

Minutes of the Policy & Finance Committee Meeting

On 2nd September 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), 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)
3 members of the public

31/20: To receive apologies for absence.

Apologies were received from Cllr T. Astell.

32/20: Declarations of Interest

32.1: 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.

No declarations were given.

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

No dispensations were given.

33/20: Previous Minutes

33.1: To note the minutes from the Policy Meeting held on 13th July 2020 (previously circulated, approved and signed at Full Council held on 27th July 2020).

The minutes from the Policy Meeting held on 13th July 2020 were noted.

33.2: To discuss and note any matters arising from the minutes.

Minute 17/20: Cllr L. Johnson explained that minutes of the Policy & Finance Committee will be sent as drafts to the subsequent Full Council meeting, should this happen between meetings of the Committee. This will be trialled over six months and reviewed.

Minute 18/20: Cllr L. Johnson explained that the financial reconciliations could not be seen at the current meeting, as the quarter cycle had not concluded. Therefore, this would take place and the next most appropriate Policy & Finance meeting after the end of the quarter.

Minute 19/20: Cllr D. Tucker was thanked for signing the AGAR documents as detailed in Standing Orders.

Minute 25/20: It was hoped Cllr T. Astell would be reporting back to Council regarding the Town Council's response to the new Code of Conduct consultation exercise.

Minute 25/20: Cllr L. Johnson explained that a minor human error had resulted in two items being listed as 25/20 and that the Town Clerk would make a hand annotation to the minutes to clarify this.

Minute 26/20: Although the Internal Auditor had declined to meet with members of the Councillor, he had provided answers via email. As this was additional work to what the Internal Auditor had initially agreed to do, an additional invoice will be submitted and paid.

34/20: Payments and Finance:

34.1: To review and approve payments to be made.

Date:	Beverley Town Council 2020/21		Page 1		
26/08/2020					
Time:	Current Account				
22:32					
List of Payments made between 01/08/2020 and 31/08/2020					
Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/08/2020	Geoff Simpson Holdings	DD	420.00		Unit 2 Rent
07/08/2020	KRL Group Limited	DD	245.03		Photocopier print & helpdesk
13/08/2020	N Power	DD	21.25		Office Electricity
14/08/2020	Allstar Business	DD	88.44		Fuel for Van
17/08/2020	Business Stream	DD	288.28		Sparkmill Allotments
26/08/2020	Jewson	EP	2.30		Nuts Bolts Washers
26/08/2020	Jewson	EP	15.34		Rawplus & Brackets
26/08/2020	Jewson	EP	10.99		Tic Tac Sets (Drill Bits)
26/08/2020	Beverley Minster	4901	931.14		50% Partnership CFFD 2019
26/08/2020	Assure Security	EP	159.93		Security/Stewards BCFD 2019
26/08/2020	Assure Security	EP	609.93		Security/Stewards BFF 2019
26/08/2020	East Riding Supplies	EP	240.62		Sanitiser & Stationery
26/08/2020	East Riding Supplies	EP	16.66		Black Pens
26/08/2020	East Riding Council	EP	4.00		Underpayment (grit bin)
26/08/2020	Countrywise Water Coolers Ltd	EP	14.41		Water Cooler Rental (delayed)
26/08/2020	Countrywise Water Coolers Ltd	EP	14.41		Water Cooler Rental
26/08/2020	Public Sector Audit	DD	147.60		P&F Int Audit Q&A from Cllrs
26/08/2020	Anti Freeze (York) Limited	EP	150.00		Plant Food & Watering
26/08/2020	PrintPromote	EP	86.00		Bag Dispenser Slickers
26/08/2020	East Rding Council	EP	224.74		Pest Contract Queensgate
26/08/2020	East Riding Council	EP	224.74		Pest Contract Spark Mill
26/08/2020	Beverley Signs & Graphics Ltd	EP	210.00		Hi-viz Vest (Bev Wombles)
26/08/2020	Tom Ainley Plumbing Service	EP	76.00		Replace Broken Spank Mill Tap
26/08/2020	JB Rural Services	EP	168.00		Grass Cut S/O/K Allots <i>01/08/20</i>
26/08/2020	JB Rural Services	EP	66.00		Skate Park Inspection <i>10/08/20</i>
26/08/2020	JB Rural Services	EP	66.00		Skate Park Inspection 17/08/20
26/08/2020	JB Rural Services	EP	168.00		Grass Cut 2 on S/O/K <i>17/08/20</i>
26/08/2020	JB Rural Services	EP	120.00		Cut/Strim Allotments 1 <i>17/08/20</i>
26/08/2020	JB Rural Services	EP	294.00		Installation of Pride Flags
26/08/2020	Anti Freeze (York) Limited	EP	1,080.00		August Watering (8 visits)
26/08/2020	koom	EP	54.00		Internet
26/08/2020	Assure Security	EP	615.36		Security/Stewards BFF 2019 2
26/08/2020	SLCC Enterprises Ltd	EP	252.00		Conference 2020
26/08/2020	Business Stream	EP	82.48		Queensgate Allotments
26/08/2020	Staff Salaries	EP	4,611.80		August 2020 Salaries
26/08/2020	HMRC	EP	1,313.73		Tax & N.I.
26/08/2020	East Riding Pension	EP	1,476.99		Pension Contributions
26/08/2020	JB Rural Services	EP	66.00		Skatepark Inspection 24/08/20
26/08/2020	Assure Security	EP	-615.30		Inputting Error
26/08/2020	Assure Security	EP	-609.90		Inputting Error
26/08/2020	Assure Security	EP	1,225.20		Security/Stewards BFF 2019

