



BEVERLEY TOWN COUNCIL

POLICY

**15th July 2019
6.30pm at 12 Well Lane Beverley**

Present: Cllrs Rance, Healy, Hopkins, Horsley, Johnson and Pinder

In attendance: Cllr P Astell and Helen Watson (Clerk)

1/19 To receive and accept apologies for absence

Apologies of absence were received from Cllrs Jack and T Astell.

Cllr Healy opened the meeting, prior to a Committee chair being elected.

2/19 (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.

3/19 To elect a Chair for the municipal year

Cllr Healy proposed and Cllr Johnson seconded Cllr Rance be elected as Chair for the municipal year. A vote took place which was unanimous.

Resolved: *Cllr Rance be elected as Chair for the municipal year*

Cllr Rance chaired the meeting from this point.

4/19 To elect a Vice Chair for the municipal year

Cllr Hopkins proposed and Cllr Healy seconded Cllr Pinder be elected as Vice Chair for the municipal year. A vote took place which was unanimous.

Resolved: *Cllr Pinder be elected as Vice Chair for the municipal year*

5/19 To consider and discuss the Vision/Strategy document

Cllr Healy introduced the strategic plan and explained the thoughts behind it. He explained that it was about three main issues:

- Making Beverley a cleaner and greener place to live, work and be happy.
- Making Beverley a place where everyone matters and people pull together.

- Making Beverley Town Council's finances and organisational structure clear, so that people can understand how their money is spent.

Detailed debate took place on this matter. Cllr Healy stated that it was important to take ownership of the plan. Members discussed the vision strategy and suggested some amendments. Cllr Pinder agreed that areas of the document were good but there was a need for specific projects to be detailed within the plan, whilst also suggesting some ideas based around tourism and mapping apps which residents and tourists could equally enjoy. Loneliness of older people was also discussed. Members all discussed that any activities need to have an impact on Beverley. Cllr Hopkins commented on the importance of neighbourhood plans, which had been recently discussed at ERNLLCA training. Further discussion then took place on the merit of neighbourhood plans by Cllr Horsley, who had some past experience of this subject. Cllrs Johnson and P Astell spoke of the need for youth provisions and a Youth Town Council. Cllrs Pinder and Hopkins suggested that youth support and engagement be included as an additional line. Cllr Pinder was concerned that the document should not be made public until it had been given further discussion by members and more specifics could be entered, although she said Beverley Town Council could declare existence of the plan and other ambitions as a Council, regarding it in more general terms. Cllr Rance summed up that the finer details of the plan can be determined and there were many good ideas from all members to work on in the future, along with the BACH project which is in its development stage.

Resolved – *Cllr Healy to amend the strategic document as requested by members and put to Full Council in July for wider members to discuss.*

6/19 Transparency

Members received a report on compliance with legal requirements for Transparency as circulated by the Clerk, based on the Local Government Transparency Code 2015. Cllr Rance reported that an improved website and operating system would allow for more transparency in displaying Beverley Town Council information. Cllr Rance proposed a motion below which was seconded by Cllr Healy.

Motion: *This committee resolves that Beverley Town Council should fully comply with the DCLG Local Government Transparency Code 2015 and the ICO Model Publication Scheme v1.2 as matter of urgency (before 31st December 2019), recognising this will require a significant redesign of the Town Council website. The committee recommends to Full Council that funds for this should be allocated from the earmarked reserve Development up to the sum of £3,000. The normal procurement rules laid out in Financial Regulations will apply to this procurement.*

A vote took place with all in favour.

Resolved – *That the above motion is carried by a unanimous vote.*

7/19 To consider and adopt the latest NALC Model Financial Regulations for adoption by Full Council

Cllr Rance and the Clerk reported on the latest NALC Model Financial Regulations for the recommended adoption by Full Council.

Resolved - *That the NALC Model Financial Regulations go forward for adoption by Full Council in July.*

8/19 To confirm and resolve Councillors to sign the operational bank mandates as signatories

The Clerk reported that signatures were required for banking mandates from Cllrs Gow, Healy, Horsley, Johnson, Pinder, Willis and Jack as resolved at Full Council in June. She also requested that the bank mandate signature members go to the Yorkshire Bank with their photo and address ID for authorisation.

9/19 Investment Policy

(a) To review and consider the draft Investment Policy

The Clerk briefly reported on a draft Investment Policy which can be completed at the next Policy Committee meeting.

- (b) To consider and discuss progress in complying with Full Council 24th June 2019 Minute No 34/19 with regard to interim measures to reduce treasury risk.**

The Clerk reported on the progress with the changes as requested by members regarding the bank accounts. She reported that this may be a lengthy process as some accounts need to be opened on line and some accounts need to be opened in the actual bank. They will all need councillor signatures and usually a minute number. The Clerk reported that she would also look into investment accounts with CCLA. This information will be reported back to members and will need to be confirmed at another meeting where appropriate documentation can be signed. Cllrs Johnson and Pinder suggested looking at an ethical bank such as Triodos, but were mindful of banking in the UK. Discussion also took place on shared bank licenses, which limit the effectiveness of the banking protection scheme. The Clerk was requested to identify possible institutions including Beverley Building Society and report back.

