



Minutes of the Policy Committee Meeting

On 20th April 2020

6:30pm via Zoom

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

Present: Cllrs Linda Johnson (Chairman), Tom Astell, Peter Astell (sub), David Boynton, Denis Healy, Chloe Hopkins, Duncan Jack and Margaret Pinder

In Attendance: Helen Watson (Town Clerk) and Matthew Snowden (Deputy Town Clerk)
One member of the public

66/19: To receive apologies for absence.

Cllr David Horsley

67/19: 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.**

No declarations of interest were received.

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

No dispensations were received.

68/19: To note the minutes from the Policy Meeting held on 10th February 2020 (previously approved and signed by Full Council held on 24th February 2020).

Resolved: *That the minutes be noted.*

69/19: COVID-19 Community Support

To consider how Town Councillors may wish to promote the official Coronavirus Community Support Hub postcard to residents of Beverley, as requested by the East Riding of Yorkshire Council.

Resolution 1: Signage Supporting Key Workers

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

Resolved: *The Town Council resolves to allocate up to £250 to purchase 20 correx signs for the town entrances and other key locations that will express support for key workers and include the 01482 393919 COVID-19 Community Support Hub number.*

Resolution 2: COVID-19 Support Flyer**Proposed:** Cllr T. Astell**Seconded:** Cllr D. Healy

Resolved: The Town Council Resolves to allocate up to £10,000 for the production of a leaflet detailing the government's health guidance and listing the 01482 393919 COVID-19 Community Support Hub number, and that these be delivered to all households within the bounds of Beverley Town Council by Royal Mail.

Resolution 3: Captain Tom Moore**Proposed:** Cllr T. Astell**Seconded:** Cllr D. Healy

Resolved: That in acknowledgment of the phenomenal amount he has raised for the NHS, the Town Council sends a birthday card to Captain Tom Moore to celebrate his 100th birthday, along with a town crest plaque to thank him on behalf of the residents of Beverley for his inspirational efforts.

Note: Cllr M. Pinder agreed to carry out research to see if there was any practical support the Town Council could fund, such as counselling services for key workers. This will be fed back at a future meeting.

70/19: Payments

70.1: To review and approve payments to be made.

PAYMENTS FOR POLICY ON 20TH APRIL 2020				
Payments made following approval at Full Council				
Current				
27/03/2020	BACS	East Yorkshire Food Bank	£5,000.00	Covid-19 Community Response - approved Full Council March 2020 under Section 137
27/03/2020	BACS	Hallbeck I.T.	£1,980.00	Officers' computer laptops for remote working following lockdown for Covid-19 approved Full Council March 2020 (within computer budget line from January 2019)
Christmas Lights				
27/03/2020	BACS	East Riding of Yorkshire Council	£5,318.58	Christmas Lights installation and dismantal 2019/2020
2020/21 Payments				
Current Account				
01/04/2020	DD	Geoff Simpson Holdings	£420.00	Storage Unit 2 Old Beck Road monthly rent
05/04/2020	SO	East Riding of Yorkshire Council	£515.75	Office monthly rates
14/04/2020	DD	KRL Group	£384.59	Photocopier usage and maintenance
14/04/2020	DD	Allstar Business	£17.86	Fuel
20/04/2020	DD	Yorkshire Bank credit card	£540.51	£306.98 Postage (300 2nd class and 200 2nd class large), £86.47 Stationery (card, document holder, coloured paper), £3.18 email storage and £143.88 Zoom annual subscription

