



Town Clerk: Ms. Helen Watson FSLCC

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Date: 27th May 2020

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

Dear Councillor

POLICY COMMITTEE

You are hereby summoned to attend a Policy Committee Meeting of the Town Council to be held remotely via Zoom on **1st June 2020 at 6.30pm**. This is in line with the temporary powers enabled by Section 78 of the Coronavirus 2020 Act.

Yours sincerely

Helen Watson

Helen Watson
Town Clerk

In normal circumstances, members of the public are welcome to address the meeting in a public forum at 6:30pm. Whilst Beverley Town Council still supports the rights of people to do this, during the current crisis relating to COVID-19, for health and safety reasons, and to ensure physical social-isolation guidance can be followed, meetings will be held digitally via online video technology. Members of the public can attend via the link published on the Town Council website.

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 elect a Policy Committee Chair for the 2020/21 Municipal Year**
- 4. To elect a Policy Committee Vice-chair for the 2020/21 Municipal Year**
- 5. To note the minutes from the Policy Meeting held on 20th April 2020** (previously circulated - approved and signed at Full Council held on 18th May 2020).

6. Payments:

- (a) To review and approve payments to be made (see attached).
- (b) To review income and expenditure against budget (see attached).
- (c) To review and approve the bank balances (see RBS attached).

7. Annual Insurance Policy Renewals

To confirm 2020/21 insurance policies for the Town Council, both having been checked by the Insurance brokers with several insurance companies:

- (a) **Town Council insurance through the Council Guard policy with WPS Hallam Investment Brokers – Council Guard RSA** (see attached documents – insurance proposal, summery and quote).
- (b) **Insurance for the Town Council van with Hinks – Ageas Insurance** (see attached document).

8. New Town Council Website

To consider four website/email add-ons from Aubergine, which was not part of the original resolved agreement when commissioning the company to produce the Town Council's new website – (see the attached)

9. Policy Updates

- a) **To receive a list of Town Council policies and consider a structured review over the coming 12 months.**
- b) **Draft Investment Policy** (see attached)
- c) **Financial Regulations** (see attached – square brackets need amending)
- d) **Grants Scheme:** To consider any changes the Councillors may wish to make the Grants systems.
Note: At Policy Committee on 20th April 2020, the following was resolved regarding this: *“Town Council Officers to investigate how other funders practically and procedurally manage grant schemes and to produce a draft revised scheme to present at a future meeting of the Policy Committee. In addition, Councillors to email the Town Clerk with any thoughts or suggestions regarding this”.*

10. Review of Town Council Events

To review Town Council Events (Cllr L. Johnson to report).

11. Councillor Training

To discuss potential training for new Councillors, including at induction and SLCC ILCA training (Cllr L. Johnson to report).

12. Office Risk Assessment - document to be tabled at the meeting

To consider a work based risk assessment in line with Government guidance, to assess the risks of Officers returning to work in the BTC building as part of the phased reduction of COVID-19 lockdown

13. Goodman Nash Property Audit

To receive information from a company that assists councils to have their rate payments reviewed (see attached).

14. Action Tracker

To receive information regarding action trackers.

Notes: At Full Council on 25th November 2020, the following was resolved regarding this: *“Councillor Pinder will forward her own Action Tracker to the Town Clerk for consideration by Full Council on 13th January 2020.”*

As this did not happen, it was agreed by Full Council on Monday 18th May 2020, that Councillor Pinder would forward her thoughts and suggestions to the Town Clerk.