10/19 Financial Reports and Budgeting

- (a) Review of 2018/19 Financial Performance**

- (i) To consider variances from the 2018/19 budget year – see attached document.**

As previously requested by members, the Clerk explained some of the variances in the 2018/19 budget. Further information was required by some members. The Clerk politely requested that members ask in a timely manner for information prior to a meeting, so that the figures can be retrieved from the RBS finance system and prepared in advance.

- (ii) To consider progress in complying with the recommendations of the Interim Auditor.**

The Clerk quickly reported that this was being done operationally and Cllr Rance requested that due to time constraints the report be put to the next Policy meeting.

- (b) To receive the Quarterly Financial Statement from the Clerk in accordance with Standing Order 17c.**

The Quarterly Financial Statement was received by members.

- (i) To confirm reserves have been earmarked in accordance with the decision of Full Council 24th June 2019.**

The Clerk confirmed that reserves had been earmarked in accordance with the decision of Full Council on 24th June 2019, where they were approved by members.

- (c) To consider the 2019/2020 budget lines for operating income within each budget.**

Discussion took place on the RBS accounting system and allocated cost centre headings. The Clerk explained the how the bespoke Town/Parish Council software system works and its uses. The Clerk and Deputy Clerk will have further training on the system to use it to its full potential. Members requested some amendments be made to cost centre titles including moving Pensioners Lunch from Grants to the Civic heading and addressing duplicate cost centres rows showing different financial information in the income and expenditure report.

- (d) To consider a request from the Deputy Mayor regarding the allocation of the Deputy Mayor budget line.**

The Clerk reported on this request from the Deputy Mayor who was not present. A brief discussion took place on this matter. The request was respectfully declined.

Members requested more financial information on civic financial budget lines for the next meeting.

11/19 To receive a report of the bank balance of Beverley Town Council

The Town Clerk reported the bank balances as

Bank Balances at 21/06/2019 for Policy on 15/07/2019		
Current account	£ 701,099.38	
Deposit Account	£ 25,401.93	
Events Account	£ 20,251.25	
Beverley in Bloom Account	£ 949.02	
Field to Table	£ 25,687.60	
Youth Town Council Account	£ 500.67	
Skatepark Account	£ 218.59	
Christmas Lights Account	£ 15,555.88	
Petty Cash	£ 19.94	
Business Term Deposit 421482	£ 82,588.26	
Mayor of Beverley	£ 842.44	
Mayor of Beverley Charity Account	£ 1,340.37	£1340 allocated to Youth Coalition

Resolved - The report of the bank balances was received.

12/19 To approve the attached payments which have been made or are to be made

The Town Clerk presented a list of payments which have been made and to be made

Payments made				
01/06/2019	DD	Yorkshire Water	Allotment water	£31.20
01/06/2019	SO	Geoff Simpson Holdings	Unit 2 rent	£420.00
05/06/2019	DD	N Power	Toll Gavel camera power	£38.88
05/06/2019	DD	East Riding Council	Office Rates	£503.00
07/06/2019	DD	Yorkshire Water	Office Water	£54.36
07/06/2019	DD	Kingston Reprographics Ltd	Photocopier	£276.00
10/06/2019	DD	N Power	Office electricity	£273.76
14/06/2019	DD	Allstar Business	Van Fuel	£17.86
20/06/2019	DD	Yorkshire Bank credit card	Key cupboard (£112.71), Stationery (shredder, pens, envelopes, card, folders and special paper (£407.71), Civic (photo of Mayor, framing and gift boxes (221.94)), googlemail storage (£3.58)	£745.14
20/06/2019	DD	Yorkshire Bank	Bank Charges (refunded)	£10.00
24/06/2019	SO	D H Fletcher	Office Rent	£3,500.00
24/06/2019	BACS	Majestic Wine	Wine - Mayor Making	£46.72
24/06/2019	BACS	Peter Garth Finishing	Van repair from accident (VAT unclaimable from the insurance company of the person causing the accident)	£95.90
24/06/2019	BACS	Bev Church Lads & Lass Brigade	Grant as cheque returned as Bank would not allow cheque to be cashed due to signatories	£3,000.00
24/06/2019	BACS	Peter Astell	Allowance	£250.00

