

Minutes of the Policy and Finance Committee Meeting

On 9th November 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 (Chair), P. Astell, T. Astell, C. Hopkins, D. Horsley, D. Jack, M. Pinder (Vice-chair) and D. Tucker (Substitute)

In Attendance: Helen Watson (Town Clerk) and Matthew Snowden (Deputy Town Clerk)

45/20: To receive and accept apologies for absence

Apologies were received from Cllr D. Healy

46/20: Declarations of Interest

46.1: 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 of Interest were received.

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

No Dispensations were given.

47/20: To note the minutes from the Policy and Finance Meeting held on 12th October 2020.

The minutes for the Policy and Finance Meeting held on 12th October 2020 were noted.

48/20: Payments

To review payments that have been made and approve any payments that have yet to be made

Date: 03/11/2020		Beverley Town Council 2020/21		Page 1	
Time: 17:11		Current Account			
List of Payments made between 08/10/2020 and 31/10/2020					
<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/10/2020	KRL Group Limited	DD	187.37		Photocopier
12/10/2020	R Lewchenko	4930	50.00		Allot Bond Ref Q16B Lewchenko
12/10/2020	Anti Freeze (York) Limited	4931	240.00		30 Bags of compost
12/10/2020	JB Rural Services	4932	282.00		Skatepark/Grass/Plaque
14/10/2020	Allstar Business	DD	23.73		Fuel Card/Fuel
19/10/2020	Yorkshire Bank credit card	DD	222.83		IT costs/Tollets LRR/Mobile/Fe *
22/10/2020	Siemens	DD	370.81		Photocopier Quarterly Lease
22/10/2020	Yorkshire bank	DD	10.00		Bank Charge
23/10/2020	Staff Salaries	CHQS	4,887.94		Staff Salaries
23/10/2020	East Riding Pension	4937	1,549.50		Pension contributions
23/10/2020	HMRC	4938	1,313.73		HMRC
23/10/2020	HMRC	4938	-1,313.73		Tax and NI
23/10/2020	HMRC	4938	1,313.93		Tax and NI
25/10/2020	Taylor Cocks Group	DD	42.00		Payroll Fees
27/10/2020	N Power	DD	36.78		CCTV
27/10/2020	N Power	DD	35.89		CCTV
31/10/2020	kcom	DD	112.82		Office telephone
Total Payments			9,365.60		

Date: 04/11/2020		Beverley Town Council 2020/21		Page 1	
Time: 11:24		Current Account			
List of Payments made between 01/11/2020 and 10/11/2020					
<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2020	Geoff Simpson Holdings	SO	420.00		Unit 2 monthly rent
02/11/2020	Linley Simpson	SO	80.00		Well Garage rental
02/11/2020	Open Spaces	DD	45.00		Annual Subscription
08/11/2020	KRL Group Limited	DD	169.38		Photocopier usage
10/11/2020	East Riding Council	4939	19,636.76		Street Lighting SLA
10/11/2020	British Toilet Association	4940	698.00		Membership and Inspection
10/11/2020	Jim Eells	4941	150.00		Allot padlocks/keys
10/11/2020	JB Rural Services	4942	300.00		Skatepark/Grass Cutting
10/11/2020	SLCC Enterprises Ltd	4943	339.00		Membership Fees - annual
10/11/2020	Countrywise Water Coolers Ltd	4944	14.41		Water Cooler hire Oct
10/11/2020	Anti Freeze (York) Limited	4945	1,050.00		Plant/ERYC planters
10/11/2020	JB Rural Services	4946	66.00		Skatepark Inspection
10/11/2020	Christmas Plus Ltd	181	2,151.60		Spheres and Strings
10/11/2020	Blachere Illumination	182	2,818.80		Mem Hall/Well Lane lighting
10/11/2020	Blachere Illumination	182	-2,818.80		Mem Hall/Well Lane
10/11/2020	Christmas Plus Ltd	181	-2,151.60		Spheres and Strings
10/11/2020	Blachere Illumination	182	-0.20		Incorrect account entered
10/11/2020	James Alcock Pig & Whistle	4947	1,000.00		Half term lunches donation
Total Payments			23,968.55		

