



Town Clerk: Ms. Helen Watson FSLCC
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Wednesday 13th January 2021

To Members of the Policy Committee: L. Johnson (Chair), P. Astell, T. Astell, D. Healy, C. Hopkins, D. Horsley, D. Jack, and M. Pinder (Vice-Chair).

Dear Councillor,

POLICY AND FINANCE COMMITTEE

You are hereby summoned to attend a Policy Committee Meeting of the Town Council to be held remotely via Zoom on **18th January 2021 at 6.30pm**. This is in line with the temporary powers enabled by Section 78 of the Coronavirus 2020 Act.

Yours sincerely

Matthew Snowden
Deputy Town Clerk

During the current crisis relating to COVID-19, for health and safety reasons, and to ensure physical social-isolation guidance can be followed, meetings will be held digitally via online video technology. Members of the public can observe via the link published on the Town Council website.

AGENDA

1. Introduction

- (a) The Chair to explain that the meeting is being live-streamed on You Tube via Zoom.
- (b) The Chair to explain meeting protocol in terms of using remote technology.

2. To receive and accept apologies for absence

3. 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.
- b) To note dispensations given to any member of the council in respect of the agenda items listed below.

4. To note the minutes from the Policy and Finance Committee held on 9th November 2020 (previously circulated, approved and signed at Full Council held on 30th November 2020).

5. Finances

a) **Payments**

To review payments that have been made and approve any payments that have yet to be made (see attached).

b) **Quarter 3 Income and Expenditure**

To review Quarter 3 (1st October to 31st December 2020) income and expenditure against budget (see attached).

c) **Quarter 3 Bank Balances**

To review and approve the bank balances as of the end of Quarter 3 (see attached).

d) **Closure of Bank Accounts**

To consider closing the Events, Beverley Bloom and Christmas Lights bank accounts and transferring all monies into the main current account, thereby reducing the number of different bank accounts in the Town Council's name.

e) **Deposit Account Rename**

To consider changing the name of the Deposit Account to Reserves Account, thereby ensuring greater clarity of purpose.

f) **Internal Audit**

To receive an update on the process to recruit a new Internal Auditor.

g) **CCLA**

Following the resolution at Full Council on 11th January 2021 to delegate responsibility to Policy and Finance, the committee to finalise allocation of funds to be invested in the CCLA Public Sector Deposit Fund.

h) **Swinemoor Estate Project Funding**

To consider allocating funds within the current financial year to develop a project to improve the environment in a prominent area of the Swinemoor Estate (The Chair and Cllr P. Astell to report).

i) **Cheque Signatories**

To resolve how best to safely sign cheques during the lockdown (Deputy Town Clerk to report).

6. **Partnership/Strategic Grant Scheme**

To finalise arrangements (including criteria, procedure, documents, etc.) for the new Partnership/Strategic Grant Scheme (see draft application form attached).

Current Account

List of Payments made between 11/11/2020 and 31/12/2020

ITEM 5a

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/11/2020	Allstar Business	DD	23.70	Code 4300	Fuel
14/11/2020	Allstar Business	DD	-23.70	Code 4300	Fuel
14/11/2020	Allstar Business	DD	23.73	Code 4300	Fuel
19/11/2020	Business Stream	DD	279.24	Code 4200	Sparkmill allot water
20/11/2020	Yorkshire Bank Credit Card	DD	54.58	Codes 4443 and 4481	Zoom/Email storage/Mobile
23/11/2020	N Power	DD	73.63	Code 4660	CCTV 42 Saturday Market
23/11/2020	N Power	DD	49.84	Code 4660	CCTV 1 Saturday Market
23/11/2020	Blue Aurora Media	4949	75.00	Code 4530	Covid-19 mess from Mayor
23/11/2020	Central 42	4950	374.00	Code 4835	50%-136 half term meals
23/11/2020	East Riding Council	4951	73.00	Code 4230 EMR	Skatepark annual rental
23/11/2020	Geoff Simpson Holdings	4952	21.60	Code 4180	Electricity Unit 2 - 14 months
23/11/2020	JB Rural Services	4953	132.00	Code 4230 EMR	Skatepark close Covid
23/11/2020	Jim Ellis	4955	78.00	Code 4200	KL and Q lock repairs
23/11/2020	Salaries	4955-4958	5,471.37	Code 4000 Per 031120	Salaries(backdate pay award)
23/11/2020	HMRC	4959	1,827.37	Code 4000 and 4001	Tax and Ni
23/11/2020	East Riding Pension	4960	1,729.97	Code 4000 and 4002	Pension contributions
25/11/2020	Taylor Cocks Group	DD	42.00	Code 4582	Payroll fees
28/11/2020	Yorkshire Bank	DD	10.00	Code 4581	Bank Charge
01/12/2020	Linley & Simpson	DD	80.00		Garage Well Lane rent
01/12/2020	kcom	DD	85.70		Telephone for office
01/12/2020	Geoff Simpson Holdings	DD	420.00		Unit 2 rental
08/12/2020	RICH T	EP	1,500.00	Code 4530 FC 301120	RICH T Head + Heart Caberet
08/12/2020	East Riding Food Bank	EP	2,000.00	Code 4835 FC 301120	Donation re COVID-19
08/12/2020	Beverley Against Poverty	EP	2,000.00	Code 4835 FC 301120	Donation re Covid-19
08/12/2020	KRL Group Limited	DD	187.37	Code 4405	Photocopier/Helpline
08/12/2020	Business Stream	DD	125.87	Code 4200	Queensgate allotment water
08/12/2020	Beverley Against Poverty	EP	-2,000.00		Donation re Covid 19
08/12/2020	East Riding Food Bank	EP	-2,000.00		Donation re Covid 19
08/12/2020	Rich T Events	EP	-1,500.00		Head & Heart
14/12/2020	Allstar Business	DD	23.73	Code 4300	Fuel
14/12/2020	Eon next	DD	180.17		Office electricity
14/12/2020	Eon next	DD	24.23		CCTV Camera 3 Toll Gavel
14/12/2020	Hallbeck IT	DD	65.06		365 Licence Support
15/12/2020	Lite and Illumination Technolo	4961	6,432.00	Code 4640	7 S/Flake/3cone tree
15/12/2020	H Stewart	4962	175.55	Code 4095	Expenses-Hanseatic League
15/12/2020	Beverley Signs & Graphics Ltd	4963	210.00	Code 4232	High Vis Vest Bev Womb
15/12/2020	Business Stream	4964	52.47	Code 4200	Allotments Queens Water
15/12/2020	JB Rural Services	4965	192.00	Code 4230	Skatepark
15/12/2020	J Wojciechowski	4966	40.34	code 4647	Bev in Bloom plants
15/12/2020	Blachere Illumination	4973	2,818.80	Code 4640	Well Lane and Mem Hall
15/12/2020	Staff Salaries	CHQS	4,726.34		Staff Salaries
15/12/2020	East Riding Pension	4971	1,517.35		Pension contributions
15/12/2020	HMRC	4972	1,369.97		Tax and Ni

