

## **Minutes of the Policy & Finance Committee Meeting**

**On 12<sup>th</sup> October 2020**

**6:30pm via Zoom**

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

**Present:** Councillors L Johnson (in the Chair), P Astell, D Healy, C Hopkins, D Horsley, D Jack, D Tucker and A Willis.

**In Attendance:** Helen Watson, (Town Clerk), Matthew Snowden (Deputy Town Clerk) and Libby Woodhouse (Administrative Assistant)

### **37/20: Chair's Introduction**

- a) **The Chair to explain that the meeting is being live-streamed on You Tube via Zoom.**

Councillor Johnson welcomed everyone to the meeting and explained that the meeting is being live-streamed on You Tube via Zoom. It was explained that this is predominantly a finance meeting and the next will be policy based. However, there will be elements of both on each if required.

- b) **The Chair to explain meeting protocol in terms of using remote technology.**

Meeting protocol in terms of using remote technology was explained.

### **38/20: To receive and accept apologies for absence**

Apologies of absence were received and accepted for Councillor M Pinder.

### **39/20: 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.**

There were no declarations of interest.

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

There were no dispensations.

### **40/20: Minutes from the Policy and Finance Meeting held on 2<sup>nd</sup> September 2020**

- a) **To approve the minutes from the Policy and Finance Meeting held on 2<sup>nd</sup> September 2020**

**Proposed:** Councillor Astell

**Seconded:** Councillor Jack

Councillor Willis abstained from voting.

**Resolved:** To approve the Minutes of the Policy and Finance Meeting held on 2<sup>nd</sup> September 2020.

b) To discuss and note any matters arising from those minutes.

Councillor Johnson noted that the Committee had discussed the adoption of a Fraud and Corruption Policy and this will be considered at the next appropriate Policy and Finance Committee meeting.

41/20: Payments:

- a) To review and approve payments that have been made and are to be made (see attached) – Note: Item 34.2 at P&F on 2<sup>nd</sup> September 2020 was resolved that the Town Clerk is to pay all reasonably anticipated and budgeted operational expenses without having to seek prior permission from the Council and that the payment of such items be detailed in financial reports.

Date: 06/10/2020

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Time: 11:10

Current Account

List of Payments made between 01/09/2020 and 30/09/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2020	Yorkshire Bank Credit card	DD	399.83		Purchases
01/09/2020	Yorkshire Bank	DD	10.00		Bank Charge
01/09/2020	N Power	DD	72.21		Saturday Market CCTV
01/09/2020	N Power	DD	49.31		CCTV 1 Saturday Market
01/09/2020	Linley & Simpson	SO	60.00		Garage - Well Lane
01/09/2020	Geoff Simpson Holdings	SO	420.00		Unit 2 Oldbeck Road rent
01/09/2020	kcom	DD	146.80		Office telephone
01/09/2020	Taylor Cocks Group	DD	42.00		Payroll Provider fees
02/09/2020	N Power	DD	413.44		12 Well Lane electricity
08/09/2020	KRL Group Limited	DD	227.94		Photocopier/helpline
11/09/2020	Business Stream	DD	54.87		12 Well Lane water
14/09/2020	Allstar Business	DD	23.73		Admin costs for fuel card
17/09/2020	RBL Poppy Appeal	4902	74.00		3 wreaths Rem Day and 1 VJ Day
17/09/2020	Bridge McFarland	4903	4,317.60	FC 18/8/20 56/20	Employment Legal advice
17/09/2020	kcom	4904	64.00		Internet Access
17/09/2020	Countrywise Water Coolers Ltd	4905	14.41		August hire water cooler
17/09/2020	Resindale and Son Ltd	4906	136.80		12 Sparkmill allocation keys
17/09/2020	JB Rural Services	4907	450.00		Skatepark/Allocation
17/09/2020	JB Rural Services	4908	376.00		Skatepark/Allocation
17/09/2020	Beverley Puppet Festival	4909	2,000.00		Grant
17/09/2020	She Productions	4910	2,497.00		Grant
17/09/2020	St Mary's Church	4911	1,850.00		Grant
17/09/2020	K Newby	4912	50.00		S22A bond refund
17/09/2020	The Pumpkin Patch Produce	4913	1,120.00		Plant/Grow trough inserts
17/09/2020	Staff Salaries	CHQS	4,667.94		Staff Salaries
17/09/2020	East Riding Pension	4918	1,548.50		Pension contributions
17/09/2020	HMRC	4919	1,313.93		Tax and NI
21/09/2020	Yorkshire Bank credit card	DD	429.95		Purchases
25/09/2020	Taylor Cocks Group	DD	42.00		Payroll provider fees
25/09/2020	Yorkshire bank	DD	10.00		Bank charge
29/09/2020	D H Fletcher	DS0	3,500.00		Office rent
30/09/2020	KRL Group Limited	match 1	-189.54		photocopier
30/09/2020	KRL Group Limited	MATCH	189.54		Photocopier

