

BEVERLEY TOWN COUNCIL
POLICY COMMITTEE MEETING

21st June 2017

Present: Councillors R Begnett, B Cooper, D Elvidge, D Jack (Chair), P McGrath and B Pearson.

In attendance: Helen Watson (Town Clerk),

111 To receive apologies for absence

Apologies were received from Cllrs P Astell and G Cooper

112 (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.

None were received.

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

None were received.

113 To elect a Chair for the current municipal year

Resolved: Cllr Jack was unanimously elected as Chair for the current municipal year.

114 To elect a Vice Chair for the current municipal year

Resolved: Cllr Begnett was unanimously elected as Vice Chair for the current municipal year.

115 To consider the Christmas Lighting Tender

The Christmas Lights tender was discussed with reference to information from the Christmas Lights fund raising volunteers.

Discussion took place on the Christmas Lights tender.

Resolved: Members agreed that the Christmas Lights Tender Document could be released to interested parties in line with the Financial Standing Orders.

116 To receive the CCTV report from Humberside Police

Members noted the good works of Inspector Coulthard and wished him a happy retirement. Members requested that the Town Clerk invite the new inspector to a Policy or Full Council meeting to discuss the CCTV and policing matters. Members discussed the present improvements to the CCTV system and requested the Town Clerk to seek some information on the investment from ERYC.

Resolved: The CCTV report from Humberside Police was received. The Town Clerk to invite the new Inspector to Full Council or Policy Committee meeting, and seek investment details into the CCTV system from ERYC.

117 To consider looking into the initial cost and budget for works to the compound with a possible shed or building with screening

Cllr Jack and the Town Clerk explained the present situation with the storage and fencing at the Kitchen Lane compound. Members discussed the options available in line with health and safety and insurance matters. Discussion took place on possible screening to soften the look of the fencing, a change to a green skip, works to the container, parking and ground works.

The Town Clerk reported that she had registered an expression of interest for the lease of a garage on Well Lane for a 12 month or 6 month term for £80 per month. Members agreed this was a good facility nearby and requested the Town Clerk to view the property and go ahead with a lease for 12 months subject to the garage roof being dry and checking the terms and conditions.

Resolved - Members resolved to have a site meeting at Kitchen Lane compound and invite all Councillors to examine possible solutions as soon as can be arranged and put on a future agenda to discuss. The Town Clerk to view the property, and subject to a satisfactory viewing of the property to arrange a 12 month lease.

118 To receive an update from the Town Clerk on the Great Get Together

The Town Clerk reported that around 150 guests attended the Great Get Together pop up picnic in the Coronation Gardens on Sunday 18th June from 12 noon to 3pm, and enjoyed the event. Cllrs T Astell, B Cooper, Dodsworth, Elvidge, McGrath, Pearson and Willis, the Town Clerk and 3 volunteers set up and worked to make the event happen on the day.

The Town Clerk organised the risk assessment and the entertainment of Professor Fiddlesticks, Henry Priestman and the Men of a Certain Age, decorations and cupcakes and a Councillor rota.

The gardens were decorated with bunting, balloons and safety posters. Tesco's, Community Champion David Ryley provided fruit. Tina and Chris from Beverley Soup came to help along with another member of the public. The Conversation game was played. A name the Teddy competition took place and raised some funds £92.36. Cupcakes, balloons and fruit were given out to visitors. Folk Festival Westwood Session singers entertained as did, Nick Heart (piper), Henry Priestman, Martin Peirson, Les Glover and the Men of a Certain Age. The musical entertainment was provided for free and the Professor Fiddlesticks only claimed expenses.

The spend was approved from the Community Consolation budget line.

Resolved - Members discussed the concept of holding another Pop up Picnic Community Consultation Day in Coronation Gardens in late summer, possibly August, this is to put to next Full Council in July. The Spend was approved.

119 Community Allotment plots/growing spaces

i) To consider the Field to Table (Sparkmill) community allotment and work required to facilitate its usage for shared community/youth groups

The Town Clerk explained that the Community allotment needed some work and also some other groups involved to maintain the plot. The Town Clerk to discuss this with Cllr Aird of PPS Committee. Member's agreed this could come from the Field to Table project.

Resolved – The Town Clerk to find other interested groups to use the Field to Table community plot and to carry out maintenance works required in line with discussions with Cllr Aird, the PPS Committee Chair.

ii) To consider a half plot allotment on Queensgate to cultivate as a community /wild flower garden

Members discussed the plot and possible uses as recommended by the Town Clerk.

Resolved – All Beverley Town Council Members invited to view the plot and determine what is required operationally.