Total Payments 14,634.96

Proposal: That the payments be approved.
Proposed: Cllr D. Healy **Seconded:** Cllr D. Jack
Resolved: That the proposal be approved.

- 34.2: To review the way that budget line payments are processed and paid in a timely manner – Cllr Johnson (Chair) and Town Clerk to report.**

Proposal: That the Town Clerk is to pay all reasonably anticipated and budgeted operational expenses without having to seek prior permission from Council and that the payment of such items be detailed in financial reports.
Proposed: Cllr D. Healy **Seconded:** Cllr P. Astell
Resolved: That the proposal be approved.

- 34.3: To approve specialist outsourced accounting/VAT check/advice on a quarterly basis as recommended by Audit Yorkshire. Cllr Johnson (Chair) and Town Clerk to report.**

Proposal: That the Town Clerk seeks three quotes from accountants to provide a quarterly accounting/VAT check/advice on a quarterly basis, as recommended by Audit Yorkshire.
Proposed: Cllr C. Hopkins **Seconded:** Cllr D. Healy
Resolved: That the proposal be approved.

- 34.4: To discuss inviting CCLA on 28th September to update on their presentation from earlier in the year with all Councillors invited to attend.**

Proposal: That the Policy meeting on 28th September be predominantly used to meet with CCLA to receive potential investment information and that all members of the Town Council be invited to attend.
Proposed: Cllr L. Johnson **Seconded:** Cllr P. Astell
Resolved: That the proposal be approved.

- 35/20: To discuss and recommend policies to Full Council as directed as best practice by Audit Yorkshire:**

- 35.1: The NALC model Whistle Blowing Policy.**

Proposal: To recommend the Whistle Blowing Policy to Full Council, with the revision of Step 3 being to raise the issue with NALC and ERNCLLCA and inclusion of a new Step 4 detailing the issues being raised at a national level (in essence, the current Step 3 becomes Step 4).
Proposed: Cllr C Hopkins **Seconded:** Cllr L. Johnson
Resolved: That the proposal be approved.

- 35.2: The Grant Making Process**

Proposal: That the scheduled Grants Meeting on Monday 14th September 2020 be used to discuss and recommend revisions to the Town Council's grants process and that all Councillors be invited to attend.
Proposed: Cllr L. Johnson **Seconded:** Cllr P. Astell
Resolved: That the proposal be approved.

- 35.3: Twinning Policy – Twinning Working Group Councillors to report (21.10.19 min 88/19 Cllrs Johnson, Wildey, Pinder, Hopkins, T Astell, Horsley)**

Proposal: Due to the Covid-19 pandemic resulting in twinning issues being postponed, no action has yet been taken. Therefore, Cllr T. Astell to convene a meeting of the Twinning Working Group to progress this matter.
Proposed: Cllr L. Johnson **Seconded:** Cllr C. Hopkins
Resolved: That the proposal be approved.



Cllr C. Hopkins left the meeting at 7:25pm due to another commitment.

35.4: Fraud and Corruption Policy.

Proposal: That the Fraud and Corruption Policy be deferred to the next appropriate meeting of the Policy and Finance Committee.

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

Resolved: That the proposal be approved.

35.5: Reserves Policy – Town Clerk to report that in line with JPAG 2020 a reserves policy will be required.

It was noted that a Reserves Policy will be required going forward.

36/20: Date of P&F Meetings – Cllr Johnson (Chair) and Town Clerk to report

- **Meeting for all Councillors** (this is not a public P&F Meeting) - **Monday 28 September** – Meeting with CCLA
- **P&F Committee - Monday 12 October** for Q2 variances and spend.
- **Meeting for all Councillors** (this is not a public P&F Meeting) – **Monday 7 December** - Budget 2021/22 Brainstorming.
- **P&F Committee – Monday 18 January 2021** – Q3 variances and spend.
- **P&F Committee – Monday 1 March 2021** – Policies update.
- **P&F Committee – Monday 19 April 2021** – Year End Prep.

The proposed meeting focuses were noted.

The meeting finished at 19:31.

Signed: _____



Dated: 19-10-2020