Time: 12:31

Current Account

List of Payments made between 11/11/2020 and 31/12/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/12/2020	JB Rural Services	4974	66.00		Skatepark inspection 14/12/20
15/12/2020	Beverley Signs & Graphics Ltd	4975	94.00		4 trousers/7 Jackets
15/12/2020	Beverley 24 hour storage	4976	207.01		Mem Hall socket installation
15/12/2020	Hallbeck IT	4977	975.99	Policy 1st June 2020	2 lap tops Cllrs
15/12/2020	D H Fletcher	4978	495.00		Office building ins annual
15/12/2020	Beverley Against Poverty	4979	2,000.00	F/C 30/11/2020	COVID 19 Donation
15/12/2020	East Riding Food Bank	4980	2,000.00	F/C 30/11/20	COVID 19 Donation
15/12/2020	Rich T Events	4981	1,500.00		Head and Heart Event
21/12/2020	Yorkshire Bank Credit Card	CC payment	54.58		Credit Card payment
23/12/2020	Hallbeck IT	DD	94.50		October IT monthly support
23/12/2020	Hallbeck IT	DD	94.50		November IT support
23/12/2020	Hallbeck IT	DD	94.50		December IT support
24/12/2020	D H Fletcher	SO	3,500.00		Office Rent
25/12/2020	Taylor Cocks Group	DD	42.00	Code 4582	Payroll processing fees
31/12/2020	kcom	DD	75.87	Code 4440	Office Telephone
31/12/2020	kcom	DD	108.00		Internet Access
31/12/2020	Linley Simpson	DD	80.00		Well Lane Garage Rental
Total Payments			40,524.23		

