



Minutes of the Policy Committee Meeting

On 18th November 2019

6.30pm at 12 Well Lane, Beverley

Present: Cllrs Simon Rance (Chairman), Tom Astell, Denis Healy, Chloe Hopkins, David Horsley, Duncan Jack, Linda Johnson and Margaret Pinder.

In Attendance: Helen Watson (Town Clerk)
Two members of the public

35/19: To receive apologies for absence.

All members were present.

36/19: 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.**

Cllrs Pinder, Hopkins and T Astell declared a non-pecuniary interest in payments due to travel expense payments being claimed. Cllr Jack declared a non-pecuniary interest in the Beverley Bonfire budget line due to being a member of Westwood Lions. Cllr Pinder declared a non-pecuniary interest in the allotment budget line due to being an allotment tenant.

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

There were no dispensations

37/19: Budget for the 2020/21 Financial Year

The Town Clerk reported on the draft general budget to date for 2020/21 which will be put forward to Full Council in January for the ERYC precept request. Staff budget costs will be determined at Personnel Committee. Planning, Property and Services (PPS) budget requirements will be determined at the next PPS meeting. Members requested that Beverley FM be invited to present to Full Council on 25th November regarding the value in the community of their funding received to date. It was reported that an updated draft budget would be submitted to the January Full Council on 13th January 2020.

38/19: Internal Audit

- (a) To review and recommend the appointment of an internal auditor for 2019/20 to Full Council on 25th November (interim review is now required and the year-end audit needs booking).

The Town Clerk advised that the interim audit was due and an internal auditor needs appointing. Discussion took place that this item had been set for discussion in October Policy meeting. Discussion took place on the appointment of the interim auditor. The Town Clerk reported that three quotations had been sought and gave the details requested. Two members requested that another quote is sought from another internal auditor along with the present received quotes asking: Who will be doing the audit? What are their professional qualifications? What are the indicative costs for a Council of our size?

What is their track record in the sector? Along with other compliancy questions. Cllr Pinder will pass on the details of an auditor to the Town Clerk.

Resolved – The Town Clerk was requested to act on the internal audit actions as discussed.

No decision to recommend an internal auditor to Full Council was to be made at the meeting.

- (b) To review the Town Council officers comments regarding the internal audit process from May 2019.

Members discussed in what format they wished to receive the information and that some information was missing due to the format change. The Town Clerk reported that the document had already been received by Full Council on 10th June.

Resolved – That this item go back to Full Council.

39/19: To discuss and resolve a procedure for payments requiring signature that cannot be brought to a Policy meeting – Cllrs Pinder and Rance reported

It was reported that Policy Committee required oversight of all payments and that these need circulating to enable a running view of all payments to be made prior to payment. The Clerk stated that under section 101 of the 1972 LGA, payments in line with budget could be approved by the Clerk with two other authorised signatures.

Proposed: Cllr Pinder

Seconded: Cllr Rance

Resolved : That any payments which cannot be brought before the next scheduled Policy meeting for approval shall be circulated by the Clerk to the members of the Policy Committee before they are paid.

40/19: To review and approve the attached payments to be made – Pursuant to Financial Regulation 5.2.

The ERYC street lighting cost was questioned and requested to be checked with the SLA. A request was made regarding the Youth Coalition funding for ERVAS.

Discussion took place regarding the requirement and or use of purchase orders. The Town Clerk explained this could be an order or letter in line with Financial Regulations.

During this item at 8.30pm Standing Orders were revoked to continue for 30 mins to complete the business of the committee meeting.

Proposed: Cllr Healy

Seconded: Cllr Hopkins

Resolved: An appropriate financial system of purchase orders is implemented for all expenditure FR 10.1.

Proposed Cllr Rance

Seconded Cllr Johnson

Resolved: That the RFO review compliance with FR5.2 in consultation with ERNLLCA

Payments made in accordance with the minute number 20/19 20.1 at Full Council on the 10th June 2019				
<i>To delegate payment of the accounts in accordance with the Budget set by the Town Council, to enable the Town Clerk to facilitate prompt payments in line with budget spend.</i>				

Payments from 6th October 2019 to 6th November 2019 (approved by three Councillors as above)				
Current				
Date Paid	Payee Name	Ref	Amount Paid	Transaction Detail
06/10/2019	Co-Operative	Debit Card	£38.97	Pantry items, condiments and refreshments for the Food Festival
06/10/2019	White Rabbit	Debit	£25.00	Twinning Gifts for Nogent-sur-Oise guests

