



## Minutes of the Policy Committee Meeting

On 13<sup>th</sup> July 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, D. Jack and M. Pinder

**In Attendance:** Helen Watson (Town Clerk) and Matthew Snowden (Deputy Town Clerk)  
Cllrs C. Wildey and A. Willis  
4 members of the public

**15/20: To receive apologies for absence.**

No apologies were received.

**16/20: Declarations of Interest**

**16.1: 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.**

Cllr M. Pinder explained that whilst she did not believe it warranted an official declaration, she made the committee aware that she was one of the two individuals who submitted the enquires that lead to the additional audit carried out by Audit Yorkshire (as detailed in item 17 of the agenda)

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

No dispensations were given.

**17/20: To note the minutes from the Policy Meeting held on 1<sup>st</sup> June 2020** (previously circulated, approved and signed at Full Council held on 22<sup>nd</sup> June 2020).

**Proposal 1:** That the minutes for the Policy Meeting held on 1<sup>st</sup> June 2020 be approved and that it is recommended that Full Council officially changes the name of the committee to Policy and Finance Committee, thereby more accurately describing the work it carries out.

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

**Resolved:** *That the proposal be approved.*

**Proposal 2:** That draft minutes are considered at each following Policy Meeting, before being submitted to Full Council for final approval. This will require draft minutes to be published on the Town Council website to fulfil obligations regarding timescales by which such documents must be made public. In addition, an item for "Matters Arising from the Previous Minutes" should be added to each Policy Committee agenda.

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

**Resolved:** *That the proposal be approved.*

**18/20: Payments:**

**18.1: To review and approve payments to be made (see attached).**

List of Payments made between 03/06/2020 and 30/06/2020					
Ref No	Date Paid	Payee Name	Payment Method	Amount Paid	Bank Charges Current Account (this is refunded)
A1	04/06/2020	BUSINESS STREAM WATER	DD	£ 42.15	12 Well Lane Water Charges
A2	05/06/2020	EAST RIDING OF YORKSHIRE COUNCIL	DD	£ 511.00	12 Well Lane Rates
A3	08/06/2020	KRL GROUP LIMITED	DD	£ 189.53	Photocopying
A4	09/06/2020	N POWER	DD	£ 40.37	CCTV3 Toll Gavel
A5	11/06/2020	ALDI STORES LIMITED	DD	£ 157.45	Various Bedding Plants
A6	15/06/2020	ALLSTAR BUSINESS SOLUTIONS LTD	DD	£ 70.77	Fuel for van
A7	19/06/2020	F. G. ADAMSON AND SON	EP	£ 5,121.60	JD Lawn Tractor 42" & Trailer (payment approved at June Policy and made 19 June)
A8	19/06/2020	D H FLETCHER	SO	£ 3,500.00	12 Well Lane First Quarter Rent 2020-21
A9	19/06/2020	YORKSHIRE BANK CREDIT CARD	DD	£ 3.18	Googlemail Storage x 2
A10	25/06/2020	STAFF SALARIES	EP	£ 4,518.15	Staff Salaries - June 2020
A11	25/06/2020	HMRC	EP	£ 1,337.01	Tax and NI - May 2020
A12	25/06/2020	EAST RIDING PENSION	EP	£ 1,599.04	Pension Contributions - May 2020
A13	25/06/2020	HMRC	EP	£ 1,252.91	Tax and Ni - June 2020
A14	25/06/2020	EAST RIDING PENSION	EP	£ 1,449.65	Pension Contributions - June 2020
A15	25/06/2020	YORKSHIRE BANK	DD	£ 10.00	Bank Charges Current Account (this is refunded)
A16	25/06/2020	TC CENTRAL LIMITED	DD	£ 42.00	Payroll Services

