



Minutes of the Policy Committee Meeting

On 1st June 2020

6:30pm via Zoom

(Due to the COVID-19 pandemic it was not possible for Council to meet in person)

Present: Cllrs L. Johnson (Chair), T. Astell, P. Astell, D. Healy, C. Hopkins, D. Horsley and M. Pinder

In Attendance: Helen Watson (Town Clerk) and Matthew Snowden (Deputy Town Clerk)

01/20: To receive apologies for absence.

Apologies were received from Cllr D. Jack.

02/20: Declarations of Interest.

02.1: 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.

Cllrs L. Johnson and P. Astell declared a Pecuniary Interest in item 6.a due to training ILCA course fees.

Cllr P. Astell declared a Pecuniary Interest in item 6.a due to a travel expenses payment.

Cllr T. Astell declared a Pecuniary Interest in item 6.a due receiving the Mayoral Allowance

Cllrs P. Astell, T. Astell, C. Hopkins, L. Johnson and M. Pinder declared a Pecuniary Interest in item 6.a due to receiving Annual Councillor Allowances

02.2: To note dispensations given to any member of the council in respect of the agenda items listed below.

No dispensations were received.

03/20: To elect a Policy Committee Chair for the 2020/21 Municipal Year.

Proposal: Cllr L. Johnson

Proposed: Cllr P. Astell

Seconded: Cllr D. Healy

Resolved: That Cllr L. Johnson be elected Chair of the Policy Committee for the 2020/21 Municipal Year.

04/20: To elect a Policy Committee Vice-chair for the 2020/21 Municipal Year.

Proposal: Cllr M. Pinder

Proposed: Cllr P. Astell

Seconded: Cllr C. Hopkins

Resolved: That Cllr M. Pinder be elected Vice-chair of the Policy Committee for the 2020/21 Municipal Year.

05/20: To note the minutes from the Policy Meeting held on 20th April 2020.

Resolved: That the minutes be noted.

06/20: Payments:

06.1: To review and approve payments to be made.

PAYMENTS FROM 22ND APRIL 2020				
FOR POLICY ON 1st JUNE 2020				
Current Account - payments made by direct debit or approval				
Date Paid	Payment Method	Company	Amount	Item/Purpose
22/04/2020	Direct Debit	Siemens Financial Services	£322.81	Quarterly lease payment for photocopier
23/04/2020	Direct Debit	Npower	£33.65	Camera 1 CCTV Wednesday Market
23/04/2020	Direct Debit	Three.co.uk	£148.84	Officer's Mobile raised costs due to increase usage with remote working
27/04/2020	Direct Debit	Npower	£37.04	Camera 6 CCTV Beverley Town centre
30/04/2020	Direct Debit	Linley & Simpson	£80.00	Well Lane garage rent
01/05/2020	BACS	Officer	£172.52	Officer travel from July 2019 to March 2020
01/05/2020	BACS	Beverley in Bloom (Chair)	£116.76	Plants, brushes, weedkiller and hazard tape
01/05/2020	BACS	Handyman	£105.83	Fuel for van (waiting for new fuel card), van cleaning equipment, NHS signs equipment
01/05/2020	BACS	Salaries	£6,667.60	Staff salaries- April
01/05/2020	BACS	Cllr P Astell	£213.80	Councillor Annual Allowance
01/05/2020	BACS	Cllr T Astell	£200.00	Councillor Annual Allowance
01/05/2020	BACS	Cllr D Boynton	£200.00	Councillor Annual Allowance
01/05/2020	BACS	Cllr C Hopkins	£200.00	Councillor Annual Allowance
01/05/2020	BACS	Cllr L Johnson	£250.00	Councillor Annual Allowance
01/05/2020	BACS	Cllr M Pinder	£250.00	Councillor Annual Allowance
01/05/2020	Direct Debit	Geoff Simpson Holdings	£420.00	Unit 2 Oldbeck Road rent
05/05/2020	Direct Debit	East Riding of Yorkshire Council	£511.00	Office rates
05/05/2020	BACS	Print n Promote	£140.00	Key worker "thank you" signage
07/05/2020	Direct Debit	KRL Group	£47.88	Photocopier usage and help line
14/05/2020	Direct Debit	Allstar Business	£17.86	Fuel
14/05/2020	Debit Card	Marks and Spencers	£10.00	Tea and coffee for office and meeting room
20/05/2020	Direct Debit	Yorkshire Bank Credit Card	£3.18	Googlemail storage for two email addresses
23/05/2020	Direct Debit	Three.co.uk	£23.00	Officer mobile
28/05/2020	Direct Debit	TC Group	£336.00	8 months pay roll fees (£35 per month plus VAT = £42) (Direct Debit form lost by company and re-sent to TC Group - from 01.06.2020 this will be £42 per month)
30/05/2020	Direct Debit	Linley and Simpson	£80.00	Well Lane garage rent
31/05/2020	Direct Debit	KCOM	£197.32	Every call diverted to mobile is charged at £0.30 per minute for duration of call