21/04/2020	DD	Npower	£33.65	Camera 1 Wednesday Market CCTV
21/04/2020	BACS	Supplies	£100.91	2019/2020 toilet rolls, hand rolls and kitchen rolls
21/04/2020	BACS	Countrywise Water Cooler	£14.41	March 2020 water cooler
21/04/2020	BACS	Rialtas Business Solutions Ltd	£672.00	Year End 2019/2020 close down
21/04/2020	BACS	KCOM	£54.00	March 2020 Lightstream monthly charge
21/04/2020	BACS	East Riding Pension	£1,919.03	March 2020 Pension contributions
21/04/2020	BACS	East Riding of Yorkshire Council	£604.80	12 salt bins and 12 maintenance visits to salt and grit bins for 2019/2020
21/04/2020	BACS	East Riding of Yorkshire Council	£424.40	Salt bin installation on Maple Drive Dec 2019
21/04/2020	BACS	Pear Technology	£240.00	2020/2021 Pear Mapping Technology annual maintenance and support
21/04/2020	BACS	Chubb Fire and Security	£79.44	2020/2021 Annual maintenance charge for office intruder alarm
21/04/2020	BACS	Beverley and North Holderness Internal Drainage Board	£39.51	2020/2021 Agricultural Rates for Sparkmill allotments
21/04/2020	BACS	East Riding of Yorkshire Council	£188.00	2020/2021 Annual allotment rent for Lairgate/Keldgate
21/04/2020	BACS	Allotment Holder	£25.00	Allotment bond return due to vacating allotment
Field to Table Account				
21/04/2020	BACS	East Riding of Yorkshire Council	£48.00	2020/2021 Local Food Guide subscription
Skatepark				
21/04/2020	TRANSFER	Beverley Town Council	£145.59	Transfer to Beverley Town Council to pay skatepark rent and inspection fees. Skatepark account to be closed as resolved at Full Council March 2020.

Resolved: That the payments be unanimously approved.

70.2: To review and approve the bank balances.

Bank Balances to 31/03/20					
No	Account	Notes	Amount	The amounts are either earmarked for specific purposes or currently unearmarked	
				Earmarked	Unearmarked
1	YB Current Account	For operational use, nine months running costs (as advised by audit), allocated and non-allocated reserves	£618,100.86		£618,100.86
2	YB Instant Access Deposit Account	Allocated and non-allocated reserves	£25,452.92		£25,452.92
3	BB Postal Business Account	Allocated and non-allocated reserves	£83,579.31		£83,579.31
4	Events Account	Monies received from various grants to be used to support events (bank balance as at 31.3.20)	£20,251.25		£20,251.25
5	Christmas Lights Account	Earmarked for Christmas Lights purchases only	£7,812.07	£7,812.07	
6	Beverley in Bloom Account	Earmarked for Beverley in Bloom purchases only	£956.52	£956.52	
7	Youth Town Council Account	To be used for youth provision (Councillors have spoken about having a Youth Town Council or Forum)	£500.67	£500.67	
8	Skate Park Account	Monies to be transferred to Current as per resolve - this account to be closed and the remainder money moved to the YB Current Account	£145.59	£145.59	
9	Mayor of Beverley Civic Account	To be used for tickets to civic events, civic operations, etc.	£723.44	£723.44	
10	Mayor of Beverley Charity Account	£60 to be paid to Beverley Rotary Club for the Pancake Race. £20 donation received. (Mayor of Beverley has raised £5445.15 - these funds have been paid to East Riding Food Bank, Beverley Cherry Tree Association and Dementia Friendly East Yorkshire as the funds have been raised for immediate use by the charities) Past mayors have selected to keep all funds raised in this account to pay out to their charities at the end of the year, but the current mayor has given the money as and when it was raised.	£80.00	£80.00	
11	Field to Table Account	National Lottery Field to Table Project for sustainability of the Food events and initiatives bank balance as at 31.3.20	£34,064.57	£34,064.57	
12	Petty Cash	Operational funds - petty cash vouchers approved by authorised Councillor signatories	£226.72	£226.72	
TOTALS:			£791,893.92	£44,509.58	£747,384.34

Resolved: That the bank balances be unanimously approved.

71/19: Policies Updates

71.1: Investment Policy

Resolved: That using the financial guidance for local authorities, the Town Clerk and Policy Chair, time permitting, look at revising the draft investment policy, which has previously been viewed by the committee and Full Council, to enhance the commitment to investing in ways which are clean and green and to present this at a future meeting of the Policy Committee.