	Chocolatiers	Card		
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 Credit Card Fee £28
				Amazon - insulation tape/plastic table rolls for Para cycling £83.12
22/10/2019	Siemens Financial Services	DD	£286.05	Photocopier Lease (to be refunded as new Lease in place on 23rd October 2019)
23/10/2019	Three.co.uk	DD	£23.00	Officer Mobile
24/10/2019	npower	DD	£37.82	CCTV Camera Town Centre
30/10/2019	Beercock Wiles	DD	£80.00	Well Lane Garage
31/10/2019	Kingston Communications	DD	£128.38	Telephone for office
31/10/2019	Kingston Communications	DD	£30.00	Internet for office
22/10/2019	Tenant	BACS	£25.00	Allotment Bond Refund
22/10/2019	Minster Gardens Services	BACS	£200.00	Cut 15 of grass at Spark mill and Queensgate Allotments
22/10/2019	Staff Salaries	BACS	£5,582.22	Staff Salaries
22/10/2019	Peter Nendick	BACS	£20.80	Travel with Deputy Mayor to Hedon Civic Service
22/10/2019	SLCC	BACS	£135.41	Up to date Manuals 2019, Clerk, Civic and Management
24/10/2019	Minster Gardening Services	BACS	£200.00	Cut 13 of the allotments - Sparkmill/Queensgate
24/10/2019	P Astell	BACS	£7.28	Travel to ERNLLCA Central Committee
24/10/2019	M Pinder	BACS	£17.04	Travel to ERNLLCA AGM
24/10/2019	Earley Ornamentals	BACS	£904.18	Winter Pansies
24/10/2019	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
31/10/2019	Campanile Milton Keynes	Debit Card	£112.50	Hotel for NALC Conference for Cllr C Hopkins
31/10/2019	Campanile Milton Keynes	Debit Card	£112.50	Hotel for NALC Conference for Cllr T Astell
31/10/2019	CBA Sadofskys	DD	£42.00	Payroll fees
Field to Table				
22/10/2019	Automobile Association Developments Limited	BACS	£598.80	AA Signs for roads around Beverley for the Food Festival
22/10/2019	Sent2print Signs Ltd	BACS	£396.00	1 Large Food Festival banner for Toll Gavel and 4 small banners
22/10/2019	CasCare Limited	BACS	£600.00	First Aid and Medical Cover for the Food Festival
22/10/2019	Dalton Spire	BACS	£70.00	A6 double sided Food Festival leaflets

24/10/2019	ERYC	BACS	£3,382.28	Provision of stalls, power for stalls as required, refuse and street cleansing for the Food Festival
24/10/2019	All Occasions	BACS	£3,441.78	Marquee hire, chair hire, table hire, generator, pedestrian barriers, water boiler and black out curtains
Christmas Lights				
22/10/2019	Majestic Wine	BACS	£107.82	Wine for the Fashion Show Fundraiser (to be refunded by Christmas Lights Appeal Group)

Payments which were to be approved at Policy on 11th November 2019 and deferred to next meeting

11/11/2019	Minster Gardening Services	BACS	£200.00	Cut 16 at Queensgate and Sparkmill allotments
11/11/2019	Countrywise Water Coolers Ltd	BACS	£39.85	Water cooler hire and bottled water for water cooler
11/11/2019	East Riding of Yorkshire Council	BACS	£19,768.62	Service Level Agreement for Street Lights in Beverley
11/11/2019	Jadan Press	BACS	£71.00	500 A5 copies of the Vision Leaflet
11/11/2019	East Riding Pension Fund	BACS	£1,439.05	Pension contributions for staff
11/11/2019	HMRC	BACS	£1,673.08	Tax and Ni for staff
11/11/2019	Linda Freeman	BACS	£105.20	Beverley in Bloom Chair expenses
				£45.85 - plaque for past member who passed away and medals for Life Style Girls
				£32.37 - plants from Cherry Lane
				£21.98 - Plants from Langlands
				£5.00 - Broom
11/11/2019	C.A.N. Hire Ltd	BACS	£65.00	Van Hire on 30th October 2019
11/11/2019	Esskays	BACS	£80.00	July TO October office cleaning
11/11/2019	KCOM	BACS	£255.34	Light stream installation cost is £1105.34 less £850 Department for Digital, Culture Media & Sport voucher which is credited to KCOM
11/11/2019	Cllr T Astell	BACS	£223.18	Travel and Subsistence Claim to NALC Conference
11/11/2019	ERNLLCA	BACS	£216.00	ERNLLCA Conference for 2 Councillors
	Field to Table			
11/11/2019	Kingfisher Visitor Guides	BACS	£744.00	Advertisement to appear in the Hull & East Yorkshire hotel bedroom publication as approved by the previous Council 26.11.2018.
	Skatepark			
11/11/2019	East Riding of Yorkshire Council	BACS	£73.00	Skatepark Rent