Current Account - payments to be made				
Date Paid	Payment Method	Company	Amount	Item/Purpose
02/06/2020	BACS	ERNLLCA inv SI-719	£1,827.98	20/21 ERNLLCA (£795) and NALC subscriptions (£1032.98)
02/06/2020	BACS	Cascare inv 1413	£50.00	First Aid for 2020 pancake race
02/06/2020	BACS	Countrywise Water Cooler 438670	£14.41	Water cooler rental April 2020
02/06/2020	BACS	East Riding of Yorkshire Council 65633167	£12,297.60	4 remote CCTV cameras at £2562 plus VAT
02/06/2020	BACS	Glasdon UK Limited 8292	£2,223.35	18 Dog waste bag dispensers and associated fittings/sacks
02/06/2020	BACS	HMRC	£2,274.73	Tax (staff and members allowances' tax £186.20) and NI for April

02/06/2020	BACS	East Riding Pension Fund	£2,172.48	Staff and employers pension contributions for April
02/06/2020	BACS	KCOM BUS001298781	£108.00	April and May internet access
02/06/2020	BACS	East Riding of Yorkshire Council 65631105	£240.00	Mayor Making 2019 - Guildhall Hire (invoice received 4th May 2020)
02/06/2020	BACS	Macebearer	£1,200.00	Honorarium to support Mayor of Beverley, civic life of Beverley Town Council and at events
02/06/2020	BACS	Mayor of Beverley	£1,500.00	Annual payment to support Mayor of Beverley with expenses of being Mayor
02/06/2020	BACS	Beverley FM	£1,200.00	Sponsorship of Beverley FM 'What's On'
02/06/2020	BACS	Beverley Cherry Tree Community Centre	£6,000.00	Donation to support the work of Beverley Cherry Tree Community Centre
02/06/2020	BACS	Beverley Against Poverty	£500.00	Donation to support the work of Beverley Against Poverty in supporting older people and homeless by providing a drop in centre, meals and showers
02/06/2020	BACS	Allotment Holder	£25.00	Bond return
02/06/2020	BACS	Radphone BEV001	£1,500.60	Radios and accessories for the Beverley Westwood Park Run grant
02/06/2020	BACS	Allotment Holder	£50.00	Bond return
02/06/2020	BACS	MKM Building supplies 0015/30056695	£15.21	100 cable ties (NHS banners)
02/06/2020	BACS	Christmas Lights	£989.93	VAT refund for purchases made from this account
02/06/2020	BACS	Allotment Holder	£50.00	Allotment bond refund
02/06/2020	BACS	Blue Aurora Media	£250.00	Virtual VE Day 75 Creation and curation of Facebook Page production of special content, podcasts and audio visual resources
02/06/2020	BACS	Town Farm Nurseries	£330.00	Trailing plants and barrier planter flowers
02/06/2020	BACS	Cllr P Astell	£100.00	Travel expenses to arrange and deliver barrier planters, liners and bedding plants
02/06/2020	BACS	SLCC Enterprises	£99.00	ILCA course fees for Cllr L Johnson
02/06/2020	BACS	F. G. Adamson and Son	£5,121.60	John Deere Lawn Tractor and trailer
02/06/2020	Cash Withdrawal	Beverley Town Council	£300.00	Petty cash
02/06/2020	BACS	East Riding of Yorkshire Council	£1,191.33	Minster North Election - 2 May 2019
02/06/2020	BACS	East Riding of Yorkshire Council	£2,915.64	St Mary's East Election - 2 May 2019
02/06/2020	BACS	East Riding of Yorkshire Council	£2,487.21	Minster South Election - 2 May 2019
02/06/2020	BACS	East Riding of Yorkshire Council	£2,366.93	St Mary's West Election - 2 May 2019
02/06/2020	BACS	WPS Hallam Investment Broker	£3,384.72	Town Council insurance with Council Guard RSA
02/06/2020	BACS	WPS Hallam Investment	£12.06	Insurance for 4 laptops for remote working by officers
02/06/2020	BACS	Hinks Insurance Broker	£684.55	Van insurance with Ageas Insurance Limited
02/06/2020	BACS	East Riding Supplies	£46.58	Hand sanitizer and C15 sanitising wipes
02/06/2020	BACS	Cllr I. Gow	£250.00	Councillor Annual Allowance
02/06/2020	BACS	Blue Aurora	£75.00	Civic – Mayor's address

Proposal: That the payments be approved, with the late addition of the payment of Cllr I. Gow's Councillor Allowance.