Date: 03/11/2020		Beverley Town Council 2020/21		Page 1	
Time: 18:00		Christmas Lights Account			
List of Payments made between 01/11/2020 and 30/11/2020					
<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/11/2020	Christmas Plus Ltd	181	2,151.60		Spheres and Strings
10/11/2020	Blachere Illumination	182	2,818.80		Mem Hall/Well Lane lighting
Total Payments			4,970.40		



* Your business card statement

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Trans Date	Date Debited	Reference Number	Description	Amount £
		Balance brought forward from statement dated 01/09/2020		0.00
13 Sep	14 Sep	70387378	+The Beverley Arms Beverley	140.25
23 Sep	24 Sep	84956604	+Google *Google Storage 650-253-0000	1.59
23 Sep	25 Sep	87190439	+Zoom.Gbp 8887799666 USA	38.40
27 Sep	28 Sep	06643318	+Three-Billpay(Ivt) Wwv.Three Co.	13.00
28 Sep	29 Sep	87824034	+Google Google Storage London	1.59
01 Oct	01 Oct	75060407	+Annual Fee	28.00
01 Oct			Current balance	222.83

Proposal: That the payments be approved.

Proposed: Cllr T. Astell **Seconded:** Cllr M. Pinder

Resolved: That the proposal be approved.

49/20: Minute Approvals

To consider further the previous resolution to test a revised process of approving Policy and Finance Committee Minutes, following an initial trial run.

Proposal: That approval of Policy and Finance Committee minutes are be made at the next subsequent meeting of Full Council or the Policy and Finance Committee, whichever takes place first.

Proposed: Cllr T. Astell **Seconded:** Cllr M. Pinder

Resolved: That the proposal be approved.

50/20: Internal Auditor

To receive an update from the Town Clerk following the resolution regarding the Internal Auditor made at Full Council on 19th October 2020.

Proposal: That following Public Sector Audit's decision to decline the invitation to continue as Beverley Town Council's Internal Auditor, the Town Clerk to arrange a tendering process to engage another Internal Auditor for an initial period of 18 months.

Proposed: Cllr P. Astell **Seconded:** Cllr T. Astell

Resolved: That the proposal be approved.

51/20: Policies

To consider the following policies as detailed in the advice from Audit Yorkshire:

51.1: Town Council Officer Declaration of Interests Policy and associated forms

Proposal: That the Town Clerk liaises with Mathew Buckley (ERYC) to request that the Town Council could have access to and utilise the East Riding of Yorkshire Council's policies, protocols and forms relating to Officer and Councillor Declaration of Interests.

Proposed: Cllr L. Johnson **Seconded:** Cllr M. Pinder

Resolved: That the proposal be approved.

51.2: Anti-Fraud and Corruption

Proposal: Following revisions to specify the document for Beverley Town Council and removal of section 4.2, the Anti-fraud and Corruption Policy be recommended to Full Council on 30th November 2020.

Proposed: Cllr L. Johnson **Seconded:** Cllr C. Hopkins

Resolved: That the proposal be approved.

51.3: Whistle-blowing Policy

Proposal: That Whistle-blowing Policy be recommended to Full Council on 30th November 2020.

Proposed: Cllr L. Johnson **Seconded:** Cllr M. Pinder

Resolved: *That the proposal be approved.*

52/20: Grants Committee

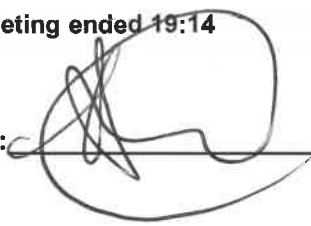
To receive an update from the Grants Chair regarding progress being made to the updated Grants Scheme and consider the following timescale.

That the Grants Committee will finalise all policies and documentation for approval at Full Council on 30th November 2020 and the following timescale be agreed:

- **Monday 16th November 2020** - Grants Meeting to finalise the grant application policies and forms.
- **Monday 30th November 2020** - Full Council - official approval of the new grant application forms.
- **Tuesday 1st December 2020** – The new application process is opened and promoted.
- **Wednesday 27th January 2021** - Deadline for grant applications.
- **Monday 8th February 2021** - Grants Committee - to recommend allocation of funds to applicants.
- **Monday 22nd February 2021** - Full Council to approve the Grants Committee minutes/resolutions.

The Meeting ended 19:14

Signed: _____



Dated: _____

30/11/20