List of Payments to be Approved					
Ref No	Date Paid	Payee Name	Payment Method	Amount Paid	Bank Charges Current Account (this is refunded)
B1	14/07/2020	DRIFFIELD AND WOLDS WEEKLY	EP	£ 480.00	Beverley Life May - VE Day 75
B2	14/07/2020	WPS HALLAM INSURANCE BROKERS	EP	£ 82.94	Lawn Tractor and Trailer Insurance
B3	14/07/2020	RIALTAS BUSINESS SOLUTIONS (RBS)	EP	£ 200.00	Bank Reconciliation Assistance and Training (Fri 3 July)
B4	14/07/2020	THE WORKS	DC	£ 300.00	Flag Pole and Mount x 60
B5	14/07/2020	GEOFF SIMPSON HOLDINGS	DD	£ 420.00	Unit 2 Oldbeck Road Rent - July 2020
B6	14/07/2020	KRL GROUP LIMITED	DD	£ 17.99	Monthly Helpdesk Support -May 2020
B7	14/07/2020	KRL GROUP LIMITED	DD	£ 17.99	Monthly Helpdesk Support - June 2020
B8	14/07/2020	KCOM	DD	£ 54.00	Office Internet
B9	14/07/2020	KCOM	DD	£ 180.31	Office Telephones
B10	14/07/2020	NPOWER	DD	£ 35.37	Electricity for Wednesday Market CCTV

B11	14/07/2020	ALLSTAR BUSINESS SOLUTIONS LTD	DD	£ 34.34	Fuel for van
B12	14/07/2020	YORKSHIRE BANK	DD	£ 10.00	Business Online Bank Charge
B13	14/07/2020	EAST RIDING OF YORKSHIRE COUNCIL	EP	£ 14,400.00	Annual Monitoring of Town CCTV
B14	14/07/2020	EAST RIDING OF YORKSHIRE COUNCIL	EP	£ 7,711.00	Annual Maintenance of Town CCTV
B15	14/07/2020	NPOWER	DD	£ 134.64	12 Well Lane Council Offices Electricity
B16	14/07/2020	EAST RIDING OF YORKSHIRE COUNCIL	EP	£ 240.00	Guildhall Rental for Mayor Making 2019 (ERYC only recently sent invoice)
B17	14/07/2020	MKM SUPPLIES	EP	£ 18.25	Cable Ties (pack of 100 x 2)
B18	14/07/2020	KRL	DD	£ 104.09	Photocopying - June 2020
B19	14/07/2020	KCOM	DD	£ 243.02	Office Telephones
B20	14/07/2020	JEWSON	EP	£ 13.08	Cable Ties (pack of 100 x 2)
B21	14/07/2020	CHUBB	DD	£ 124.12	Office CCTV Annual Contract Charge
B22	14/07/2020	JEWSON	EP	£ 61.63	Equipment to build plaque to mark the Mason's contribution to Christmas Lights - to be located in Dyer Lane (materials and proofing substance)
B23	14/07/2020	AUBERGINE	EP	£ 2,514.00	WCAG Website Packs (£975), Annual Hosting inc 2 hours support (£300), 12 hours annual support (£720), Annual Domain Registration (£100), plus 20% VAT.
B24	14/07/2020	RIALTAS BUSINESS SOLUTIONS (RBS)	EP	£ 720.00	Training sessions x 3, plus 20% VAT
B25	14/07/2020	PLANTSCAPE	EP	£ 8,953.92	3-tier Planters x 8 (£2,136), Hang Baskets x 68 (2,108), Maintenance and Watering (£3,097), Delivery (£120), plus 20% VAT
B26	14/07/2020	ZOOM	DD	£ 1.24	Additional storage - our main Zoom contract runs 23rd of one month to 22nd of the next. This was ordered on 22nd to facilitate a meeting therefore only one days worth was charged
B27	14/07/2020	ZOOM	DD	£ 38.40	First full month of additional storage
B28	14/07/2020	BUSINESS STREAM WATER	DD	£ 41.03	Queensgate Allotments Water Charges
B29	14/07/2020	PUBLIC SECTOR AUDIT	EP	£ 555.00	Internal Audit fees
B30	14/07/2020	COUNTRYWISE	DD	£ 14.41	Water Cooler Charges
B31	14/07/2020	GRAHAM LISTER LTD	EP	£ 204.34	Repair and replacement of hot water tap in downstairs washroom
B32	14/07/2020	KRL GROUP LIMITED	DD	£ 171.54	Photocopying charges - May 2020
B33	14/07/2020	CLLR PETER ASTELL	EP	£ 67.08	Travel Expenses
B34	14/07/2020	NPOWER	DD	£ 315.00	Christmas Lights Electricity