Time: 12:30

Current Account

List of Payments made between 01/01/2021 and 31/01/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/01/2021	Beverley 24 hour storage	4976	-207.01	Memorial Hall socket	Wrong payee
01/01/2021	Arthur Day	4976	207.01	Code 4640	Memorial Hall socket
01/01/2021	Rich T Events	4981	-1,500.00	Code 4530	Civic event changed-new invoice
04/01/2021	Geoff Simpson Holdings	SO	420.00	Code 4180	Unit 2 Rent
07/01/2021	Hallbeck IT	DD	94.50	Code 4481	IT technical support monthly
08/01/2021	KRL Group Limited	DD	206.32	Code 4405	Photocopier
13/01/2021	White Skip Hire	4982	236.40	Code 4273	Skip Hire
13/01/2021	JB Rural Services	4983	264.00	Code 4230	Skatepark Inspections/Closure
13/01/2021	Ward Legal	4984	249.00	Code 4095	2000 A5 Hanseatic Booklet
13/01/2021	Wyngarth Graphics	4984	249.00	Code 4095	Hanseatic Brochure
13/01/2021	East Riding Council	4985	428.40	Code 4270	Installation of Grit bin
13/01/2021	East Riding Council	4986	254.20	Code 4120	Recycling agreement for waste
13/01/2021	Print n Promote	4987	154.00	Code 4530	Mayor's calendar
13/01/2021	Linda Freeman	4988	142.75	Code 4647	Bev in bloom expenses
13/01/2021	Peter Astell	4989	101.92	Code 4511	July-Jan Travel Expenses
13/01/2021	R Northey	4990	1,300.00	Code 4530	Civic Event Head/Heart
13/01/2021	Salaries	4991-4994	4,719.14	Code 4000	Salaries
13/01/2021	HMTC	4995	1,377.17	Codes 4001 and 4000	NI and tax contributions
13/01/2021	East Riding Pension	4996	1,517.35	Codes 4002 and 4000	Pension contributions
14/01/2021	Eon next	DD	49.84	Code 4660	CCTV
14/01/2021	Eon next	DD	35.18	Code 4660	CCTV
14/01/2021	Allstar Business	DD	76.13		Fuel
19/01/2021	Eon next	DD	36.89	Code 4660	CCTV
21/01/2021	Yorkshire Bank Credit Card	Pay	530.66		Credit Payment
25/01/2021	Taylor Cocks Group	DD	42.00	Code 4582	Payroll fees
26/01/2021	Eon next	DD	38.18	Code 4120	Office electricity
31/01/2021	kcom	DD	76.84	Code 4440	Office Telephone
31/01/2021	Ward Legal	4984	-249.00		Hanseatic - wrong payee
31/01/2021	kcom	DD	54.00	Code 4442	Internet Access

Total Payments	<u>10,904.87</u>
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Time: 12:48

Yorkshire Bank Credit Card

List of Payments made between 11/11/2020 and 31/12/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/11/2020	Googlemail storage	DEBIT CARD	1.59		Googlemail storage
28/11/2020	Googlemail storage	DEBIT CARD	1.59		Googlemail storage
30/11/2020	Googlemail	DEBIT CARD	-3.18		Googlemail
01/12/2020	Googlemail Storage	CRED CARD	1.59		Googlemail Storage
01/12/2020	Zoom	CRED CARD	38.40	Code 4481	Monthly subscription
01/12/2020	Three.co.uk	CRED CARD	13.00	Code 4443	Office Mobile
01/12/2020	Googlemail storage	CRED CARD	1.59	Code 4481	Googlemail storage

Total Payments	<u>54.58</u>
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Time: 12:49

Yorkshire Bank Credit Card

List of Payments made between 01/01/2021 and 31/01/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/01/2021	CEA Towne	CRED CARD	70.66	Code 4640	Electric Testing
21/01/2021	Amazon	CRED CARD	41.70	Code 4232	Spades and Edging Knives
21/01/2021	Amazon	CRED CARD	47.97	Code 4232	Bulb planting sets
21/01/2021	Amazon	CRED CARD	10.73	Code 4232	Rakes
21/01/2021	Amazon	CRED CARD	32.99	Code 4232	Bulb transplanters
21/01/2021	Arco Limited	CRED CARD	191.54	Code 4232	Protective outdoor wear
21/01/2021	Amazon	CRED CARD	35.49	Code 4481	Laptop rotating stand
21/01/2021	Arco Limited	CRED CARD	17.99	Code 4232	Protective outdoor clothing
21/01/2021	Arco Limited	CRED CARD	10.52	Code 4232	Protective outdoor clothing
21/01/2021	Arco Limited	CRED CARD	16.49	Code 4232	Protective outdoor clothing
21/01/2021	Googlemail	CRED CARD	1.59	Code 4481	Storage IT
21/01/2021	Zoom Communications	CRED CARD	38.40	Code 4481	Zoom communications
21/01/2021	Google	CRED CARD	1.59	Code 4481	Storage IT
21/01/2021	Three.co.uk	CRED CARD	13.00		Staff Mobile

Total Payments	<u>530.66</u>
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Detailed Income & Expenditure by Account 31/12/2020