120 To consider a request from the Civic Society for financial support for the refurbishment of the fountain in Coronation Gardens

The Town Clerk reported on the present situation with the water feature in Coronation Gardens. Members discussed the history of the gardens and noted that it had been funded with ERYC commuted funds. Members suggested that the Civic Society should go back to ERYC Commuted Sums to request funding for refurbishment initially. Cllr Elvidge to discuss this matter with ERYC Commuted Sums.

Resolved - The Town Clerk to request that the Civic society request Commuted Sums funding for the refurbishment of the water feature.

121 To delegate payment of the accounts in accordance with the Budget set by the Town Council to the Town Clerk to facilitate prompt payments in line with budget spend

Resolved - Payments of the accounts in accordance with the annual budget set by the Town Council to facilitate prompt payments in line with budget spend was delegated to the Town Clerk.

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

The Town Clerk reported the bank balances are as follows:

Current account	£	558,189.70	
Deposit Account	£	25,351.65	
Events Account	£	20,251.25	
Beverley in Bloom Account	£	964.88	
Field to Table	£	22,146.30	
Youth Town Council Account	£	500.67	
Skatepark Account	£	252.59	
Christmas Lights Account	£	11,351.41	
Petty Cash	£	40.41	
Business Term Deposit 421482	£	80,800.94	
Mayor of Beverley	£	745.00	
Mayor of Beverley Charity Account	£	1,349.27	£1340 allocated to Youth Coalition

Resolved – The Bank balances were noted.

123 To approve the attached payments made and to be made between 1st April 2017 and 7th June 2017

The Town Clerk presented the payments as follows:

Current Account				
01/04/2017	Amazon	DEBIT CARD	£18.00	Stationery
04/04/2017	Petty Cash		£200.00	Cash
05/04/2017	East Riding Council	DD	£474.50	Rates
11/04/2017	Buy a Plan	DEBIT CARD	£42.00	Plans for LBC appln
11/04/2017	Marks and Spencers	DEBIT CARD	£12.85	Pensioners Lunches
11/04/2017	Boyes	DEBIT CARD	£77.16	Civic Dinner and Pensioners Lunches purchases
13/04/2017	N Power	DD	£17.71	CCTV Town
14/04/2017	Murco Petrol Station	DD	£103.99	Fuel
15/04/2017	Kingston Communications	DD	£30.00	Internet
15/04/2017	Kingston Communications	DD	£30.00	CCTV Town
18/04/2017	W Boyes & Co Limited	DEBIT CARD	£6.07	Civic Dinner
18/04/2017	Marks and Spencers	DEBIT CARD	£36.00	Civic Dinner gifts
18/04/2017	Googlemail	DD	£1.59	Storage for Emails
21/04/2017	Beverley & Holderness Drainage Board	4821	£36.48	Rates for Sparkmill Lane
21/04/2017	Beverley Consolidated Charity	4822	£600.00	Queensgate rent - 6 months
21/04/2017	Mrs Langley	4823	£25.00	Refund of allotment bond
21/04/2017	Yorkshire Bank	DD	£20.00	Bank Charges
21/04/2017	Countrywise Water Coolers Ltd	BACS	£14.14	Water Cooler
21/04/2017	East Riding Theatre	BACS	£1,380.00	Civic Dinner Venue and Food
21/04/2017	Berenice Lewis	BACS	£90.00	Civic Dinner entertainment
21/04/2017	Kingston Reprographics Ltd	BACS	£127.57	Photocopier
21/04/2017	Beverley 24 hour storage	BACS	£528.00	Handyman storage
21/04/2017	Salaries	BACS	£4,213.43	Salaries for April
21/04/2017	HMRC	BACS	£1,239.20	Tax and Ni for April

21/04/2017	East Riding Pension	BACS	£1,277.08	Pension contributions for April
21/04/2017	Jewson	BACS	£29.31	Brusher/Ear Plugs/Scraper
21/04/2017	Pear Technology	BACS	£240.00	Update and Support
21/04/2017	ERNLLCA	BACS	£1,709.23	Membership Fees
21/04/2017	East Riding Council	BACS	£176.00	Allotment Rental Lairgate and Keldgate
21/04/2017	N Power	BACS	£69.05	CCTV town
21/04/2017	East Riding Council	BACS	£21.46	Stationery
21/04/2017	John Moore Security Limited	BACS	£68.31	Alarm maintenance
21/04/2017	East Riding Council	BACS	£299.00	Commercial Waste
23/04/2017	Three.co.uk	BACS	£23.00	Staff Mobiles
24/04/2017	N Power	BACS	£17.72	CCTV town
24/04/2017	Siemens	BACS	£286.05	Lease for Photocopier
27/04/2017	Peter Astell	BACS	£204.00	Allowance
27/04/2017	Tom Astell	BACS	£200.00	Allowance
30/04/2017	CBA Sadofskys	DD	£37.44	Payroll
01/05/2017	Kingston Communications	BACS	£72.99	Telephone
02/05/2017	B Cooper	BACS	£200.00	Members allowances
02/05/2017	P Dodsworth	BACS	£250.00	Members allowances
02/05/2017	P McGrath	BACS	£150.00	Members allowances
02/05/2017	A Willis	BACS	£200.00	Members allowances
02/05/2017	R Begnett	BACS	£200.00	Members allowances
02/05/2017	HMRC	BACS	£346.00	Members allowance Tax
05/05/2017	East Riding Council	S O	£478.00	Council Tax
08/05/2017	Amazon	DEBIT CARD	£5.99	Stationery
08/05/2017	Amazon	DEBIT CARD	£5.49	Stationery