**Proposal:** That the payments be approved.

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

**Resolved:** That the proposal be approved.

**18.2: To review Quarter 1 (April to June) income and expenditure against budget.**

Councillors felt that the new Quarter 1 budget, whilst more complex than they had envisaged, was much closer to the sort of documentation they required. The Clerk offered to meet (social distancing compliant) with the Chair and Vice-chair of Policy to discuss further revisions, should they be required. The Clerk also advised that Councillors would be better served if they used the documentation produced directly from the RBS system, as this was the practice of the majority of councils that use this software.

**Proposal:** That the Quarter 1 (April to June) income and expenditure against budget be accepted, with an added line for overtime being included from the Quarter 2 budget onwards.

**Proposed:** Cllr D. Jack                      **Seconded:** Cllr D. Healy

**Resolved:** *That the proposal be approved.*

**18.3: To review and approve the bank balances**

**Proposal:** That the bank balances be approved and that future documents include the previous months balances to enable Councillors to compare differences.

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

**Resolved:** *That the proposal be approved.*

**19/20: To confirm present bank mandate Councillors and appoint a Councillor to sign the bank reconciliations.**

**Proposal:** That Cllr C. Hopkins and Cllr D. Tucker be appointed as signatories for bank reconciliations.

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

**Resolved:** *That the proposal be approved.*

**20/20: Financial Regulations**

**Proposal:** That the draft Financial Regulations as tabled be adopted with the following inclusion in item 5.1: "The council may seek credit references in respect of members or employees who act as signatories".

**Proposed:** Cllr M. Pinder              **Seconded:** Cllr C. Hopkins

**Resolved:** *That the proposal be approved.*

**21/20: Investment Strategy**

**Proposal:** That the draft Investment Strategy as tabled be adopted with the following revisions (detailed in **bold**):

3.6: For 2020-23 the Council will invest as much of its balances as possible in low risk, **accessible and** short term schemes in order to achieve its investment objectives. Investment schemes will be ethical, responsible and of high credit quality, domiciled within the UK with a sovereign rating of A- or higher.

4.2: The Responsible Financial Officer is responsible for selecting suitable investments which comply with the strategy outlined in this document **and will present them to the Policy Committee for consideration.**

**Proposed:** Cllr C. Hopkins              **Seconded:** Cllr D. Healy

**22/20: Town Council Grants**

**22.1: To consider proposed revisions to the Town Grants Scheme (Cllr D. Horsley and Cllr L. Johnson).**

Cllr D. Horsley explained that he will continue to liaise with Cllr L. Johnson to develop a revised Town Council Grants Scheme, which will potentially be divided into two strands – one for larger, annual support to help groups afford increased sustainability and another for lesser amounts that will be available to smaller organisations.

- 22.2: To consider supporting the following grant applicants** (both previously submitted to the Grants Committee, which was inquorate due to the COVID-19 pandemic):
- (i) Two Churches**
  - (ii) St Mary's Church**

Councillors discussed how to proceed with distribution of grants funding. The majority of committee members wanted to resolve this as soon as possible, to enable Full Council in July to ratify recommendations made by the Grants Committee. The Clerk reminded Councillors that retrospective funding was not permitted, as detailed within the Town Council's grants procedures.