Month No: 9

Account Code Report

ITEM 5b

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income Detail</u>							
1080 Income Allotments	0	3,605	7,086	3,481			50.9%
1090 Income Bonds not refunded	75	624	0	(624)			0.0%
1260 Income Rates refund	0	7,593	0	(7,593)			0.0%
1265 Income Small Business Grant	0	10,000	0	(10,000)			0.0%
1470 Income Photocopying	0	76	90	14			84.4%
1870 Interest Received	0	11	0	(11)			0.0%
1900 Precept	0	291,414	291,414	0			100.0%
Total Income	75	313,322	298,590	(14,732)			104.9%
<u>Expenditure Detail</u>							
Total Direct	0	0	0	0	0	0	0.0%
<u>Expenditure Detail</u>							
4000 Salaries	5,973	57,006	92,000	34,994		34,994	62.0%
4001 Employers NI (not all staff)	488	4,525	13,984	9,459		9,459	32.4%
4002 Employers Pension 19.8%	1,153	11,174	19,596	8,422		8,422	57.0%
4003 Officer Overtime (pd thr sals)	0	893	0	(893)		(893)	0.0%
4010 Mace Bearer	0	1,200	1,200	0		0	100.0%
4025 Officer Training/Conference	0	803	2,500	1,697	99	1,598	36.1%
4026 Councillor Training/Conference	0	(0)	0	0		0	0.0%
4030 Officer Travel	0	3	1,000	997		997	0.3%
4090 Twinning travel hosp	0	0	2,000	2,000		2,000	0.0%
4095 Hanseatic League	176	176	0	(176)		(176)	0.0%
4100 Office Rent	3,500	10,580	14,000	3,420	3,500	(80)	100.6%
4105 Room Hire	0	160	2,160	2,000		2,000	7.4%
4110 Office Rates	0	2,560	5,500	2,940		2,940	46.5%
4120 Utilities/Maintenance	172	1,227	4,500	3,273		3,273	27.3%
4130 Insurance	495	4,840	5,000	160		160	96.8%
4175 Alarm Maintenance	0	170	1,000	830		830	17.0%
4180 Handyperson Accom Unit 2/Well	510	3,808	5,200	1,392		1,392	73.2%
4181 Fuel DO NOT USE	0	(12)	0	12		12	0.0%
4200 Allotments Upkeep	178	2,583	2,000	(583)		(583)	129.2%
4201 Allotments Rent Cost Queens	0	0	1,200	1,200		1,200	0.0%
4202 Allotments Rent Keldgate/Lairg	0	188	200	12		12	94.0%
4203 Allot Bond (messy) plot work	0	115	0	(115)		(115)	0.0%
4205 Waterpipe/maint at Sparkmill	0	152	500	348		348	30.4%
4230 Skatepark	215	783	0	(783)		(783)	0.0%
4232 Tidy Grant Expenditure	210	(1,491)	0	1,491		1,491	0.0%
4245 Plant barrier/brick container	0	1,055	1,000	(55)		(55)	105.5%
4260 Emergency Plan Equipment	0	0	5,000	5,000		5,000	0.0%

Detailed Income & Expenditure by Account 31/12/2020

Month No: 9

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4270 Salt/Litter Bins	0	(2,601)	2,500	5,101		5,101	(104.0%)
4273 Skip Hire	0	0	0	0	240	(240)	0.0%
4290 Town Maint Costs/Equip	94	1,546	3,000	1,454		1,454	51.5%
4291 Dog Waste Bag Dispensers Schem	0	86	0	(86)	331	(417)	0.0%
4300 Transport costs-van	20	1,160	4,000	2,840		2,840	29.0%
4400 Stationery	0	170	2,500	2,330		2,330	6.8%
4405 Photocopier	156	2,315	4,200	1,885		1,885	55.1%
4440 Telephone	135	1,026	1,500	474		474	68.4%
4442 Internet Access	90	351	750	399		399	46.8%
4443 Staff Mobiles	11	194	650	456		456	29.8%
4455 Postage	0	96	1,500	1,404		1,404	6.4%
4460 Publications/Subscriptions	0	2,696	2,700	4		4	99.8%
4481 IT support-annual/zoom	1,145	1,361	1,000	(361)		(361)	136.1%
4490 Website	0	2,095	0	(2,095)		(2,095)	0.0%
4500 Mayoral Allowance	0	1,500	1,500	0		0	100.0%
4505 Dep May civic event tickets	0	0	200	200		200	0.0%
4510 Members Allowances	0	1,750	3,500	1,750		1,750	50.0%
4511 Councillors Travel	0	167	1,500	1,333		1,333	11.2%
4520 Robes Maintenance	0	0	300	300		300	0.0%
4530 Civic Budget	1,500	1,724	4,000	2,276		2,276	43.1%
4532 Veterans/Armed Forces Day	0	(800)	0	800		800	0.0%
4535 Election Provision	0	8,961	4,000	(4,961)		(4,961)	224.0%
4555 Financial/Legal Expenses	0	5,322	0	(5,322)		(5,322)	0.0%
4580 Audit Fees	0	(597)	2,500	3,097	6,732	(3,635)	245.4%
4581 Bank Charges/annual cred card	0	108	0	(108)		(108)	0.0%
4582 Payroll Processing Fees	35	560	550	(10)		(10)	101.8%
4600 Food Festival	0	(3,470)	0	3,470		3,470	0.0%
4602 Christmas Festival of Food & D	0	(318)	0	318		318	0.0%
4620 Beverley Bonfire	0	0	1,800	1,800		1,800	0.0%
4640 Christmas Lighting Capital	5,533	10,007	7,500	(2,507)		(2,507)	133.4%
4645 Brighter Beverley	0	0	1,000	1,000		1,000	0.0%
4647 Floral Displays	40	6,916	5,000	(1,916)		(1,916)	138.3%
4650 Streetlighting SLA	0	16,364	18,000	1,636		1,636	90.9%
4651 Streetlighting Improvements	0	0	4,000	4,000		4,000	0.0%
4660 CCTV Ann Maint and Power	23	7,014	8,200	1,186		1,186	85.5%
4663 CCTV Monitoring Costs/Upgrade	0	(8,871)	0	8,871		8,871	0.0%
4670 Toilet Campaign	0	838	0	(838)		(838)	0.0%
4800 Beverley FM	0	1,200	1,200	0		0	100.0%
4805 Cherry Tree	0	6,000	6,000	0		0	100.0%
4806 Pride Event	0	820	10,000	9,180		9,180	8.2%
4810 Grants Fund	0	7,848	12,500	4,652		4,652	62.8%