08/05/2017	Serenta Flowers	DEBIT CARD	£49.98	Civic
08/05/2017	Amazon	DEBIT CARD	£7.99	Stationery
08/05/2017	W Boyes & Co Limited	DEBIT CARD	£8.98	Frames for Mayor Making
08/05/2017	Max Spielmann	DEBIT CARD	£26.25	Frames for Mayor Making
08/05/2017	East Riding Engraving	DEBIT CARD	£41.00	Shield Engraving
09/05/2017	Cooks on Gold	DEBIT CARD	£16.36	Stationery
09/05/2017	Adeli	DEBIT CARD	£240.00	Mayor Making Buffet
11/05/2017	Hinks Insurance	DEBIT CARD	£542.98	Vans Insurance
14/05/2017	Murco Petrol Station	DD	£24.47	Fuel
15/05/2017	Kingston Communications	DD	£30.00	CCTV Town
15/05/2017	Kingston Communications	DD	£30.00	Internet Access
15/05/2017	Google Email	DEBIT CARD	£1.59	Google Email
15/05/2017	East Riding Council	BACS	£201.60	Pest control for Sparkmill
15/05/2017	East Riding Council	BACS	£201.60	Pest Control - Queensgate
15/05/2017	East Riding Council	BACS	£3.14	Stationery
15/05/2017	Majestic Wine	BACS	£124.80	Mayor Making refreshments
15/05/2017	RBS Software Solutions	BACS	£625.06	Year End closedown
15/05/2017	East Riding Council	BACS	£61.92	Stationery
15/05/2017	Countrywise Water Coolers Ltd	BACS	£14.14	Water Cooler
15/05/2017	Cherry Tree Centre	BACS	£2,500.00	Half precept
15/05/2017	Beverley FM	BACS	£600.00	Half precept
15/05/2017	A Willis	BACS	£1,500.00	Mayor allowance
15/05/2017	Peter Nendick	BACS	£500.00	Half precept
15/05/2017	Beverley 24 hour storage	BACS	£264.00	Storage
15/05/2017	Mayor of Beverley	BACS	£300.00	Allowance
15/05/2017	Salaries	BACS	£4,182.51	Salaries for May
15/05/2017	East Riding Pension	BACS	£1,277.08	Pension contributions for May

15/05/2017	HMRC	BACS	£1,201.54	Tax and Ni for May
15/05/2017	Paul Bien	4825	£125.00	Macebearer cloak repair
15/05/2017	J Ignacio	4826	£25.00	Bond refund
15/05/2017	Christmas Lights Account		£7,500.00	Half precept
15/05/2017	Beverley in Bloom Account		£1,000.00	Half precept
18/05/2017	Yorkshire Water	DD	£14.01	Water-Sparkmill
19/05/2017	Kingston Reprographics Ltd	DD	£153.87	Photocopier
23/05/2017	Three.co.uk	DD	£23.00	Staff Mobile
31/05/2017	CBA Sadofskys	DD	£37.44	Payroll
31/05/2017	Kingston Communications	DD	£92.06	Telephone
01/06/2017	Yorkshire Bank	DD	£ 20.00	Bank Charges
01/06/2017	Lairgate Motors	4820	£ 202.90	Van Service
05/06/2017	East Riding Council	SO	£ 478.00	Rates
05/06/2017	N Power	DD	£ 2.16	Toll Gavel
07/06/2017	N Power	DD	£ 195.90	Office Electricity
07/06/2017	Kingston Reprographics Ltd	DD	£ 231.36	Photocopier
08/06/2017	Primrose	DEBIT CARD	£ 47.97	Fencing for allotments
13/06/2017	Deb Wilson	4827	£ 25.00	Allotment Bond
13/06/2017	A Johnson	BACS	£ 396.60	Annual Audit
13/06/2017	Elite Circuit Race	BACS	£ 750.00	Cycle Race
13/06/2017	East Riding Council	BACS	£ 1.08	Stationery
13/06/2017	East Riding Council	BACS	£ 1.80	Stationery
13/06/2017	White Skip Hire	BACS	£ 180.00	Skip
13/06/2017	East Riding Council	BACS	£ 59.28	Stationery
13/06/2017	G K Beulah	BACS	£ 256.80	Civic Shields
13/06/2017	Countrywise Water Coolers Ltd	BACS	£ 36.80	Water Cooler
13/06/2017	Yorkshire Water	BACS	£ 37.88	Allotment water
13/06/2017	Beverley 24 hour storage	BACS	£ 264.00	Handyman storage
13/06/2017	Amazon	DEBIT CARD	£ 4.95	Great Get Together
13/06/2017	Amazon	DEBIT CARD	£ 4.65	Great Get Together
13/06/2017	Amazon	DEBIT CARD	£ 4.66	Great Get Together
13/06/2017	Amazon	DEBIT CARD	£ 5.94	Great Get Together
13/06/2017	Amazon	DEBIT CARD	£ 21.98	Great Get Together
13/06/2017	Amazon	DEBIT CARD	£ 24.24	Great Get Together
13/06/2017	Amazon	DEBIT CARD	£ 31.19	Great Get Together

