

BEVERLEY TOWN COUNCIL

POLICY COMMITTEE MEETING

14th July 2014

Present: Councillors Cox, Elvidge, Gray, Jack, Whitfield, Pearson, Sweet (Vice-Chair) and Thorley.

In Attendance: Helen Watson (Town Clerk), Mr P Jackson, Mr C Southcoat, Ms A Barker (Partnerships & Participation Strategic Lead Youth and Family Support Children, Families and Adult Services East Riding of Yorkshire Council)

Two members of the public

821 To receive apologies for absence

Apologies were received from Councillors Astell and Pinder.

822 (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 of interested 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.

823 To receive the Detached Youth Team Report

The Detached Youth Team reported that their work taken place around the Skatepark and on the Estate. It was noted the decreased hours had had an effect on the statistics but the engagement of the Youth Team is more valuable and forthcoming and involves less duplication. Councillor Gray asked whether this service is partnered by the East Riding of Yorkshire Council. Mr Jackson responded that the service is a case load driven service and Beverley Town Council are unique in paying for a Detached Youth Team, for which the East Riding of Yorkshire Council are very grateful. Councillor Whitfield asked for the gender balance of young people using the service. It was reported that the gender balance is 65% male. Mr Jackson reported that Alison Barker is leaving the service and expressions of interest have been received for the post. Mr Jackson assured Beverley Town Council that a continuous service would be given.

824 To consider the investment account

The Town Clerk reported that the best rate of interest available is 1.20% on an investment of £79,000. It was agreed that £79,000 would be re-invested with Yorkshire Bank.

Resolved: That £79,000 would be re-invested with Yorkshire Bank.

825 To agree the amended Lease for 12 Well Lane, Beverley

Discussion took place. Members recommended that legal advice is taken on the amended Lease at 12 Well Lane Beverley.

Resolved: That legal advice is taken on the amended Lease of 12 Well Lane Beverley prior to signing..

826 To sign and approve the Lease for Lairgate Allotments

Discussion took place on the Keldgate/Lairgate allotments. The Town Clerk informed members that negotiation had taken place regarding the cost of the legal transfer of the lease. Members approved the plan and signed the Lease to take over the former ERYC allotment site.

Resolved: That the Lease for the Lairgate Allotments be signed and returned to ERYC.

827 To consider policies for

(a) Communicating with the press

The Town Clerk is to obtain the press policy from East Riding of Yorkshire Council. The press policy is to be discussed at the next meeting.

Resolved: That the Town Clerk is to request the press policy from East Riding of Yorkshire Council. which is to be discussed at the next Full Council meeting.

(b) The Council's complaints procedure

Members briefly discussed the existing Beverley Town Council's complaints procedure and agreed that it should be re-affirmed.

Resolved: That the existing Beverley Town Council's complaints procedure is re-affirmed.

(c) The Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

The existing Beverley Town Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 was discussed.

Resolved: That the existing Beverley Town Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 be re-affirmed.

828 To consider the terms and conditions for the Community Plot between users and Beverley Town Council

The terms and conditions for the Community Plot between users and Beverley Town Council is to be formalised for discussion at Full Council.

Resolved: The terms and conditions for the Community Plot between users and Beverley Town Council is to be formalised for discussion at Full Council.

829 To consider the lease with the allotment association for plot 1

This matter was deferred until the next meeting once the Town Clerk and Councillor Pinder have worked together on the lease. It was also due to be discussed at Planning, Property and Services Committee.

Resolved: This matter was deferred until the next meeting once the Planning Property and Services has met and Town Clerk and Councillor Pinder have worked together on the lease.

830 To update on the transfer of the utility bills

The Town Clerk reported that it is not possible to change utility providers despite advice given. Members agreed to stay with npower. The Town Clerk informed members that a 2 year energy contract had been negotiated with Npower.

Resolved: Beverley Town Council is to stay with npower as its utility provider.

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

The Town Clerk circulated a report the finances of Beverley Town Council. Members requested that the information is circulated with the Agenda. Members noted the funds in the Memorial Fund. Cllr Cox reported that there is a plan for discussion about these funds.

Resolved – That the bank balances were noted.

832 To approve the attached payments to be made

The Town Clerk requested approval on the attached bills payments to be made and answered members queries on various payments –