Detailed Income & Expenditure by Account 31/12/2020

Month No: 9

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4815 Youth Town Council	0	0	1,000	1,000		1,000	0.0%
4825 Beverley Against Poverty	0	500	500	0		0	100.0%
4835 Section 137	4,000	5,374	0	(5,374)		(5,374)	0.0%
Total Overhead	25,851	181,908	298,590	116,682	10,902	105,781	64.6%
Total Income	75	313,322	298,590	(14,732)			104.9%
Total Expenditure	25,851	181,908	298,590	116,682	10,902	105,781	64.6%
Net Income over Expenditure	(25,776)	131,415	0	(131,415)			
plus Transfer from EMR	5,788	26,727					
less Transfer to EMR	0	0					
Movement to/(from) Gen Reserve	(19,988)	158,142					

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR - Building Jan 2020	350,000.00		350,000.00
321 EMR - Van Replace Jan 2020	0.00		0.00
322 EMR - New Equip Ops Jan 2018	1,846.00	-1,846.00	0.00
323 EMR - Election Costs Jan 2020	30,000.00	-8,961.11	21,038.89
324 EMR - Decoration Jan 2020	1,000.00		1,000.00
325 EMR - Cherry Tree Jan 2018	5,400.00	-5,400.00	0.00
326 EMR - Town Event Jan 2020	10,000.00	-1,450.00	8,550.00
327 EMR - Food Festival Jan 2020	11,750.00	-1,894.00	9,856.00
328 EMR - BACH 40k Orig Jul 2019	20,154.00		20,154.00
329 EMR - Vision Strategy Jul 2019	1,561.00		1,561.00
330 EMR - BTC0 Op9 mths auditadvic	200,000.00		200,000.00
331 EMR - Twinning Jan 2019	0.00		0.00
332 EMR - Brighter Bev Jul 2019	300.00	-300.00	0.00
333 EMR - Recruitment Nov Jan 2019	1,822.00		1,822.00
334 EMR - Event Account	20,251.00		20,251.00
335 EMR - Allotments Ops Jul 2019	3,000.00	-3,000.00	0.00
336 EMR - Staff Contingency Jan 20	7,000.00		7,000.00
337 EMR - Field to Table Ac	20,588.52	-20,588.52	0.00
338 EMR - Comp Equip Jan 2020	3,560.00		3,560.00
339 EMR - Website Jul 2019	3,000.00	-2,095.00	905.00
340 EMR - Cllr Training Jan 2020	2,000.00	-28.00	1,972.00
341 EMR - Pension Lunch Jan 2020	1,000.00		1,000.00
342 EMR - Skatepark Jan 2020	2,500.00	-1,026.00	1,474.00
343 EMR - Maintenance Jan 2020	3,000.00		3,000.00
344 EMR - Litter/Grit Bin Jan 2020	5,000.00		5,000.00
345 EMR - Christ Lights Jan 2020	12,500.00	-5,532.51	6,967.49
346 EMR - Floral Displays Jan 2020	5,000.00	-4,236.34	763.66
347 EMR- Dog Waste Bags Jul 2019	1,600.00	-1,852.79	-252.79
348 EMR - Waterways Bev Jul 2019	1,500.00		1,500.00
349 EMR - Post Office Mar 2020	5,000.00		5,000.00
350 EMR - Audit Yorks Jan 2020	5,000.00		5,000.00
353 EMR - Grants Mar 2020	3,658.00	-7,847.60	-4,189.60
	<u>738,990.52</u>	<u>-66,057.87</u>	<u>672,932.65</u>

