



**BEVERLEY TOWN COUNCIL  
POLICY**

**14<sup>th</sup> October 2019  
6.30pm at 12 Well Lane Beverley**

**Present:** Cllrs M. Pinder (Vice-chair), T. Astell, D. Jack, D. Healy, C. Hopkins, D. Horsley, L. Johnson

**In attendance:** Cllr P. Astell and Matthew Snowden (Deputy Town Clerk)

**13/19: To receive and accept apologies for absence**

Apologies were received from Cllr S. Rance.

**14/19: (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.**

No declarations were received.

**(b) To note dispensations given to any member of the council in respect of the agenda items listed below.**

No dispensations were given.

**15/19: To note the minutes from the previous meeting on 15<sup>th</sup> July 2019 (previously approved and signed at Full Council on 9<sup>th</sup> September 2019).**

The minutes of the Policy meeting held on 9<sup>th</sup> September 2019 were noted.

**16/19: To review the Policy Committee Action Plan.**

- **Action Plan Item 5/19:** Some councillors expressed concern that the introduction leaflet to the Vision and Strategy Document produced for distribution at the Food Festival had been published in the name of the Leader of the Liberal Democrat Group as opposed to that of the Mayor as Council Chairman and civic figurehead. Questions were also asked as to when the funding for the publication was agreed, but members recalled that Full Council on 22<sup>nd</sup> July 2019 had approved the ring-fencing of £2,000 to cover the costs of producing and promoting the Vision and Strategy Document, of which this item was part.
- **Action Plan Item 9/19 (a):** Councillors asked what progress had been made in the development of a draft Investment Policy for the Council and expressed concern that the issue was not on the Policy agenda to finalise. The Deputy Clerk reported that the item had not been included on the agenda, which had been set by the Policy Committee Chair (who was absent from the meeting itself).

**Resolved:** *That the draft Investment Policy be placed on the agenda for Full Council on 21<sup>st</sup> October 2019.*

- **Action Plan Item 9/19 (b):** Councillors asked for updates regarding the investigation into new bank accounts into which Council financial reserves will be split up and deposited to ensure fiscal security. The Deputy Clerk reported that he had visited various local banks and reported findings back the Town Clerk, who was actively pursuing this issue. Members felt this it was vital for this task to be completed as soon as possible.

**Resolved:** *That the matter be placed on the agenda for Full Council on 21<sup>st</sup> October 2019.*

**17/19: To receive and review the quarterly finance reports per SO17(c).**

Councillors had questions regarding some of the items paid in the past quarter, but in the absence of the Town Clerk (the Council's Responsible Financial Officer) answers were unavailable.

**Proposal:** That the item be placed on Full Council on 21<sup>st</sup> October 2019, to enable to Town Clerk to provide responses.

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

**Resolved:** *That the matter of questions regarding quarterly and other payments be placed on the agenda for Full Council on 21<sup>st</sup> October 2019.*

**18/19: Budget for the 2020/21 Financial Year - To discuss the process of budget setting and start work to prepare a budget for the 2020/21 Financial Year.**

Using the budget for the current and previous years as a guide and taking into consideration the aspirations for the Town Council detailed within the new Vision and Strategy Document, Councillors discussed various possibly considerations when setting the 2020/21 Budget. Items Councillors considered for inclusion in the budget included:

- The BACH Project
- Staffing (including overtime)
- Festivals – both one-off and repeat (e.g. Food Festival, V.E. Day 75, etc.)
- Promoting Beverley through projects, trails and by using new technologies
- Environment and sustainability
- Additional support for Christmas Lights
- Additional Support for Beverley in Bloom (especially considering the potential for being invited to enter Britain in Bloom in 2020)
- General running costs (e.g. printing/photocopying, postage, etc.)
- Youth Provision (e.g. development of a Youth Town Council, etc.)

**Resolved:** *The following issues were resolved:*

- *The Personnel Committee, in consultation with the Town Clerk and Council Officers, look at staff hours and the associated financial implications.*
- *That Cllr D. Healy approach East Riding of Yorkshire Council to see if they would be minded to take over the running of Beverley Food Festival – the issue then is brought to Full Council on 25<sup>th</sup> November 2019, at which a decision regarding the future of the Food Festival will be made.*
- *The Planning, Property and Services Committee discuss budgetary issues relating to Beverley in Bloom and Beverley Christmas Light – these issues will be reported back to Full Council on 25<sup>th</sup> November 2019.*
- *The Town Clerk be asked to investigate the current allocation of £1,180.67 set aside for Youth Town Council on the current Bank Statement Balances, to see if this could be used to support the development of a new Beverley Youth Town Council – in the meantime, Cllrs T. Astell and C. Hopkins will consider how best to take this idea forward.*
- *That an additional Policy Meeting be convened on Monday 18<sup>th</sup> November to discuss the budget in more detail, with the aim of providing a proposed budget to Full Council on 25<sup>th</sup> November 2019.*

Although not part of the agenda, during this item Councillors also discussed the importance of developing a new website for the Town Council within the next few months and before the end of the current financial year.