Proposed: Cllr L. Johnson **Seconded:** Cllr M. Pinder

Resolved: That the proposal be accepted.

06.2: To review income and expenditure against budget.

Proposal:

- Due to concerns regarding both the accuracy and clarity of some aspects of the document and the suitability of the RBS finance reporting system, as a matter of priority the Town Clerk to investigate these issues and report back to Full Council.
- The Clerk to provide a simple spreadsheet with yearend income vs. expenditure and against the budget (allocated and unallocated) and the same for Month 1 of the 2020/21 financial year.
- Because in-person training from RBS for Councillors and Officers could not take place due to the COVID-19 pandemic, the Town Clerk to liaise with RBS to arrange remote training sessions for Officers on the new RBS Omega purchase ledger system.
- That staff overtime payments are split out from core contractual salary payments when reporting expenditure.
- That expenditure lines are consistent for each report, e.g. 4100 relates to 'rent' across all reports.

Proposed: Cllr L. Johnson **Seconded:** Cllr T. Astell

Resolved: *That the proposal be accepted.*

06.3: To review and approve the bank balances.

Proposal:

- That the bank balances be approved and that monies in the Skate Park and Field to Table accounts be transferred to the main Current account and those two accounts be officially closed.
- Because there is a difference in the Field to Table account of £4,180.29 between February (£38,244.86) and April (£34,064.57), the Clerk to report back to Councillors explaining what costs this has covered.

Proposed: Cllr P. Astell **Seconded:** Cllr T. Astell

Resolved: *That the proposal be accepted.*

Due to work commitments, Cllr M. Pinder left the meeting at this point.

07/20: 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:

07.1: Town Council insurance through the Council Guard policy with WPS Hallam Investment Brokers – Council Guard RSA

Proposal: That the Town Council acquires insurance with Council Guard Policy through WPS Hallam.

Proposed: Cllr L. Johnson **Seconded:** Cllr T. Astell

Resolved: *That the proposal be accepted and the Town Clerk inform the insurance company.*

07.2: Insurance for the Town Council van with Hinks – Ageas Insurance

Proposal: That the Town Council acquires van insurance with Ageas Insurance through Hinks.

Proposed: Cllr L. Johnson **Seconded:** Cllr T. Astell

Resolved: *That the proposal be accepted and the Town Clerk inform the Insurance company.*

08/20: 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.

Proposal 1: That the Town Council purchases the proposed email package as proposed by Aubergine to ensure all Councillors have official email addresses as soon as is practicable. In addition, Officers liaise with Aubergine to ascertain if doing so will include full access to Officer 365

Proposed: Cllr P. Astell **Seconded:** Cllr T. Astell

Resolved: *That the proposal be accepted.*

Proposal 2: If website migration services are required at a later date, Officers to request this at the most opportune meeting and further research be carried out regarding the online payment system Stripe (which could be added to the website at a later date should Councillors decide to do so).

Proposed: Cllr L. Johnson **Seconded:** Cllr T. Astell

Resolved: *That the proposal be accepted.*

Proposal 3: That Officers research quotes for laptops and tablets that would be owned by the Town Council, but distributed to Councillors to ensure equality of access to remote communications and digital documents. This will be reported back at a future meeting of the Policy Committee.

Proposed: Cllr P. Astell **Seconded:** Cllr T. Astell

Resolved: *That the proposal be accepted.*

Proposal 4: That Beverley Town Council creates an Amazon Prime account and pays the annual fee of £79, to ensure the efficient purchase and delivery of items required at short notice and that may prove difficult to otherwise acquire during COVID-19 lockdown.

Proposed: Cllr T. Astell **Seconded:** Cllr C. Hopkins

Resolved: *That the proposal be accepted.*

Proposal 5: That a maximum of £100 be allocated to purchase additional Cloud recording space on Zoom.