24/06/2019	BACS	Thomas Astell	Allowance	£200.00
24/06/2019	BACS	Linda Johnson	Allowance	£250.00
24/06/2019	BACS	Margaret Pinder	Allowance	£200.00
24/06/2019	BACS	Clare Wildey	Allowance	£200.00
24/06/2019	BACS	Ann Willis	Allowance	£200.00
24/06/2019	BACS	John Moore Security Limited	Maintenance charge for alarm	£119.92
24/06/2019	BACS	Yorkshire Water	Allotment water	£30.21
24/06/2019	BACS	Duncan Jack	Mayoral Allowance	£1,500.00
24/06/2019	BACS	Jewson	Screws/Raw Plugs	£15.56
24/06/2019	Cashbook trans	Field to Table	VAT	£2,016.66
24/06/2019	Cashbook trans	Christmas Lights Account	VAT	£2,632.25
24/06/2019	BACS	East Riding Pension	Pension contributions	£1,232.25
24/06/2019	BACS	HMRC	Tax and Ni	£1,197.02
24/06/2019	BACS	Salaries	Salaries	£5,150.46
24/06/2019	BACS	Rosindale and Son Ltd	Padlock and keys for allotment	£317.53
24/06/2019	BACS	East Riding Council	Stationery	£66.60
24/06/2019	BACS	Sent2print.co.uk	Banners for 2018 Flower Fest/Allot Day and Britain in Bloom - bank payment failed as company had changed their bank account	£588.60
24/06/2019	BACS	Countrywise Water Coolers Ltd	Water Cooler	£14.41
24/06/2019	BACS	Public Sector Audit	Internal Auditor's Fees 2018/19	£1,078.80
24/06/2019	BACS	East Riding Engraving	Engraving of Cup for Mayor Making	£5.00
24/06/2019	BACS	HMRC	Tax	£412.12
24/06/2019	BACS	WPS	Town Council Insurance	£3,753.26
24/06/2019	BACS	Beverley Fringe Festival	Grant (from the Beverley Folk Festival (in reserves until bank account opened by Fringe Festival))	£650.00
24/06/2019	BACS	Esskays	Cleaning sessions x 2	£40.00
24/06/2019	BACS	Minster Gardening Services	Grass Cuts 5 and 6 at the Allotments	£400.00
24/06/2019	BACS	Hessle Town Council	Civic tickets (refunded by Mayor of Beverley Account)	£12.00
30/06/2019	DD	CBA Sadofskys	Payroll fees	£42.00
30/06/2019	DD	Beercock Wiles	Well Lane Garage rent	£80.00
01/07/2019	SO	Geoff Simpson	Unit 2 rent	£420.00
01/07/2019	SO	East Riding Council	Office rates	£503.00
01/07/2019	DD	Kingston Communications	Office internet	£30.00
01/07/2019	DD	Kingston Communications	Office Telephone	£101.90

03/07/2019	DC	Cash	Petty Cash	£300.00
08/07/2019	DD	N Power	Camera 2 Saturday Market CCTV power costs	£39.33
08/07/2019	DD	N Power	Camera 1 Saturday Market CCTV power costs	£44.49
08/07/2019	DD	KRL Group	Photocopier	£328.99
09/07/2019	BACS	Plantscape	Hanging Baskets and watering contract	£6,499.20
09/07/2019	BACS	Dave Young	Allotment - removal of greenhouse, carpets and sheets	£348.00
09/07/2019	BACS	Dave Young	Allotment - removal of trees	£120.00
09/07/2019	BACS	East Riding Engraving	Good Neighbour Award Engraving and Shield	£20.00
09/07/2019	BACS	Gordon Meredith	Preparation and Performance at Get Together	£70.00
09/07/2019	BACS	Mike Andrew	Expenses for weed killer and heavy duty trimmer line for brambles and undergrowth	£36.48
Lights				
24/06/2019	BACS	N Power	Christmas Lights	£232.63
24/06/2019	BACS	N Power	Power Christmas Lights	£6.46
Payments for July to be made following Policy 15th July 2019				
14/07/2019	DD	Allstar	Fuel	£65.91
15/07/2019	BACS	Beaulah & Co Ltd	Beverley Shields for Civic Gifts	£269.28
15/07/2019	BACS	Lauren Vines Vineyard and Winery Limited	Wine for Civic Gifts	£14.50
15/07/2019	BACS	East Riding Pension Fund	Pension contributions	£1,320.05
15/07/2019	BACS	HMRC	Tax and NI	£1,693.78
15/07/2019	BACS	ERNLLCA	Planning Training for Deputy Town Clerk and 4 Councillors	£540.00
15/07/2019	BACS	ERNLLCA	Being a Good Councillor training	£45.00
15/07/2019	BACS	Councillor Peter Astell	Travel to Planning Training	£19.64
15/07/2019	BACS	Minster Gardening Services	Grass cut 7 for allotments	£200.00
15/07/2019	BACS	Countrywise Water Coolers	Water Cooler for meeting room	£17.73

15/07/2019	BACS	Helen Watson	Half Hotel cost in Hanover for twinning visit to Lemgo (Other half paid personally by Clerk)	£33.82
15/07/2019	BACS	Helen Watson	Parking at Airport for the Civic twinning visit to Lemgo	£83.50
15/07/2019	BACS	Helen Watson	Travel - April to 10th July 2019	£53.04
15/07/2019	BACS	Simon Rance	Travel to Planning Training	£19.34
Field to Table 26/07/2019	BACS	Helen Watson	Travel to Countryside Alliance Awards – Rural Oscars Food Festival 2018 – travel to London by train, parking And taxis for David Nowell and Town Clerk	£280.36

Resolved - *The attached payments were approved.*

The meeting was closed at 8.30pm

Signed.....Date.....