**Resolved:** *That the Deputy Town Clerk liaise with the Town Clerk to investigate potential website development services, research what other council do and produce a brief covering the needs of the Town Council in terms of what it wishes a website to achieve.*

## 19/19: Twinning

### 19.1: To discuss general issues regarding twinning.

Councillors discussed the social, economic and cultural benefits for Beverley of encouraging the current twinning arrangements with Lemgo and Nogent-sur-Oise, whilst also helping to develop new links with towns from other countries.

### 19.2: To discuss a way forward for Beverley Town Council to work with local twinning organisations.

Councillors discussed the need to formalise the Town Council's approach to how it supports twinning, both financially and practically.

**Resolved:** *That the Policy Committee recommends to Full Council on 21<sup>st</sup> October 2019 that a Twinning Working Group be formed, consisting of representatives from the Town Council, the Lemgo Twinning Association, the Nogent-sur-Oise Twinning Association and potential other twinning bodies. In addition, it also recommends that the first priority of the Working Group should be to develop a Twinning Policy for the Town Council.*

## 20/19: To receive a report of the bank balance of Beverley Town Council

The Deputy Town Clerk reported the bank balances are as follows:

Bank Statement Balances as at 30th September 2019		
30/09/2019	Current	£760,432.43
30/09/2019	Deposit Account	£25,427.41
21/06/2019	Events Account	£20,251.25
05/09/2019	Beverley in Bloom Account	£949.02
30/09/2019	Field to Table	£42,783.90
19/07/2019	Youth Town Council Account	£1,840.67
21/06/2019	Skatepark Account	£218.59
19/07/2019	Christmas Lights Account	£17,949.14
30/09/2019	Petty Cash	£104.18
08/08/2018	Business Bond	£83,579.31
30/09/2019	Mayor of Beverley	£800.00
30/09/2019	Mayor of Beverley Charity Account	£0.37

Councillors noted the report, but questioned what exactly the Business Bond of £83,579.31 was for.

**Resolved:** *The Deputy Town Clerk to liaise with Town Clerk and ask her to provide information at Full Council on 21<sup>st</sup> October 2019.*

**Resolved:** *The bank balances listed above were noted.*

21/19: To approve the attached payments which have been made and are to be made.

21.1: To receive payments approved since 15<sup>th</sup> July to 30<sup>th</sup> September 2019.

Payments for Policy made from 15th July 2019 to 30th September 2019				
Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
19/07/2019	Various	DD	£966.99	BTC Debit Card 19 July
22/07/2019	Siemens	DD	£334.05	Lease Rental July & Annual Fee
23/07/2019	Three.co.uk	DD	£39.16	Clerk Work Mobile July
23/07/2019	N Power	DD	£35.72	CCTV Wed Market to 8 July
25/07/2019	Yorkshire Bank	DD	£10.00	Bank charges - refunded
26/07/2019	N Power	DD	£38.65	CCTV Town Centre to 11 July
26/07/2019	Jewson	BACS	£16.10	Sundry Allotment Materials Jul
26/07/2019	HMRC	BACS	£133.44	PAYE/NI
26/07/2019	SLCC Enterprises Ltd	BACS	£35.00	Finance Training July
26/07/2019	Minster Gardening Services	BACS	£200.00	Cut & Strim S&Q July
26/07/2019	Plantscape	BACS	£3,499.20	50% Watering contract and baskets
26/07/2019	Salaries	BACS	£5,105.15	Salaries July
26/07/2019	ERNLLCA	BACS	£45.00	Councillor training
26/07/2019	Breeders Seeds	BACS	£1,017.00	Hanging Baskets
26/07/2019	HMRC	BACS	£1,693.78	Tax and NI July
26/07/2019	East Riding Council	BACS	£110.55	Stationery
26/07/2019	HMRC	BACS	£133.45	Tax July
26/07/2019	East Riding Council	BACS	£7,560.00	CCTV contribution
26/07/2019	East Riding Council	BACS	£87.72	Identity Badges for Cllrs/Staff
31/07/2019	CBA Sadofskys	DD	£42.00	Payroll Fees July
01/08/2019	Post office	BACS	£1.90	Postage - eviction notice
01/08/2019	Beercock Wiles Wick	SO	£80.00	Garage rent on Well Lane
01/08/2019	Co-Operative	DEBIT CARD	£14.04	Refreshments for the office
01/08/2019	Kingston Communications	DD	£88.57	Office Telephone
01/08/2019	Kingston Communications	DD	£30.00	Internet Access for the office
01/08/2019	Post Office	DEBIT CARD	£1.50	Postage for Food Festival
01/08/2019	Geoff Simpson Holdings	SO	£420.00	Unit 2 warehouse storage
02/08/2019	Plantscape	BACS	£59.99	Hortifeed for hanging baskets
02/08/2019	Minster Gardening Services	BACS	£200.00	Cut 9 Spark/Queen grass
02/08/2019	Plantscape	BACS	£3,000.00	2nd half-hanging baskets/water
05/08/2019	East Riding Council	DD	£503.00	Rates
08/08/2019	Yorkshire Water	DD	£140.40	Sparkmill Water