13/06/2017	Party Delights	DEBIT CARD	£ 38.11	Great Get Together
13/06/2017	Amazon	DEBIT CARD	£ 52.98	External Hard Drive
14/06/2017	Murco Petrol Station	DD	£ 18.82	Fuel
15/06/2017	Kingston Communications	DD	£ 30.00	CCTV Town
15/06/2017	Kingston Communications	DD	£ 30.00	Internet Access
15/06/2017	Party Delights	41.94	£ 41.94	Great Get Together
15/06/2017	Amazon	DEBIT CARD	£ 12.90	Great Get Together
15/06/2017	Amazon	DEBIT CARD	£ 17.36	Great Get Together
15/06/2017	Google MAIL	DEBIT CARD	£ 1.59	Email storage
21/06/2017	Salaries	BACS	£ 4,179.89	June Salary
21/06/2017	HMRC	BACSS	£ 1,228.22	Tax and Ni June
21/06/2017	East Riding Pension	BACS	£ 1,277.08	June Pension contributions
21/06/2017	Jim Ellis	BACS	£ 145.20	Locks for allotments
23/06/2017	Three.co.uk	DD	£ 23.00	Staff Mobiles
24/06/2017	D H Fletcher	SO	£ 4,200.00	Office Rent
28/06/2017	Yorkshire Water	DD	£ 25.28	Office Water
30/06/2017	CBA Sadofskys	DD	£ 37.44	Payroll fees
Bloom				
13/06/2017	Beverley Town Council	472	£22.00	Allotment Rental
Field to Table				
21/04/2017	EYLFN	BACS	£240.00	Company paid the Town Council Field to Table account in error
13/06/2017	East Riding Council	BACS	£480.00	Mini Guide/Map
Lights				
21/04/2017	Titan Containers	BACS	£46.44	April hire
15/05/2017	Titan Containers	BACS	£47.99	May hire
13/06/2017	Titan Containers	BACS	£46.44	June Hire

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

124 To remind Chairman of Committees that the Annual reports are required by 20th June to apply with regulations.

Resolved: The Chairman of Committees that Annual Reports are required by 20th June 2017 to comply with the regulations and reminded Councillors to provide annual reports.

Signed.....Date.....

Policy Committee 21 June 2017 Action Plan

Minute/Action	Person Responsible	Time to be reported back
115 To consider the Christmas Lighting Tender – send to interested parties	Deputy Town Clerk	Operational/ Next Lights Committee
116 To receive the CCTV report from Humberside Police - Send for information from ERYC and invite Inspector to meeting	Town Clerk	Operational
117 To consider looking into the initial cost and budget for works to the compound with a possible shed or building with screening – arrange meeting	Town Clerk	Operational
118 To receive an update from the Town Clerk on the Great Get Together - July Full Council	Town Clerk	Next Full Council 24.7.17
119 Community Allotment i) plots/growing spaces – seek new groups and implement required maintenance work iii) To consider a half plot allotment on Queensgate to cultivate as a community /wild flower garden – arrange viewing	Town Clerk	Operational
120 To consider a request from the Civic Society for financial support for the refurbishment of the fountain in Coronation Gardens - Inform Civic Society of decision – Cllr Elvidge talk to Commuted Sums	Town Clerk Cllr Elvidge	Operational
121 To delegate payment of the accounts in accordance with the Budget set by the Town Council to the Town Clerk to facilitate prompt payments in line with budget spend	Town Clerk	Operational
123 To approve the attached payments made and to be made between 1st April 2017 and 7th June 2017 – Make payments	Town Clerk	Operational