



**BEVERLEY
TOWN COUNCIL**

WORKING AS A COMMUNITY

Town Clerk: Ms. Helen Watson FSLCC
Office Address: 12 Well Lane, Beverley, East Yorkshire, HU17 9BL
Tel: 01482 874096 **Email:** clerk@beverley.gov.uk **Website:** www.beverley.gov.uk

Wednesday 26th August 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 & FINANCE COMMITTEE

You are hereby summoned to attend a Policy & Finance Committee Meeting of the Town Council to be held remotely via Zoom on **2nd September 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

During the current crisis relating to COVID-19, for health and safety reasons, and to ensure physical social-distancing, 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. a) To note the minutes from the Policy Meeting held on 13th July 2020** (previously circulated, approved and signed at Full Council held on 27th July 2020).
 - b) To discuss and note any matters arising from the minutes.**

- 4. Payments and finance:**
 - (a) To review and approve payments to be made - see attached.**
 - (b) To review the way that budget line payments are processed and paid in a timely manner – Cllr Johnson (Chair) and Town Clerk to report.**

- (c) To approve specialist outsourced accounting/VAT check/advice on a quarterly basis as recommended by Audit Yorkshire. Cllr Johnson (Chair) and Town Clerk to report.
 - (d) To discuss inviting CCLA on 28th September to update on their presentation from earlier in the year with all Councillors invited to attend.
- 5. To discuss and recommend policies to Full Council as directed as best practice by Audit Yorkshire:
 - (a) The NALC model Whistle Blowing Policy.
 - (b) The Grant Making Process – With a recommendation to be discussed at the Grants Meeting on 14th September with all Councilors being invited.
 - (c) Twinning Policy – Twinning Working Group Councillors to report (21.10.19 min 88/19 Cllrs Johnson, Wildey, Pinder, Hopkins, T Astell, Horsley).
 - (d) Fraud & Corruption Policy – See draft document circulated.
 - (e) Reserve's Policy – Town Clerk to report that in line with JPAG 2020 a reserves policy will be required.
- 6. Date of P&F Meetings – Cllr Johnson (Chair) and Town Clerk to report
 - (a) P&F Committee - Monday 28 September – Use this meeting for CCLA presentation to all Councillors
 - (b) P&F Committee - Monday 12 October for Q2 variances and spend.
 - (c) P&F Committee – Monday 7 December – Invitation to all Councillors for budget discussion.
 - (d) P&F Committee – Monday 18 January 2021 – Q3 variances and spend.
 - (e) P&F Committee – Monday 1 March 2021 – Policies update.
 - (f) P&F Committee – Monday 19 April 2021 – Year End Prep.