

Beverley Town Council

Making a difference



Town Clerk: Ms. Helen Watson FSLCC

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Date: 6th November 2019

To Members of the Policy Committee: Cllrs S. Rance (Committee Chair), T. Astell, D. Healy, C. Hopkins, D. Horsley, D. Jack, L. Johnson and M. Pinder.

Dear Councillor

EXTRA-ORDINARY MEETING - POLICY COMMITTEE

You are hereby summoned to attend a Policy Committee Meeting of the Town Council to be held on **11th November 2019 at 6.30pm** in the Council Meeting Room, Beverley Town Council, 12 Well Lane, Beverley.

Yours sincerely

Helen Watson

Helen Watson
Town Clerk

Beverley Town Council supports the rights of anyone to record this meeting in so far as is possible within the constraints of the council's meeting rooms, but advises that no-one may disrupt the meeting in doing so. Anyone wishing to record council meetings should obtain the necessary legal advice to ensure they understand the rights of any members of the public who may be present who do not wish to be filmed or recorded.

AGENDA

- 1. To receive and accept apologies for absence.**
- 2. Declarations of Interest**
 - 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.
 - b)** To note dispensations given to any member of the council in respect of the agenda items listed below.
- 3. To review and approve the minutes of the previous meeting (14th October 2019)**
- 4. To review the draft Action Tracker from previous meetings.**
- 5. To review the frequency of policy meetings for the coming year.**

- 6. Budget for the 2019/20 Financial Year** - To discuss the process of budget setting and work to prepare a budget for the 2020/21 Financial Year:
 - a. To discuss the Salary budget (regular hours, overtime, pensions and PAYE/NI) for the coming financial year, per Financial Regulation 4.4. **RFO** to prepare an aggregated report for YTD 2019/20 showing total spend on each of the above categories.
 - b. To discuss the PPS budget for line items controlled by that Committee
 - c. To discuss the Civic and Twinning budget.
 - d. To discuss the implications of Financial Regulation 4.3, prohibiting carry-over of budget from previous years.
- 7. Cultural Transformations conference 19-21 November at Hull University** (£50 conference fee plus travel expenses) - To consider if any councillors wish to attend.
<http://impact.hull.ac.uk/programme/>
- 8. Twinning** - To set the terms of reference for the Twinning working group, per s5.1 and s7.1 of the Scheme of Delegation.
- 9. Events** – per s5.1 of the Scheme of Delegation:
 - a) Food Festival 2019 – **RFO** to provide Income / Expenditure report, including overtime. **RFO** to provide breakdown of TOIL incurred as a result of the event.
 - b) To consider the schedule of planned events for 2020/21.
- 10. To review the Expense Claim Process and Adherence to the Travel and Subsistence Policy**
- 11. To review and approve the attached payments to be made** – Pursuant to Financial Regulation 5.2.
- 12. To review and approve the attached list of regular payments** - Pursuant to Financial Regulation 5.6
- 13. To review and approve the bank balances**