**Proposal:** Policy agrees that an amount equivalent to the unallocated grant moneys under the 19/20 budget be taken from reserves and that a meeting of the Grants Committee be convened to consider those applications from the previous inquorate meeting of 21 March 2020 which applicants may wish to resubmit and allocate those funds accordingly.

**Proposed:** Cllr M. Pinder      **Seconded:** Cllr C. Hopkins

**Resolved:** *That the proposal be approved.*

**23/20: Conflict of Interest Forms**

**Proposal 1:** That the Conflict of Interest Forms for officers be adopted and that a short policy explaining the reason for them will be produced by Councillors and considered at the next meeting of the Policy Committee.

**Proposed:** Cllr M. Pinder      **Seconded:** Cllr D. Healy

**Resolved:** *That the proposal be approved.*

**Proposal 2:** That this committee recommends to Full Council that all Councillors complete a DBS clearance form.

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

**Resolved:** *That the proposal be approved.*

**24/20: Town Council Logo**

**Proposal:** That this committee's preference out of the four logos submitted by Aubergine is option number two (tagline "Working as a Community"), which it recommends to Full Council.

**Proposed:** Cllr D. Horsley      **Seconded:** Cllr C. Hopkins

**Resolved:** *That the proposal be approved.*

**25/20: New Code of Conduct**

**Proposal:** That Councillors should submit their comments by 12<sup>th</sup> August 2020 to Cllr T. Astell and Cllr M. Pinder, who will collate these and submit a response from Beverley Town Council to the LGA by the deadline of 17<sup>th</sup> August 2020.

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

**Resolved:** *That the proposal be approved.*

**25/20: To circulate the draft annual AGAR to all Councillors with statutory time notice (as stated in Standing Orders 17e at least 14 days prior to anticipated approval by Full Council)**

- (i) Agar and required documentation**
- (ii) Year-end spend against budget with variances spreadsheet.**

**Proposal:** That the committee notes the AGAR report and year-end spend report and recommends them to Full Council.

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

**Resolved:** *That the proposal be approved*

**26/20: Internal Audit report - To receive, discuss and consider recommendations to Full Council.**

**Proposal:** That the Clerk invites the Internal Auditor to meet with members of the committee via an Zoom meeting, at which Councillors can ask questions and the Auditor can provide answers.

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

**Resolved:** *That the proposal be approved.*

**27/20: East Riding Outbreak Management Plan**

**Proposal:** That the Clerk writes on behalf of the Town Council to the East Riding of Yorkshire Council Chief Executive to applaud their management plan in case of a Covid-19 outbreak, but request that they include the compulsory wearing of face masks in public places at all times in such an event.

**Proposed:** Cllr M. Pinder      **Seconded:** Cllr C. Hopkins

**Resolved:** *That the proposal be approved.*

**28/20: Employment Advice: To approve a budget of up to £2,500 for legal advice**

The Clerk advised that employment advice is part of the service provided by ERNLICCA.

**Proposal:** That the Town Council allocated £2,500 for Legal Advice, so as to afford such services should the need ever arise.

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

**Resolved:** *That the proposal be approved.*

**29/20: To consider the exclusion of the public from the meeting on the grounds that confidential information in relation to business contracts shall be disclosed (Public Bodies (Admission of Meetings) Act 1960).**

The Clerk explained that this item had been placed on the agenda at the request of Councillors and that they had also requested for the document to be circuited as a "green paper" (Public Bodies (Admission of Meetings) Act 1960).

**Proposal:** That the public not be excluded from the meeting and that it remains open to ensure accountability and transparency.

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

**Resolved:** *That the proposal be approved.*

**30/20: Audit Yorkshire: To approve final documentation**

**Proposal:** To recommend approval of the Audit Yorkshire document to Full Council and that the document be made available to the public via the Town Council website when the agenda for the Full Council meeting on Monday 27<sup>th</sup> July is published in the preceding week.

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

**Resolved:** *That the proposal be approved.*

**The meeting finished at 20:27.**

Signed: \_\_\_\_\_



Dated: \_\_\_\_\_