Proposed: Cllr M. Pinder **Seconded:** Cllr L. Johnson

Resolved: *That the proposal be accepted.*

09/20: Policy Updates:

09.1: To receive a list of Town Council policies and consider a structured review over the coming 12 months.

Proposal: That the Chair of Policy works with the Town Clerk to strategically plan when policies will be reviewed at Policy meetings over the coming year, with final adoption of updated policies taking place at Full Council meetings.

Proposed: Cllr L. Johnson **Seconded:** Cllr P. Astell

Resolved: *That the proposal be accepted.*

09.2: Draft Investment Policy

Proposal: That the Cllr D. Healy and the Town Clerk liaise to produce a section for the policy that details the risk levels the Town Council is prepared to consider when making investments. In addition, the Town Clerk to liaise with CLLA to arrange a further opportunity for them to speak to Councillors regarding the options they have available for investment opportunities.

Proposed: Cllr D. Healy **Seconded:** Cllr L. Johnson

Resolved: *That the proposal be accepted.*

At 8:28pm, it was unanimously agreed that Standing Orders be revoked to enable the meeting to continue, as the prescribed two hour time period had elapsed.

09.3 Financial Regulations

Proposal: That the requirements for credit checks detailed in section 5.1 of the Financial Regulations be removed. That 5.2 should reflect that the schedule of payments is recommended to Full Council, where they are official ratified via approval of Policy minutes. That the Town Clerk check with ERNLLCA as to whether or not section 6.20 should make reference to changes required to ensure continuity of services during the COVID-19 pandemic. These revisions will be brought back one more time to the next Policy meeting and then adopted at the subsequent meeting of Full Council.

Proposed: Cllr L. Johnson **Seconded:** Cllr P. Astell

Resolved: *That the proposal be accepted.*

09.4: Grants Scheme: To consider any changes the Councillors may wish to make the Grants systems.

Proposal: That Cllr L. Johnson and Cllr D. Horsley continue to develop a revised grant scheme, which potentially has two strands – one for local events that includes multi-year support to help ensure continued viability and enable the Town Council to work closer with such organizations, and another small grants scheme for other organizations. Once more detailed proposals are in place, they will be presented to the Policy Committee for consideration.

Proposed: Cllr L. Johnson **Seconded:** Cllr L. Horsley

Resolved: *That the proposal be accepted.*

10/20: Review of Town Council Events

Proposal: It is with great regret that due to the ongoing COVID-19 pandemic, the Policy Committee recommends to Full Council that the annual Food Festivals scheduled for October (Market Place) and November (Beverley Minster) be cancelled, with the hope they and other events will be able to take place in 2021.

Proposed: Cllr L. Johnson **Seconded:** Cllr T. Astell

Resolved: *That the proposal be accepted.*

11/20: Councillor Training

It was noted that Cllr L. Johnson and Cllr P. Astell have enrolled to take the SLCC ILCA training and that Cllr M. Pinder has also indicated an interest. Any other Councillors who are interested are invited to contact the Town Clerk for details.

12/20: Office Risk Assessment

Proposal: That as a matter of urgency the Town Clerk produces an office risk assessment relating to staff returning to work in the office during the ongoing COVID-19 pandemic and that until this is in place, no members of staff should enter the office under any circumstances. The document will be sent to members of the Personnel Committee and Mayor for approval.

Proposed: Cllr L. Johnson **Seconded:** Cllr T. Astell

Resolved: *That the proposal be accepted.*

13/20: Goodman Nash Property Audit

Proposal: That the Town Council is not interested in their services and the Town Clerk to inform them accordingly.

Proposed: Cllr P. Astell **Seconded:** Cllr L. Johnson

Resolved: *That the proposal be accepted.*

14/20: Action Tracker

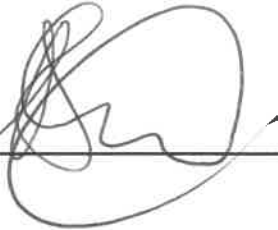
Proposal: That the Action Tracker as proposed by Cllr M. Pinder be accepted and the Clerk to implement it as soon as possible.

Proposed: Cllr L. Johnson **Seconded:** Cllr P. Astell

Resolved: *That the proposal be accepted.*

The meeting closed at 9.06pm

Signed:



A handwritten signature in black ink, consisting of several loops and a long horizontal stroke, positioned above a solid horizontal line.

Dated:

24/6/2020