Payments to be approved at Policy on 18th November 2019

11/11/2019	Heron Foods	Deb Card	£25.30	Refreshments for Remembrance Day Service
18/11/2019	Jewson	BACS	£16.94	Pack of 10 builders gloves
18/11/2019	St Mary's Parish Hall	BACS	£25.00	St Mary's Main Hall hire for the Remembrance Day refreshments

18/11/2019	SLCC East Yorkshire & Northern Lincolnshire Branch	BACS	£45.00	Training for Clerk, Deputy Clerk and Administrative Assistant
18/11/2019	Focus Consultants 2010 LLP	BACS	£7,200.00	Professional services in connection with Beverley Area Community Hub (inv 1 of 3)
18/11/2019	Minster Gardening Services	BACS	£200.00	Last Cut of grass at Sparkmill & Queensgate allotments
21/11/2019	Business Stream (Formerly Yorkshire Water)	DD	£173.99	Sparkmill Terrace Allotments.
25/11/2019	npower	DD	£23.32	Feeder Pillar for CCTV on 42 Saturday Market
25/11/2019	npower	DD	£33.20	CCTV1 Saturday Market
Field to Table				
18/11/2019	East Riding of Yorkshire Council	BACS	£144.00	Erect banner for Beverley Food Festival - 2 weeks across Toll Gavel
Christmas Lights				
18/11/2019	Christmas Plus Ltd	BACS	£3,168.00	20 x Sphere 45cm
18/11/2019	Christmas Plus Ltd	BACS	£1,017.00	30 multi-colour light strings and transformers
18/11/2019	Christmas Plus Ltd	BACS	£6,392.40	4 Snowfalls Cross Pieces

Resolved: The lists above of payments made and to be made were approved.

41/19: To review and approve the attached list of regular payments - Pursuant to Financial Regulation 5.6

01/11/2019	Geoff Simpson Holding	DD	£420.00	Unit 2 Oldbeck Road storage
04/11/2019	Siemens Financial Services	DD	£502.81	Photocopier lease and annual charge
05/11/2019	East Riding of Yorkshire Council	DD	£503.00	Rates for Office
08/11/2019	KRL Group Ltd	DD	£368.20	Photocopier usage
14/11/2019	Allstar	DD	£121.25	Fuel
21/11/2019	Yorkshire Bank credit card	DD	£88.18	Accommodation for Food Festival Professor Fiddlesticks £55
				Civic Event for Deputy Mayor £30
				Googlemail Storage for 2 emails £3.18
23/11/2019	Three.co.uk	DD	£23.00	Officer mobile
30/11/2019	Beercock Wiles & Wick	DD	£80.00	Well Lane Garage
30/11/2019	CBA Sadofskys	DD	£42.00	Payroll fees
30/11/2019	KCOM	DD	£92.25	Telephone
30/11/2019	KCOM	DD	£85.00	Lightstream (payment not taken as paid upfront to 1st December 2019)

Resolved: The regular list of payments listed above were reviewed and approved.

42/19: To review and approve the bank balances

Discussion took place regarding CCLA, who invest funding into banks and asset management; therefore there may

not be a need to open additional bank accounts, which is operationally complex.

Bank Balances at 04/11/2019 for Policy on 18/11/2019		
Current account	£ 744,909.05	
Deposit Account	£ 25,427.41	
Events Account	£ 20,251.25	
Beverley in Bloom Account	£ 949.02	
Field to Table	£ 45,611.40	
Youth Town Council Account	£ 1,840.67	£1340 allocated to Youth Coalition
Skatepark Account	£ 218.59	
Christmas Lights Account	£ 17,949.18	
Petty Cash	£ 54.18	
Business Term Deposit 421482	£ -	Account Closed and re-opened at Beverley Building Society Postal Business Account
Mayor of Beverley	£ 842.44	
Mayor of Beverley Charity Account	£ 350.37	
Beverley Building Postal Business Account	£ 83,579.31	

Resolved: The bank balances were reviewed and approved.

The meeting closed at 9pm.

Payments were authorised and signed by members until 10pm.

Signed Date.....