Current				
Date Paid	Payee Name	Cheque Ref	Amount Paid	Transaction Detail
01/06/2014	Three.co.uk	DD	12.45	Additional for staff mobiles
05/06/2014	ERYC	SO	215.00	June Office Rates
14/06/2014	Murco	DD	151.84	Fuel
16/06/2014	Post Office	Debit Card	106.00	Postage
16/06/2014	Amazon	Debit Card	11.23	Desk Lamp
17/06/2014	Kingston Reprographics	DD	193.98	Photocopier
17/06/2014	Co-Operative	Debit Card	502.00	Travel to Lemgo for Mayor and Clerk
24/06/2014	ERYC	Debit Card	500.00	Handyman accommodation rates
24/06/2014	ERYC	Debit Card	308.70	Handyman accommodation rates
24/06/2014	Salaries	4201-4206	5322.68	June Salaries
24/06/2014	HMRC	4207	982.94	June Tax and Ni
24/06/2014	ERYC	4208	1432.46	June pension
01/07/2014	Wykeland	DD	415.00	Handyman accommodation rent
09/07/2014	Amazon	Debit Card	7.20	Industrial black bags
14/07/2014	WPS	4209	3838.87	Commercial Insurance
14/07/2014	White Skip Hire	4210	162.00	Skip hire for Kitchen Lane
14/07/2014	Supplies	4211	24.24	Stationery
14/07/2014	P Nendick	4212	18.72	Travel for Mayor to civic event
14/07/2014	J Whitfield	4213	31.20	Travel to Dementia Alliance
14/07/2014	M Pinder	4214	489.03	Twinning visit to Lemgo - travel, hotel and subsistence
14/07/2014	ERYC	4215	324.00	Guildhall Hire (£180) and Sport for Everyone Grant (£144)
14/07/2014	K Gray	4216	60.00	Subsistence whilst travelling to Lemgo
14/07/2014	Videcom Security Ltd	4217	480.00	CCTV Cherry Tree
14/07/2014	MKM B.S. (Beverley) Ltd	4218	145.54	Sand and Hammerite Paint
14/07/2014	Jewson	4219	128.52	Discs, glasses, PSE, brush set, Sandolin, block, white spirit, sheets, ties and drill bits
14/07/2014	ERYC	4220	374.56	Cherry Picker for erection of baskets
14/07/2014	M Pullar	4221	77.51	Allotment rent refund - charged as a full plot since 2006 and has only had half a plot
14/07/2014	BMC Car & Commercials	4222	15.60	Wing mirror repair
14/07/2014	S L Marine Crane Hire Ltd	4223	80.00	VAT element on the bill for relocation of container
14/07/2014	Simply Plumbing and Heating	4224	57.50	Thermistor replacement on boiler

14/07/2014	Hallam Sgins	4225	40.00	Adding names to Good Neighbour Board
14/07/2014	T C Patisserie	4226	48.00	Beverley Buns for twinning event in Lemgo
14/07/2014	G Jack & Son Ltd	4227	240.00	Buffets for Mayor Making and Mayoral/Freeman boards presentation
14/07/2014	Countrywise Water Coolers Ltd	4228	13.90	Water cooler hire
14/07/2014	Blossom Family	4229	1397.00	Grant
14/07/2014	Track Fitness & Boxing Club	4230	2400.00	Grant
14/07/2014	Beverley Blues Festival	4231	1000.00	Grant
14/07/2014	Beverley FM	4232	2195.00	Grant
14/07/2014	From Field to Table Project	4233	6693.80	Final payments from Lottery for From Field to Table Project
14/07/2014	Cash	4234	400.00	Petty Cash
14/07/2014	F Waites & Sons	4235	21.89	Gutter Ends/Gutter Stop End/Basket Bracket
14/07/2014	John Moore Security	4236	98.55	Annual alarm maintenance
14/07/2014	P McGrath	4237	200.72	Mayoral Travel
14/07/2014	H Watson	4238	61.36	Clerk Travel
14/07/2014	Kingston Communications	DD	20.40	Cherry Tree CCTV
14/07/2014	Kingston Communications	DD	121.02	Office telephone
14/07/2014	Kingston Communications	DD	44.40	Office internet access
14/07/2014	Kingston Communications	DD	30.00	CCTV Town
14/07/2014	Kingston Reprographics	DD	318.88	Photocopier
14/07/2014	Murco	DD	146.11	Fuel
14/07/2014	npower	DD	43.30	Wednesday Market camera
14/07/2014	Wybone Ltd	4239	398.73	Additional costs for litter bins
14/07/2014	ERNLLCA	4240	288.00	2 Cllrs and 1 officer financial management training
14/07/2014	Cherry's Country Hardware Ltd	4241	38.42	Strimmer Repair
14/07/2014	Cherry Country Hardware Ltd	4242	54.00	Admin Assistant Computer repair
14/07/2014	J Whitfield	4243	398.28	Twinning Travel
		Total	33180.63	
Events				
14/07/2014	Beverley Town Council	337	30.00	Room hire paid to Events Account by ERYC rather than Town Council account
14/07/2014	Hull Thursday Road Club	338	750.00	Grant
		Total	780.00	
From Field to Table				
14/07/2014	Burtree Puddings	44	130.00	Stall refund as unable to attend Festivals

14/07/2014	Marumarket Limited	45	160.00	Stall refund as unable to attend Festivals
14/07/2014	Aspen Creative Resources	46	980.00	Scrapbook for FFTT project
		Total	1270.00	

Members noted the payments to Wykeland Limited and it was agreed to discuss Minster House at Full Council meeting on 28th July 2014. All payments were approved.

Resolved: That Minster House be discussed at Full Council meeting on 28th July 2014. All payments were approved.

Action Plan

Minute/Action	Person Responsible	Time to be reported back
Min 824 – re-invest £79000 in Yorkshire Bank	Town Clerk	Next Meeting
Min 825 – 12 Well Lane Lease – legal advice to be sought	Town Clerk	Next Meeting
Min 827 – Press Policy to be sought from ERYC	Town Clerk	Next Meeting
Min 828 – Terms and Conditions to be discussed for the Community Plot	Town Clerk	Full Council 28 th July 2014
Min 829 – Plot 1 Lease – lease to be worked on	Town Clerk and Cllr Pinder	Next Meeting
Min 831 – all financial reports to be distributed with Agenda		
Min 832 – Minster House	Town Clerk	Full Council 28 th July 2014