08/08/2019	KRL Group Ltd	DD	£314.09	Photocopier charges
08/08/2019	Carluccios	DEBIT CARD	£8.25	Refreshments
14/08/2019	Allstar Business	DD	£84.30	Fuel
14/08/2019	Thomas Astell (Deputy Mayor)	BACS	£75.92	Travel expenses - civic engagements
14/08/2019	HMRC	BACS	£1,198.42	Tax and NI
19/08/2019	Yorkshire Bank	DD	£214.89	Email storage, Stationery, Internet Virus Protection for 2 years
20/08/2019	Heron Foods	DEBIT CARD	£5.87	Cleaning Equipment
20/08/2019	Lairgate Motors	DEBIT CARD	£307.21	Van repairs
23/08/2019	Three.co.uk	DD	£23.00	Staff Mobiles
24/08/2019	Yorkshire in Bloom	BACS	£210.00	6 x Yorkshire in Bloom Awards
27/08/2019	Post Office	DEBIT CARD	£3.80	Eviction notices for allotment
27/08/2019	Yorkshire Bank	DD	£10.00	Bank Charge – refunded
28/08/2019	East Riding Pension Fund	BACS	£1,226.94	Pension contributions August
28/08/2019	G K Beulah	BACS	£14.40	Shields of Beverley Town Council
28/08/2019	Minster Gardening Services	BACS	£200.00	Cut 8 - Spark/Queen Allot
28/08/2019	Minster Gardening Services	BACS	£200.00	Cut 10 Spark/Queen grass cut
28/08/2019	Countrywise Water Coolers Ltd	BACS	£56.65	Water cooler
28/08/2019	RBS Software Solutions	BACS	£619.20	Staff financial training
28/08/2019	RBS Software Solutions	BACS	£755.92	Year End Staff Training
28/08/2019	HMRC	BACS	£1,406.51	Tax and NI
28/08/2019	Beverley Signs & Graphics Ltd	BACS	£133.00	HighVisVests printing Bev/Bloom
28/08/2019	Beverley Westwood Park Run	BACS	£1,500.00	Grant
28/08/2019	Stage4Beverley	BACS	£1,000.00	Grant
28/08/2019	Kings Church	BACS	£1,152.00	Grant
28/08/2019	Jim Ellis	BACS	£361.32	New locks for the office doors
28/08/2019	Yorkshire Water	BACS	£31.68	Queensgate water
28/08/2019	Geoff Simpson Holdings	BACS	£17.22	Electricity supply to Unit 2
30/08/2019	Salaries	BACS	£5,662.65	Salaries
30/08/2019	Beercock Wiles	SO	£80.00	Garage rent at Well Lane
30/08/2019	Post Office Limited	DEBIT CARD	£103.60	Postage
30/08/2019	Minster Gardening Services	BACS	£200.00	S&Q Allot Grass Cutting 12