Beverley Town Council 2020/21

Bank - Cash and Investment Reconciliation as at 31 December 2020

	<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>			
1	31/12/2020 Current	746,290.51	
2	31/12/2020 Deposit Account	25,463.47	
3	31/12/2020 Events Account	20,251.25	
4	05/12/2020 Beverley in Bloom Account	956.52	
5	08/08/2020 Field to Table	0.00	
6	31/12/2020 Youth Town Council Account	500.67	
7	30/06/2020 Skatepark Account	0.00	
8	31/12/2020 Christmas Lights Account	6,297.00	
9	31/12/2020 Petty Cash	5.57	
10	31/12/2020 Yorkshire Bank Credit Card	0.00	
11	08/08/2018 `	83,579.31	
			883,344.30
<u>Unpresented Payments</u>			
1	31/07/2020 4898	10.00	
1	31/07/2020 4899	12.50	
1	10/11/2020 4948	931.14	
1	14/12/2020 DD	65.06	
1	15/12/2020 4961	6,432.00	
1	15/12/2020 4963	210.00	
1	15/12/2020 4964	52.47	
1	15/12/2020 4966	40.34	
1	15/12/2020 4971	1,517.35	
1	15/12/2020 4972	1,369.97	
1	15/12/2020 4973	2,818.80	
1	15/12/2020 4975	94.00	
1	15/12/2020 4976	207.01	
1	15/12/2020 4978	495.00	
1	15/12/2020 4979	2,000.00	
1	15/12/2020 4980	2,000.00	
1	15/12/2020 4981	1,500.00	
1	31/12/2020 DD	108.00	
			19,863.64
			863,480.66
<u>Receipts not on Bank Statement</u>			
0	31/12/2020 All Receipts Cleared	0.00	
			0.00
Closing Balance			863,480.66
<u>All Cash & Bank Accounts</u>			
1	Current Account		726,426.87
2	Deposit Account		25,463.47
3	Events Account		20,251.25
4	Beverley in Bloom Account		956.52
5	Field To Table		0.00

- Operative Accounts
- Deposit Accounts
- Loan Accounts
- Deals Information
- Liquidity Management
- Funds Transfer
- UK Payments
- Standing Orders
- BACS Multi Fund Transfers
- Beneficiary Maintenance
- Personal Preferences

Subsidiary All Subsidiaries Go

Accounts Information > Operative Accounts > Account Summary

Account Search Retrieve

Operative Accounts Summary Details Up Until : 31/12/2020 2:34:42 PM

	Account		Savings AER (%)*	Currency	Current Ledger Balance	Available Balance
	Number	Nickname				
<input checked="" type="radio"/>	05023727598304	BEVERLEY TOWN COUNCIL	N/A	GBP	746,290.51	746,290.51
<input type="radio"/>	05023727643492	BEVERLEY YOUTH TOWN COUNCIL	N/A	GBP	500.67	500.67
<input type="radio"/>	05023727653930	BEVERLEY TC CHRISTMAS LIGHTS	N/A	GBP	6,297.00	6,297.00
<input type="radio"/>	05023727677955	BEVERLEY TOWN COUNCIL INT A/C	0.01	GBP	25,463.47	25,463.47
<input type="radio"/>	05023727713114	BEVERLEY TOWN COUNCIL- EVENTS ACCOUNT	N/A	GBP	20,251.25	20,251.25
<input type="radio"/>	05023727688037	THE MAYOR OF BEVERLEY	N/A	GBP	723.44	723.44
<input type="radio"/>	05023727688072	THE MAYOR OF BEVERLEY'S CHARITY FUND	N/A	GBP	80.00	80.00

More Actions: Go Account Details Transactions Print

* AER (Annual Equivalent Rate). The Annual Equivalent Rate illustrates what the interest rate would be if interest was paid and compounded once each year. Interest rates are shown for

Quartley Balance Comparisons 2020/21

Account	End of Quarter 1 (30/06/2020)	End of Quarter 2 (30/09/2020)	End of Quarter 3 (31/12/2020)	Notes
Current Account	£680,798.73	£801,386.63	£746,290.51	
Field to Table	£34,016.57	£0.00	£0.00	Accounts closed and Funds in current account
Youth Town Council Account	£500.67	£500.67	£500.67	
Skatepark Buddies Account	£0.00	£0.00	£0.00	Account closed
Christmas Lights Account	£8,802.00	£8,487.00	£6,297.00	
Instant Access Deposit Account	£25,462.83	£25,462.83	£25,463.47	
Events Account	£20,251.25	£20,251.25	£20,251.25	
Mayor of Beverley	£723.44	£723.44	£723.44	
Mayor of Beverley Charity Account	£80.00	£80.00	£80.00	
Beverley Building Society Postal Business Account	£83,579.31	£83,579.31	£83,579.31	
Beverley in Bloom Account	£956.52	£956.52	£956.52	
Petty Cash	£12.42	£5.57	£5.57	
Totals	£855,183.74	£941,433.22	£884,147.74	



**BEVERLEY
TOWN COUNCIL**
WORKING AS A COMMUNITY

Partnership/Strategic Grants Form

For applications up to £3,000 per year for three years (subject to annual review) and to establish a truly strategic and collaborative partnership.

Partnership/Strategic Grants are for formally constituted organisations which offer a long-term project or an annual event within Beverley. Where an applicant can demonstrate that it qualifies for this category of grant, the Town Council shall consider becoming a Partner, guaranteeing a specified annual grant for three years (subject to annual reviews).

Applications can be submitted at any time and will be considered at the next appropriate meeting.

Please answer all questions. Failure to do so may result in your application being ineligible.

SECTION 1: ABOUT YOUR ORGANISATION

SECTION 2: WHAT ARE YOU SEEKING FUNDING FOR?

SECTION 3: FINANCES

SECTION 4: BANK ACCOUNT DETAILS

SECTION 5: OTHER INFORMATION AND DECLARATIONS

SECTION 6: SUPPORTING DOCUMENTS AND CHECKLIST

Commented [MS1]: P&F to finalise name of this grant stream – Partnership, Strategic, Strategic Partnerships or something else....

