

Town Clerk: Ms. Helen Watson FSLCC
Office Address: 12 Well Lane, Beverley, East Yorkshire, HU17 9BL
Tel: 01482 874096 **Email:** clerk@beverley.gov.uk **Website:** www.beverley.gov.uk

Wednesday 12th May 2021

To all members of the Policy and Finance Committee

Dear Councillor,

Policy and Finance Committee

You are hereby summoned to attend the Policy and Finance Committee Meeting of Beverley Town Council to be held remotely via Zoom on **Monday 17th May 2021** to commence at 6.30pm.

Yours faithfully,



Matthew Snowden
Acting Town Clerk

Notes About the Meeting

- **Delegation of Duties:** From May 2020 to 6th May 2021, the Emergency Coronavirus Act allowed Councils to meet and make resolutions via remotely technology. However, the Government decided to discontinue this from 6th May 2021 onwards. Therefore, on 12th April 2021, Full Council resolved to delegated all decisions to the Acting Town Clerk (other than those that by law cannot be delegated). It was also resolved to continue holding meetings, but due to being unable to make direct resolutions remotely, all decisions made by Councillors will be recommendations to advise the Acting Town Clerk in their decision making.
- **Observing Meetings:** Members of the public can view live-streams of meetings via the Town Council's YouTube Channel: <http://tiny.cc/ra3xtz>
- **Public Forum:** Members of the public are welcome to address the meeting in a public forum at 6:30pm. Because meetings are currently taking place remotely due to the ongoing Covid-19 pandemic, please email the Town Council on clerk@beverley.gov.uk at least 24 hours before the meeting, so we can provide you with a Zoom link.
- **Recordings:** Members of the public are entitled to record meetings. The Town Council's full policy regarding Recording of Meetings can be found on the website: <https://www.beverley.gov.uk/policies-procedures/>

AGENDA

1. **Introduction**
The Chair to explain that the meeting is being live-streamed on You Tube via Zoom, detail the meeting protocol in terms of using remote technology and make a rollcall of Councillors and Officers.
2. **To Receive Apologies for Absence.**
3. **Declarations:**
 - (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 below.

4. **To note the minutes of the Policy and Finance Committee Meeting held on Monday 19th April 2021**
(previously circulated, approved and signed at Mayor Marking/Annual Council Meeting on Tuesday 4th May 2021).
5. **Payments:**
 - (a) To review Current Account payments made between 1st April 2021 and 30th April 2021 (see attached).
 - (b) To review Credit Card payments made between 1st April 2021 and 30th April 2021 (see attached).
6. **End of Year Internal Audit Update**
To receive an update following the End of year Internal Audit visit on Tuesday 11th May 2021 (Acting Town Clerk to report).
7. **Interim Internal Audit Recommendations**
To consider and resolve actions to positively address the following recommendations made as part of the Interim Internal Audit:
 - (a) **Management of Mayoral Fundraising Money:** “That consideration is given to the management and administration of the Mayors charity in accordance with the legal requirements set out in the Local Government Act and the Charity Commission Law” (Acting Town Clerk and Chair to report).
 - (b) **Management of Town Council Debit and Credit Cards:** “That the arrangements for the credit and debit cards are reviewed to stipulate the limits for the cards, procedures for managing the use and cancellation in the event the card holder leaves the organisation. The procedures to be reflected in the councils Financial Regulations” (Acting Town Clerk to report).
 - (c) **Electronic Bank Payment Approvals:** To review electronic bank payment approval system (Acting Town Clerk to report).
8. **CCLA**
The Town Council previously resolved (Full Council on 11/01/21, minute number 117.3) to invest up to £400,000 with CCLA and for the Policy and Finances Committee to have the delegated duty to do so. However, this was put on hold due to the absence of the Town Clerk due to illness. As this is now an extended period of illness, the Policy and Finance Committee to review when to make this payment and to what amount.