30/08/2019	National Association of Local	BACS	£621.52	NALC Conference x 2 Councillors
31/08/2019	Kingston Communications	DD	£97.34	Telephone
31/08/2019	Kingston Communications	DD	£30.00	Internet for office
31/08/2019	Allotment Tenant A	4863	£25.00	Allotment Bond Refund
31/08/2019	Allotment Tenant B	4884	£25.00	Allotment bond refund
31/08/2019	Allotment Tenant C	4885	£25.00	Allotment Bond Refund
31/08/2019	CBA Sadofskys	DD	£42.00	Payroll fees
31/08/2019	W Boyes & Co Limited	CASH	£5.00	Various gloves - volunteers
31/08/2019	Countrywise Water Coolers Ltd	BACS	£14.41	Water Cooler Rental
01/09/2019	Geoff Simpson Holdings	SO	£420.00	BTC Unit 2 rent Old Beck Road
01/09/2019	KRL Group Limited	DD	£275.44	Photocopier Charges
01/09/2019	Minster Gardening Services	DD	£200.00	S&Q Allot Grass Cutting 11
02/09/2019	N Power	DD	£38.90	CCTV 3 - Toll Gavel Camera
04/09/2019	N Power	DD	£172.60	Office Electric - 12 Well Lane
05/09/2019	East Riding Council	STD ORD	£503.00	12 Well Lane Rates
10/09/2019	VIPS Photography	DEBIT CARD	£40.00	Yorkshire in Bloom Photos
10/09/2019	VIP Photography	DEBIT CARD	£40.00	Yorkshire in Bloom Photos (refunded by Mayor)
11/09/2019	N Power	DD	£24.49	CCTV 42 Sat Market Place
11/09/2019	N Power	DD	£33.72	CCTV 1, Sat Market Place
12/09/2019	Yorkshire Water	DD	£49.51	Water & Sewerage - 12 Well Lane
12/09/2019	East Riding Supplies	BACS	£100.22	Office stationery & paper
14/09/2019	Allstar Business	DD	£107.41	Fuel for Council Van
16/09/2019	Flying Colours Flag makers Limited	DEBIT CARD	£777.54	Para-Cycling Bunting/Flags (partial refunded by Grant from ERYC)
20/09/2019	Yorkshire Bank Credit Card	DD	£53.17	Email storage and lanyards for Beverley in Bloom
23/09/2019	N Power	DD	£30.32	CCTV 42 Sat Markey Place
23/09/2019	N Power	DD	£43.32	CCTV 1 Sat Market Place
24/09/2019	East Riding Pension	BACS	£1,470.52	Pension Contributions
24/09/2019	SLCC Enterprises Ltd	BACS	£303.00	Conference Fee for Clerk
24/09/2019	ERNLLCA	BACS	£432.00	4 x Good Cllr Training
24/09/2019	ERNLLCA	BACS	£90.00	2 x Good Cllr Training
24/09/2019	HMRC	BACS	£1,793.08	Staff Tax & NI Sep19
24/09/2019	Three.co.uk	DD	£23.00	Town Clerk Mobile
24/09/2019	Beverley Nogent	BACS	£400.00	Trip Expense - Appr FC Sep19

	Twining Association			
24/09/2019	Jewson	BACS	£47.34	Handyman Boots & Cable Ties
24/09/2019	Minster Gardening Services	BACS	£200.00	Allotment Grass Cut 13 S&Q
24/09/2019	Salaries	BACS	£5,276.12	Salaries
25/09/2019	Yorkshire Bank	DD	£10.00	Bank charges - refunded
25/09/2019	D H Fletcher	SO	£3,500.00	Office rent
30/09/2019	Countrywise Water Coolers Ltd	DD	£14.41	Water Cooler Rental
30/09/2019	CBA Sadofskys	DD	£42.00	Payroll Fees re Staff Wages
30/09/2019	Beercock Wiles & Wick	DD	£80.00	Well Lane Garage Rent
<b>Field to Table</b>				
19/09/2019	Darren Jinks	DDR	£160.00	Unpaid cheque - FF
20/09/2019	NBC Associates	BACS	£750.00	50% of Food Theatre Marquee
20/09/2019	Darren Jinks	DDR	£160.00	Unpaid cheque - FF (now paid for stall fee by BACS)
<b>Petty Cash</b>				
31/08/2019	W Boyes & Co Limited	CASH	£5.00	Various gloves - volunteers
10/09/2019	Marks and Spencers	CASH	£7.30	Refreshments
27/09/2019	W Boyes & Co Limited	CASH	£1.49	Glasses for Food Awards
27/09/2019	Art Discount	CASH	£39.09	Dayglo Paper for the Food Festival Zones, Food Festival stall holders and marshalls

**Resolved:** That the above listed payments are approved and answer regarding any queries be sought from the Town Clerk at Full Council on 21<sup>st</sup> October 2019.