Commented [MS2]: Preamble added (adapted from Grants Policy)

Commented [MS3]: Rather than an application deadline, is this how Councillors wish the funding stream to run?

Partnership/Strategic Grants Form

For applications up to £3,000 per year for three years (subject to annual review) and to establish a truly strategic and collaborative partnership.

SECTION 1: ABOUT YOUR ORGANISATION

A. Contact Details – all communications will be sent via the details you provide below.

Organisation Name: Click or tap here to enter text.

Contact Person Name: Click or tap here to enter text.

Position (e.g. chair): Click or tap here to enter text.

Organisation Address: Click or tap here to enter text.

Organisation Telephone: Click or tap here to enter text.

Organisation Email: Click or tap here to enter text.

Organisation Website: Click or tap here to enter text.

B. Organisation Type: Please select (click box) the option that best describes your organisation.

Club or Society

Voluntary Body

Charitable Body

Not-for-profit

C. When was your organisation established? Click or tap to enter a date.

D. Are you a subsidiary of a larger organisation? Yes No

If you selected “yes” tell us which one: Click or tap here to enter text.

E. Briefly describe the purpose and activities of your organisation (maximum 100 words).

Click or tap here to enter text.

F. Which of the following does your organisation have (select as appropriate)?

Constitution Audited Accounts Non-audited Accounts

DBS Checks Health and Safety Policy Equal Opportunities Policy

Insurance Safeguarding Policy

If you selected “insurance”, please tell us what sort of policies you have:

Click or tap here to enter text.

G. Your Current Finances

Do you have past annual accounts? Yes No

If you said “yes”, please complete the below details based on your most recent annual accounts. You will also need to submit your most recent accounts with this application.

If you said “no”, you are not eligible to apply for a Partnership/Strategic Grant under the terms of our Grants Policy, but you may apply for a Small or General Grant instead. (You can find the application forms on our website or by application to the Town Council offices.)

Commented [MS4]: If they do not have past annual accounts they are not established enough for a partnership/strategic grant so need to apply for a Small or General Grant.

Total Income	£ Click or tap here to enter text.
Less Total Expenditure	£ Click or tap here to enter text.
Surplus / Loss	£ Click or tap here to enter text.
Savings (cash, reserves, investments)	£ Click or tap here to enter text.

SECTION 2: WHAT ARE YOU SEEKING FUNDING FOR?

A. Describe the purpose for which you are seeking funding (maximum 250 words).

Click or tap here to enter text.

Commented [MS5]: The other grants ask for “project and/or activities” rather than “purpose” – this change emphasises the nature of the Partnership/Strategic Grants being for wider organisational support of ongoing project, events, etc. rather than one-off projects or purchases.

B. How your project will benefit the town of Beverley (you must select at least two options).

Contribute to cultural life, education, sporting opportunities or general wellbeing.

Promote economic and commercial viability of the town.

Support and contribute to the social life of the town.

Preserve the unique identity of the town and promote its heritage.

Create a socially inclusive and caring community, and increase dialogue among residents.

Protect and improve the town and promote a sustainable environment.

Provide a democratic, representational voice for the community.

Commented [MS6]: The other grants only require one option (although applicants can select more than one). As a Partnership/Strategic Grant is more significant, perhaps they should have to evidence a minimum of at least two benefit options.

C. How does your work fulfil the benefits you have selected above (maximum 250 words)?

Click or tap here to enter text.

Commented [MS7]: Changed from “this project will fulfil” to enable a wider response beyond a specific project.

Commented [MS8]: Increased number of words from 150 to 250, as we are actively asking them to select more than one option in B

D. How have you identified the need for the work you carry out (maximum 150 words)?

Click or tap here to enter text.

Commented [MS9]: Revised again, as with C, to reflect the wider nature.

E. How will you promote your work to the intended beneficiaries (maximum 150 words)?

Click or tap here to enter text.

Commented [MS10]: As with C and D above

F. How many people from the Parish of Beverley do you expect to benefit (choose an option from the drop-down box)? Choose an item.

G. Please provide us with examples of your past strategic partnership work (maximum 250 words)?

Click or tap here to enter text.

Commented [MS11]: Additional question to emphasise the strategic partnership side of this stream.

H. In addition to financial assistance, what other forms of support would you hope the Town Council can provide (maximum 200 words)?

Click or tap here to enter text.

Commented [MS12]: Additional question to enable organisations to explain what other forms of support the Town Council can provide. We could offer them options, but it might be just as useful to see what they come up with themselves. We want to make sure the applicants are really forward thinking on this aspect rather than just ticking options we give them.

I. If your application is successful, a member of the Town Council will be designated as an ambassador from our organisation to yours. How do you envisage them being involve (e.g. non-voting member of main committee, quarterly update chats, etc.) (maximum 100 words)?

Click or tap here to enter text.

Commented [MS13]: The Town Council wants these to be true partnerships without actually taking over.

