom ceremony
09/06/2014	Mayor of Beverley	4177	£300.00	2014/2015 civic events
09/06/2014	P McGrath	4178	£1,500.00	From precept to Mayor
09/06/2014	Beverley Christmas Lights	4179	£2,500.00	Half precept
09/06/2014	Beverley in Bloom account	4180	£1,000.00	Half precept
09/06/2014	Beverley Against Poverty	4181	£250.00	Half precept
09/06/2014	Cherry Tree Centre	4182	£2,500.00	Half precept
09/06/2014	Cash	4183	£400.00	Petty Cash
09/06/2014	M Pinder	4184	£31.20	Travel expenses to transport the Mayor
09/06/2014	M Cox	4185	£65.52	Travel expenses for Mayor til 12/5/14
09/06/2014	Beverley Folk Festival		£1,720.00	Policy 28/4/14 min No 796 (v) for the War Horse Project filming, audio and costumes
09/06/2014	P Nendick	4187	£500.00	Honorarium
09/06/2014	Kirton Sectional Buildings	4188	£3,415.00	Building
09/06/2014	Mark Lazenby	4189	£1,680.00	Clearing of the site, ground works for building and supply of sleepers
09/06/2014	S Bampton	4190	£400.00	Removal of the storage container
09/06/2014	P Astell	4191	£250.00	Members Allowance
09/06/2014	H Bottomley	4192	£250.00	Members Allowance
09/06/2014	M Cox	4193	£200.00	Members Allowance
09/06/2014	D Elvidge	4194	£150.00	Members Allowance
09/06/2014	M Pinder	4195	£250.00	Members Allowance
09/06/2014	P McGrath	4196	£250.00	Members Allowance
09/06/2014	D Sweet	4197	£200.00	Members Allowance
09/06/2014	K Thorley	4198	£200.00	Members Allowance
09/06/2014	J Whitfield	4199	£200.00	Members Allowance
09/06/2014	HMRC	4200	£400.00	Tax on Members Allowance
		Total	£37,362.70	
Bloom				
09/06/2014	Earley Ornamentals	433	£520.61	Plants for planters

09/06/2014	Minster Plant Centre	434	£82.68	Additional plants
09/06/2014	Dasch Horticulture	435	£432.00	90 bags of compost
		Total	£1,035.29	
From Field to Table				
09/06/2014	Beverley TC - refund as part from Town Council as awaiting FFTT cheque book	31	£213.90	Allotment worker - P Riley
09/06/2014	Beverley TC - refund as part from Town Council as awaiting FFTT cheque book	32	£102.00	Aspen Creative resources art work
09/06/2014	Beverley TC - refund as part from Town Council as awaiting FFTT cheque book	33	£79.67	ERYC Events/Promotion Flyer
09/06/2014	Beverley TC - refund as part from Town Council as awaiting FFTT cheque book	34	£480.00	ERYC Mini Guide 2014
09/06/2014	Beverley TC - refund as part from Town Council as awaiting FFTT cheque book	35	£589.80	A Johnson -Auditing FFTT account fees
09/06/2014	Beverley TC - refund as part from Town Council as awaiting FFTT cheque book	36	£214.00	PrintnPromoteAprons
09/06/2014	Beverley TC - refund as part from Town Council as awaiting FFTT cheque book	37	£4.00	Les Gibbon - Filming/Editing FF
09/06/2014	Beverley TC - refund as part from Town Council as awaiting FFTT cheque book	38	£150.00	Les Gibbon -Celebration evening photograph
09/06/2014	Beverley TC - refund as part from Town Council as awaiting FFTT cheque book	39	£63.44	Marie Louise Robinson -Travel
09/06/2014	WBC	40	£1,980.00	WBC -Bags
09/06/2014	Current Account	41	£28,402.37	From FFTT
09/06/2014	Beverley TC - refund as part from Town Council as awaiting FFTT cheque book	42	£50.00	Beverley Minster - Contribution of the SASH sleepout
09/06/2014	Epicures Larders	43	£160.00	Refund of stall fees for Food Festival and Christmas Food & Drink Festival as stallholder emigrating
		Total	£32,489.18	
Christmas Lights				
09/06/2014	Titan Containers	148	£47.99	May container hire
09/06/2014	Titan Containers	149	£46.44	June container hire
		Total	£94.43	

The Town Clerk is to contact the payroll provider to ascertain why members' allowances are of different amounts.

Resolved – the above payments were approved for payment and the Town Clerk is to contact the payroll provider to ascertain why members' allowances are of different amounts

819 To consider the exclusion of the public from the meeting on the grounds that confidential information in relation to the employment of staff and contractual information shall be disclosed (Public Bodies (Admission of Meetings) Act 1960)

Motion: that the public be excluded from the meeting on the grounds that confidential information in relation to the engagement of staff and contractual information shall be disclosed (Public Bodies (Admission of Meetings))

This Agenda item was removed.

820 To consider staffing costs for 2014/15 - Councillor Pinder to report

This Agenda item was removed.

Action Plan

Minute/Action	Person Responsible	Time to be reported back
807 – Brain storm session – dates to be requested for first 2 weeks in July	The Town Clerk	Operational
808 – (i) Allotment store – order fencing and turf (ii) insurance from Find 2 (iii) terms and conditions for community allotment	The Assistant Town Clerk The Town Clerk The Assistant Town Clerk	Next Planning Property & Services meeting
809 – Amendments for risk assessment	All Councillors	23 rd June 2014
814 – Holiday notifications – beginning of each month	All Councillors and Officers	Operational
815 – new Allotment Association Lease	The Assistant Town Clerk	Next Planning Property & Services meeting
817 – Best Investment account to be sought	The Town Clerk	Next Policy
818 – Income and Expenditure sheet queries Members' Allowance payments – payroll provider to be contacted	The Town Clerk The Assistant Town Clerk	As soon as possible. Operational