List of Payments made between 01/04/2021 and 30/04/2021

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>
01/04/2021	Geoff Simpson Holdings	DD	420.00	FC 110121 Code 4180	Unit 2 Rent
08/04/2021	Hallbeck IT	DD	94.50	FC 110121 Code 4481	IT Support
08/04/2021	KRL Group Limited	DD	220.12	FC 110121 Code 4405	Photocopier usage
14/04/2021	Allstar Business	DD	23.73	FC 110121 Code 4300	Fuel Card
14/04/2021	Eon next	DD	39.24	FC 110121 Code 4660	CCTV town
14/04/2021	Eon next	DD	41.64	FC 110121 Code 4660	CCTV town
14/04/2021	Eon next	DD	51.50	FC 110121 Code 4660	CCTV Town
14/04/2021	Eon next	DD	52.59	FC 110121 Code 4660	CCTV town
14/04/2021	Eon next	DD	193.55	FC 110121 Code 4120	Office electricity
14/04/2021	Beverley Male Voice Choir	EP	995.00	FC 120421 Code 4810	Grant
19/04/2021	Hallbeck IT	DD	70.49	FC 110121 Code 4481	365 Licences
21/04/2021	W Boyes & Co Limited	DEBIT CARD	13.50	FC 110121 Code 4400	Stationery
21/04/2021	Yorkshire Bank Credit Card	Payment	583.94		To clear credit card
22/04/2021	Siemens	DD	322.81	FC 110121 Code 4405	Photocopier quarter lease
25/04/2021	Taylor Cocks Group	DD	42.00	Code 4582 FC110121	Payroll fees
27/04/2021	Staff Salaries	EP	5,096.56	FC 110121 Code 4000	Staff Salaries
27/04/2021	HMRC	EP	1,438.64	FC 110121 - 4000/4001	Tax and Ni
27/04/2021	East Riding Pension	EP	1,606.67	FC 110121 4000/4002	Pension contributions
27/04/2021	East Riding Pension	EP	1,606.97	C: 4000/02 FC 110121	Pension contributions
27/04/2021	East Riding pension	EP	-1,606.67	C: 4000/02 FC 110121	Pension contributions
29/04/2021	ERNLLCA	EP	1,890.30	Code 4460 FC 11 0121	Subs to NALC and ERNLLCA
29/04/2021	Helping Hand	EP	665.40	Code 4232 FC 11 01 2	Adult Litter Pickers
29/04/2021	East Riding Council	EP	188.00	Code 4202 FC11 01 21	Keldgate/Lairgate annual rent
29/04/2021	Bev & North Hold Drainage Board	EP	40.08	Code 4200 FC 110121	Sparkmill Drainage Rates
29/04/2021	Pear Technology	EP	270.00	Code 4460 FC 110121	Support and Updates
29/04/2021	E Woodhouse	EP	2.86	Code 4030 FC 110121	Travel to 31st March 2021
29/04/2021	Play Inspection Company Ltd	EP	90.00	Code 4230 FC 110421	Skatepark Inspection Annual
29/04/2021	H Watson	EP	79.56	Code 4030 FC 110121	Travel 2020/21
29/04/2021	JB Rural Services	EP	66.00	Code 4285 FC	Skatepark - contract

Current Account

List of Payments made between 01/04/2021 and 30/04/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
				110121	
29/04/2021	Bev Consolidated Charity	EP	600.00	Code 4201 FC 110121	6 months rent for Queensgate
29/04/2021	N Power	EP	315.00	Code 4640 FC 110121	Christmas Lights 20/21
29/04/2021	Helping Hand	EP	659.28	Code 4232 FC 110121	Children Litter Pickers/Hoops
Total Payments			<u>16,173.26</u>		

List of Payments made between 01/04/2021 and 30/04/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2021	Bullguard Ltd	DD	111.99	FC 110121 Code 4481	3 year internet security
01/04/2021	Google Storage	CRED CARD	1.59	FC 110121 Code 4481	Email storage
01/04/2021	Zoom	CRED CARD	182.28	FC 110121 Code 4481	Annual Subscription
01/04/2021	My Post Shop	CRED CARD	286.49	FC 110121 Code 4455	Postage x 300
01/04/2021	Googlemail	CRED CARD	1.59	FC 110121 Code 4481	Email storage
Total Payments			<u>583.94</u>		