DRAFT

SECTION 3: FINANCES

A. What is the total annual amount of funding you are applying for? Please remember this funding stream is for three years, subject to annual reviews.

Click or tap here to enter text.

Commented [MS14]: Changed from “What is the total cost of the project for which you are seeking funding?” to emphasise the fact this stream is for wider organisational support over three years.

B. How much funding are you seeking from Beverley Town Council?

Click or tap here to enter text.

Commented [MS15]: SUGGESTION: Remove this question altogether as it is only relevant for the Small and General Grants where the Town Council is financial supporting a specific thing, rather than general strategic costs.

C. Please provide a breakdown of costs and identify which aspects a Town Council Grant will support (if you need more space, please provide an additional sheet).

Please refer to Paragraph 11 of the Grants Policy for a list of items and/or activities for which the Town Council will not give grant funding.

Commented [MS16]: SUGGESTION: Remove this question – this is more relevant with Small and General Grants, where applicants are seeking funding for very specific items of one-off events. With the Partnership/Strategic Grants, as the funding in rolling (subject to annual reviews) the support is more the organisation in general rather than item specific.

Items (e.g. purchase costs, room hire, etc.)	Amount	Town Council Allocation
Click or tap here to enter text.	£ Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.	£ Click or tap here to enter text.
Totals	£ Click or tap here to enter text.	£ Click or tap here to enter text.

B. Please list other sources of income. If you are waiting to hear back from a potential income stream, place the amount in the “anticipated” column. If the income is already guaranteed, place in the “secured” column. (if you need more space, please provide an additional sheet).

Commented [MS17]: Re-lettered to reflect the suggested removal of A and B above.

Commented [MS18]: The word “funding” replaced by the word “income”, which is more suitable for a strategic application. This question is important as it helps to illustrate organisational sustainability.

Income Source (e.g. grant making bodies, donations, fund raising activities, other councils, your own reserve)	Anticipated	Secured
Click or tap here to enter text.	£ Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.	£ Click or tap here to enter text.
Totals	£ Click or tap here to enter text.	£ Click or tap here to enter text.

SECTION 4: BANK ACCOUNT DETAILS

You can only apply for a grant if you have a bank or building society account in the name of your organisation. We will only pay grants into an account that requires **at least two people** to sign each cheque or withdrawal **These people should not be related.**

Account Name: Click or tap here to enter text.

Bank/Building Society: Click or tap here to enter text.

Bank/Building Society Address: Click or tap here to enter text.

Signatory 1: Name: Click or tap here to enter text.

Position: Click or tap here to enter text.

Signatory 2: Name: Click or tap here to enter text.

Position: Click or tap here to enter text.

Signatory 3: Name: Click or tap here to enter text.

Position: Click or tap here to enter text.

SECTION 5: OTHER INFORMATION AND DECLARATIONS

A. Is there anything else you would like to tell us (maximum 200 words)?

Click or tap here to enter text.

B. Declaration

Please give details of a senior member of your organisation. For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. **This must not be the main contact name in Section 1.**

I confirm that I am authorised to sign this declaration on its behalf the organisation applying to Beverley Town Council for a grant, and that, to the best of my knowledge and belief, all replies are true and accurate.

I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant only for the purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.

Your Signature: _____

Your name: Click or tap here to enter text.

Your Position in Organisation: Click or tap here to enter text.

Date: Click or tap to enter a date.

C. Signature of Person Completing the Application

This must be the signature of the person named in Section 1 as the main contact and **not be the same person who has signed the above Declaration.**

I confirm that I have read and understood the Council's Grants Policy and that, to the best of my knowledge and belief, all the information in this application from is true and correct. I understand that you may ask for additional information at any stage of the application process.

Your Signature: _____

Date: Click or tap to enter a date.

SECTION 6: SUPPORTING DOCUMENTS AND CHECKLIST

A. The Application Form

Have you answered every question? Yes No

Have all signatures been completed? Yes No

B. Supporting Documents – If you selected “yes” to the documents detailed in Section 1 part F, you must include copies of them with this application?

Constitution Yes No

Audited Accounts Yes No

Safeguarding Policy Yes No

**Equal Opportunities / Equality
Diversity and Inclusivity Policy** Yes No

C. Please state any other supporting documents you are submitting.

Click or tap here to enter text.

Please return this application and all supporting documents to:

Grant Applications
Beverley Town Council
12 Well Lane
Beverley
East Yorkshire
HU17 9BL

Electronic documents can be sent to clerk@beverley.gov.uk

END OF APPLICATION FORM

Beverley Town Council 2020/21

Bank - Cash and Investment Reconciliation as at 31 December 2020

	<u>Account Description</u>	<u>Balance</u>
6	Youth Town Council Account	500.67
7	Skatepark Account	0.00
8	Christmas Lights Account	6,297.00
9	Petty Cash	5.57
10	Yorkshire Bank Credit Card	0.00
11	Business Term Deposit	83,579.31
	Other Cash & Bank Balances	<u>0.00</u>
	Total Cash & Bank Balances	<u>863,480.66</u>