71.2: Financial Regulations

Resolved: That the Town Clerk and Policy Chair revise the NALC Financial Regulations to present to the next meeting of the Policy Committee.

71.3: Scheme of Delegation

Resolved: That the Town Clerk and Policy Chair revise the Scheme of Delegation to reflect, amongst other things, the introduction of remote meetings, and present it to the next meeting of the Policy Committee.

71.3: Revisions to Town Council Grants Scheme

Resolved: Town Council Officers to investigate how other funders practically and procedurally manage grant schemes and to produce a draft revised scheme to present at a future meeting of the Policy Committee. In addition, Councillors to email the Town Clerk with any thoughts or suggestions regarding this.

72/19: Draft Reserves 2020-21

Councillors discussed the financial reserves, which currently show that the amount Councillors desire to allocate is greater than the amount actually held. Councillors discussed ways to better utilise financial reserves, whilst acknowledging work to finalise end of year accounts was currently in process, the deadline for which has been extended due to the COVID-19 pandemic. Therefore, wider discussions regarding reserves will be considered at a future meeting once the end of year accounts have been settled, with regard to removing the four broad spectrum reserve allocations introduced in 2019.

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

Proposal: That, given the unacceptably high level of reserves inherited by the current Council on its election in May 2019 and, given the Council has failed either to reduce those reserves or implement any significant initiative to use those moneys for the good of the town, and, given the current hardship being suffered by residents of the town under the current pandemic, the Labour group calls upon the Policy committee to recommend to Full Council, that it use those reserves to issue a rebate on the precept to every household in the town of Beverley, such rebate to be assessed by the Policy committee at its next meeting.

For: 2 **Against:** 5 **Abstention:** 0

Resolved: The proposal was not accepted.

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

Resolved: That an additional £5,000 be allocated to the CCTV budget line, to enable the Planning, Property and Services Committee to resolve the purchase of four mobile camera units.

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

Resolved: That the Town Council examines the history of the cash flow in the "Field to Table" account at the next meeting, with a view to a resolution for how to allocate event funds in the future.

73/19: The Former Beverley Post Office Building

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

Resolved: *That this item be moved to the end of the meeting in a private Zoom meeting and that the public be excluded from the meeting on the grounds that confidential information in relation to business contracts shall be disclosed (Public Bodies (Admission of Meetings) Act 1960).*

At 8:27pm, it was unanimously agreed that Standing Orders be revoked to enable the meeting to continue, as the prescribed two hour time period had elapsed.

74/19: Councillor Training

Resolved: *That is item be postponed until the next meeting of the Policy Committee*

75/19: Mayoral Cadet

Proposed: Cllr T. Astell **Seconded:** Cllr D. Healy

Resolved: *That the Town Council annually bestow the title of Mayoral Cadet to a young person from a local recognised and registered uniformed organisation (e.g. Army Cadets, Air Cadets, etc.) and that each year a different organisation nominates one of their members to take this role. In addition, the Town Council to commission and purchase a sash and badge of office, which the cadet will wear during their year when accompanying the Mayor to civic events.*

The meeting adjourned at 8:33pm, to enable a private session Zoom meeting to be set up for the further discussion of item 73/19 above.

The meeting reconvened in private session in Zoom at 8:45pm as resolved in item 73/19 above: that the public be excluded from the meeting on the grounds that confidential information in relation to business contracts shall be disclosed (Public Bodies (Admission of Meetings) Act 1960).

73/19 Continued

The Former Beverley Post Office Building

Councillors discussed this issue at length, including the need for a survey of the building.

Proposed: Cllr T. Astell **Seconded:** Cllr D. Healy

Proposal: That the Policy Committee recommends to Full Council that a financial sum up to a specified amount be offered to the property agents for the purchase the former Post Office building.

For: 6 **Against:** 0 **Abstention:** 1

Resolved: *That the proposal be approved.*

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

Resolved: *That an Extra-ordinary Full Council meeting be conceived to discuss and finalise this issue on Tuesday 28th April 2020, 6:30pm.*

The meeting closed at 9.08pm

Signed: _____

Dated: _____