Total Payments: 26,615.26

Time: 15:44

## Current Account

## List of Payments made between 01/10/2020 and 07/10/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/10/2020	Geoff Simpson Holdings	SO	420.00		Unit 2 Storage
01/10/2020	kcom	DD	90.78		Office telephone
01/10/2020	Linley Simpson	SO	80.00		Well Lane Garage rent
07/10/2020	JB Rural Services	4920	414.00		Skatepark/Allotment
07/10/2020	Countrywise Water Coolers Ltd	4921	14.41		September Water Cooler
07/10/2020	Andrew Jackson	4922	2,068.80	F/C 13 7 20 Mn28/20	Legal Fees - employment advice
07/10/2020	Anti Freeze (York) Limited	4923	900.00		75 barrier liners/mange
07/10/2020	E Woodhouse	4924	3.38		Travel 6/9 to 28/9
07/10/2020	M Pinder	4926	25.00		Q19E allotment bond refund
07/10/2020	L Bailey	4927	25.00		Q38A bond refund
07/10/2020	kcom	4928	54.00		kcom
07/10/2020	JB Rural Services	4929	66.00		Skatepark inspection
<b>Total Payments</b>			<b>4,221.37</b>		

**Proposed:** Councillor Johnson      **Seconded:** Councillor Healy  
**Resolved:** To approve payments that have been made and are to be made.

**b) To review Quarter 2 (July to September) income and expenditure against budget (see attached).**

Councillor Johnson explained the reverse journal items that had occurred due to changes to the RBS system mid-way through the quarter. It was noted that the new system made tracking funding easier and that spending was under budget at the second quarter at 42.5%.

**Proposed:** Councillor Johnson      **Seconded:** Councillor Jack  
**Resolved:** To approve the second quarter income and expenditure by account code report.

**(c) To review and approve the bank balances (see attached)**

It was noted that the quarterly comparisons sheet will continue for the year and will help with budgeting. In accordance with Yorkshire Audit recommendations two non-signatories (Councillors Hopkins and Tucker) will check the bank balances against the reports.

**Proposed:** Councillor Johnson      **Seconded:** Councillor Horsley  
**Resolved:** To accept the bank balances.

**42/20: Virtual Meeting Policy and Procedure**  
**To consider the adoption of a Virtual Meeting Policy and Procedure Document (see attached).**

The Deputy Town Clerk explained the policy which sets up procedures now and in the future. The policy encompasses the basics of why it is in place, the chosen platform, how it is set up and public accessibility.

**Proposed:** Councillor Johnson      **Seconded:** Councillor Hopkins  
**Resolved:** To recommend to Full Council that the Policy is adopted with the following amendments:  
4(c) To include promoting the start of the meeting on social media channels: and  
20(b) Meetings that are recorded by the Council on Zoom are done so for the purpose assisting Officers in the production of minutes and will not be otherwise broadcast or published by the Town Council, unless the Town Council ultimately resolves to do so.

**43/20: Town Council Grants**

To receive a flow chart illustrating the grants path proposed at Grants Committee on 14<sup>th</sup> September 2020 – as resolved at that meeting, once the flow chart is approved by Policy and Finance (with any agreed revisions), the matter will return to the Grants Committee to develop the applications forms and weighting system.

Councillor Horsley explained that grants would be awarded in three tiers which were explained in the flow chart:

- (1) Small Grants Scheme - of up to £500 for new organisations or organisations who do not have audited or reviewed accounts.
- (2) General Grants Scheme - up to £2,000 which will require organisations to provide clear evidence as to how the funding will be of benefit to the people of Beverley and will require monitoring evidence and year end accounts etc.
- (3) A Partnership Grants Scheme - grants intended for organisations with which the Town Council has a long-term relationship where up to £2,000 is given each year and monitored with requirements.

The Committee agreed that the flow chart illustrated the system they wished to implement. The Grants Committee will now consider and work on the application forms and procedures which will then be reviewed further by the Policy and Finance Committee.

**44/20: CCLA**

To discuss issues relating to CCLA following the meeting with a representative held on 28<sup>th</sup> September 2020.

The Council reviewed the meeting with the representative on 28<sup>th</sup> September 2020.

**Proposed:** Councillor Hopkins

**Seconded:** Councillor P Astell

**Resolved:** To recommend to Full Council that £350,000 is invested in the Public Sector Deposit Fund subject to clarification being received by the Town Clerk on the administration and management fees which may be incurred.

Meeting finished at 7.36 pm

Signed: \_\_\_\_\_



Dated: 19-10-2020