

BEVERLEY TOWN COUNCIL

POLICY COMMITTEE MEETING

19th September 2016

Present: Councillors G Cooper, Dodsworth, Elvidge, Machen and McGrath.

In attendance: Helen Watson (Town Clerk), Sue Smith and Susan Thompson (Beverley Consolidated Charities)

86 Apologies for absence

Apologies were received from Cllrs Jack and Pearson.

90 (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 noted.

91. Elect a Chairman

Resolved - In the absence of both the Chairman and Deputy Chairman Cllr Elvidge was nominated to act as Chairman for the meeting and this was seconded by Cllr Dodsworth.

92. To note the Policy minutes of the 6th June 2016 which were approved at Full Council on 27th June 2016

Resolved – The Minutes of the Policy meeting on the 6th June 2016 which were approved at Full Council on the 27th June 2016 were noted.

93. To receive the external auditor's report for 2015/2016

Resolved – The external auditor's report for 2015/2016 was noted and will go forward to the Full Council.

94. To receive and discuss correspondence received from Wilkin & Chapman regarding Queensgate allotment land

Representatives from Beverley Consolidated Charities, Sue Smith and Susan Thompson, gave a short presentation on a land issue at Queensgate allotments of which they are the land owner. Members discussed the issues involved.

Resolved – That a meeting is to be arranged with the Town Clerk, 2 Town Councillors, Beverley Consolidated Charity representatives and the solicitor from Wilkin & Chapman to openly discuss the present legal position.

Susan Thompson and Sue Smith left the meeting at 7pm.

95. Food Festival update

The Town Clerk reported on the Food Festival. Brief discussion took place with regards to price increasing in 2017 to support the sustainability of the event. The Town Clerk said more help and volunteers were needed at the event. Members discussed that it may be worth contacting the City of Culture team to see if they could supply some volunteers.

Resolved – That the Town Clerk make enquires with the City of Culture Team regarding volunteers.

96. To receive a report on the bank balances of the Beverley Town Council - see circulated document

The Town Clerk reported the bank balances are as follows:

Current account	£ 447,526.84
Deposit Account	£ 25,340.18
Events Account	£ 20,251.25
Beverley in Bloom Account	£ 5,545.39
Field to Table	£ 30,973.21
Youth Town Council Account	£ 500.67
Skatepark Account	£ 591.59
Christmas Lights Account	£ 8,065.05
Petty Cash	£ 252.67
Business Term Deposit 421482	£ 80,800.94
Mayor of Beverley	£ 661.00
Mayor of Beverley Charity Account	£ 12.96

Resolved – The bank accounts were noted

97. To approve the attached payments made and to be made between 27th July 2016 and 20th September 2016

The Town Clerk reported on the payments made and to be made:

Current				
Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
29/07/2016	White Skip Hire	DEBIT CARD	£ 171.50	Skip hire for allotments
31/07/2016	CBA Sadofskys	DD	£ 37.44	Payroll
31/07/2016	Kingston Communications	DD	£ 101.25	Office Telephone
31/07/2016	Signs of Cheshire	BACS	£ 78.00	Repair to notice board
31/07/2016	ERNLLCA	BACS	£ 270.00	Human Resources Advice
31/07/2016	N Power	BACS	£ 33.18	North Bar Within/Sowhill CCTV
31/07/2016	N Power	BACS	£ 23.29	Sat Market CCTV
31/07/2016	Beverley FM	BACS	£ 1,978.00	Grant
31/07/2016	NGS	BACS	£ 252.00	Charity takings from Allotment Day
31/07/2016	H Watson	BACS	£ 97.76	Clerk Travel from April to July 2016
01/08/2016	Breeders Seed	4795	£ 1,473.00	Breeders Seed for hanging baskets
01/08/2016	P Nendick	BACS	£ 79.04	Travel - with Mayor/Deputy Mayor

04/08/2016	Siemens	DD	£ 442.05	Photocopier rental
05/08/2016	East Riding Council	DD	£ 496.00	Office Rates
09/08/2016	Kingston Reprographics Ltd	DD	£ 506.32	Photocopier
12/08/2016	Staff Salaries	BACS	£ 4,618.25	Staff Salaries
12/08/2016	M Swift	BACS	£ 202.32	Travel/Subs - work experience
12/08/2016	Beverley 24 hour storage	DD	£ 240.00	Handyman storage
15/08/2016	Kingston Communications	DD	£ 30.00	CCTV Town
15/08/2016	Kingston Communications	DD	£ 30.00	Internet Access
15/08/2016	Murco Petrol Station	BACS	£ 96.99	Fuel
16/08/2016	Computer Storage	DEBIT CARD	£ 3.36	Email Storage
23/08/2016	Three.co.uk	DD	£ 23.00	Staff Mobiles
31/08/2016	CBA Sadofskys	DD	£ 37.44	Payroll
31/08/2016	Kingston Communications	DD	£ 103.80	Office Telephone
31/08/2016	N Power	DD	£ 58.99	Saturday Market camera
31/08/2016	Post Office	DEBIT CARD	£ 272.00	Postage
02/09/2016	Beverley 24 hour storage	SO	£ 240.00	Handyman storage
02/09/2016	N Power	DD	£ 38.03	CCTV Town
05/09/2016	East Riding Council	SO	£ 496.00	Office Rates
07/09/2016	N Power	DD	£ 155.02	Office electricity
10/09/2016	Yorkshire Water	DD	£ 174.48	Sparkmill water
10/09/2016	Kingston Reprographics Ltd	DD	£ 69.91	Photocopier
14/09/2016	Murco Petrol Station	DD	£ 88.71	Fuel
15/09/2016	Kingston Communications	DD	£ 30.00	Internet Access
15/09/2016	Kingston Communications	DD	£ 30.00	CCTV Town
15/09/2016	Yorkshire Water	DD	£ 34.01	Office Water
20/09/2016	Beverley Community Lift	BACS	£ 44.00	Community Lift minibus for the Yorkshire in Bloom Judges
20/09/2016	East Riding Council	BACS	£ 1,152.18	Street lighting installation
20/09/2016	Countrywise Water Coolers Ltd	DD	£ 14.14	Water cooler August
20/09/2016	HMRC	BACS	£ 1,478.65	August Tax and Ni
20/09/2016	East Riding Pension	BACS	£ 1,344.43	August pension contributions
20/09/2016	East Riding Council	BACS	£ 84.30	Stationery
20/09/2016	East Riding Council	BACS	£ 1,031.18	Litter Bin installation
20/09/2016	East Riding Council	BACS	£ 138.00	NGS allotment banner erection
20/09/2016	Countrywise Water Coolers Ltd	BACS	£ 14.14	Water cooler - July
20/09/2016	Keldgate Park News	4799	£ 9.00	Newspapers
20/09/2016	RBL Poppy Appeal	4800	£ 55.50	3 x Wreaths for Battle of Britain and Remembrance Day and Remembrance Sunday
20/09/2016	P Evans	4801	£ 25.00	Allotment Bond refund
20/09/2016	East Riding Council	BACS	£ 71.71	Stationery

Policy Committee 19.09.2016 Action Plan

Minute/Action	Person Responsible	Time to be reported back
93. To receive the external auditor's report for 2015/2016 – FC Agenda	Town Clerk	Full Council
94. To receive and discuss correspondence received from Wilkin & Chapman regarding Queensgate allotment land – Arrange meeting with BTC and BCC	Town Clerk	Full Council
95. Food Festival update – CoC Volunteers	Town Clerk	Full Council