**21.2:** To receive payments to be made following Policy Committee on 14<sup>th</sup> October 2019.

**List of Payments from 1st October to 14th October 2019**

<b>Current</b>				
Date Paid	Payee Name	Ref	Amount Paid	Transaction Detail
01/10/2019	Geoff Simpson Holdings	SO	£420.00	Unit 2 Old Beck Road storage
01/10/2019	Kingston Communications	DD	£30.00	Internet Access for office
01/10/2019	Kingston Communications	DD	£118.06	Office Telephone
05/10/2019	East Riding Council	SO	£503.00	Office rates
06/10/2019	Co-Operative	Debit Card	£38.97	Pantry items, condiments and refreshments for the Food Festival
06/10/2019	White Rabbit Chocolatiers	Debit Card	£25.00	Twining Gifts for Nogent-sur-Oise guests

06/10/2019	Max Spielmann	Debit Card	£13.25	Frames for the Food Festival Certificates
07/10/2019	KRL Group Ltd	DD	£352.26	photocopier usage
14/10/2019	Allstar	DD	£75.84	Fuel for the Town Council Van
17/10/2019	npower	DD	£33.88	CCTV Camera 1 - Wednesday Market power
21/10/2019	Yorkshire Bank Credit Card	DD	£421.90	Beer Mats for the Food Festival (267.60) Bev in Bloom business cards (£40) Gmail storage for emails £3.18, annual fee £28 and £83.12
23/10/2019	Three	DD	£23.00	Staff Mobile
30/10/2019	CBA Sadofskys	DD	£42.00	Pay roll fees
30/10/2019	Beercock Wiles	DD	£80.00	Garage rent
31/10/2019	Kingston Communications	DD	£128.38	Telephone for office
31/10/2019	Kingston Communications	DD	£30.00	Internet for office
17/10/2019	Earley Ornamentals	BACS	£904.18	Winter pansys and violas for planters
17/10/2019	Cllr Peter Astell	BACS	£7.28	Travel to ERNLLCA meeting
17/10/2019	M Andrew	BACS	£84.76	Tidy Days: clips, S hooks, secateurs, pruner, hand brush. Food Festival: Sterilisers, plastic glasses. Watering: clips and connectors for hoses. Allotments: Weed killer. Handyman protective clothing
17/10/2019	Minster Gardening Services	BACS	£200.00	Cut 12 for grass cutting at 3 allotments
17/10/2019	Minster Gardening Services	BACS	£200.00	Cut 14 for grass cutting at 3 allotments
17/10/2019	P Astell	BACS	£29.00	Travelling to ERNLLCA meetings
17/10/2019	ERNLLCA	BACS	£90.00	Two Councillors Training sessions
17/10/2019	Inspectas	BACS	£900.00	BACH Survey report
17/10/2019	M Pinder	BACS	£15.15	Travel to ERNLLCA training
17/10/2019	ERNLLCA	BACS	£45.00	1 Councillor Training Session
17/10/2019	PKF Littlejohn	BACS	£960.00	External Audit Fees for 2018/19 accounts
17/10/2019	Amberol Limited	BACS	£236.40	Two Barrel Planters for Bloom
17/10/2019	Indicoll Limited	BACS	£144.00	Website hosting - annual fee
17/10/2019	Countrywise Water Coolers Ltd	BACS	£14.41	Water Cooler - monthly fee
17/10/2019	East Riding Council	BACS	£168.04	Stationery
17/10/2019	HMRC	BACS	£1,618.13	Tax and NI
17/10/2019	East Riding Pension	BACS	£1,785.63	Pension contributions
<b>Field to Table</b>				
06/10/2019	Beverley Garland Dancers	Chq 212	£50.00	Entertainment at the Food Festival
06/10/2019	Apus Productions Ltd	Chq 213	£350.00	Bandanarama - entertainment at the Food Festival
06/10/2019	Mr Cossham	Chq 214	£200.00	Professor Fiddlesticks - entertainment at the Food Festival



06/10/2019	NBC Associates	Chq 215	£750.00	Cookery Theatre Hire (Food Festival) - final payment
17/10/2019	East Riding Council	BACS	£3,382.28	Erection/Power/Refuse for FF

**Resolved:** That the above listed payments be approved and signed.

In reference to how the Council manages the approval of payments, alongside other concerns that quarterly meetings of the Policy Committee might not be sufficient, Councillors discussed the possibility of scheduling additional meetings. The requirement to arrange a meeting in November before Full Council on 25<sup>th</sup> November 2019 was also discussed, so as to establish a more formal draft budget for 2020/21 that will then be considered at Full Council.

**Resolved:** That Policy Committee recommends Full Council on 21<sup>st</sup> October 2019 increase the frequency of Policy Meetings from quarterly to monthly, even if some of those meetings are simply to formally scrutinise and approve payments. However, in the immediacy, Policy requests Full Council approve an additional Policy Meeting on Monday 18<sup>th</sup> November, 6:30pm to address the draft budget issue.

**The Meeting Closed at 8:40pm**

Signed: RWD Jadh.

Date: 13/1/2020