

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

**On 1<sup>st</sup> March 2021**

**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, D Healy, D Horsley, D Jack, M Pinder and A Willis (substitute for C Hopkins)

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

### **58/20: Introduction**

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

The Chair welcomed everyone to the meeting and explained that the meeting is being live-streamed on You Tube,

**59.2 The Chair to explain meeting protocol in terms of using remote technology.**

The Chair explained the meeting protocol.

### **59/20: Apologies for Absence**

Apologies were received from Councillor C Hopkins.

### **60/20: Declarations**

**60.1 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.**

Councillor L Johnson declared a non-pecuniary interest in agenda item 7(a), grant to Beverley Male Voice Choir in so far as the Beverley Male Voice Choir practice and hold concerts at Toll Gavel Church where she is a member.

**60.2 To note dispensations given to any member of the council in respect of the agenda items below.**

There were no dispensations.

**61/20: To note the minutes of Policy and Finance Committee held on Monday 18<sup>th</sup> January 2021 (previously approved at Full Council on Monday 22<sup>nd</sup> February 2021).**

The Committee noted the Minutes of the Policy and Finance Committee meeting held on 18<sup>th</sup> January 2021.

### **62/20: Payments:**

**62.1 To review and approve payments (see attached).**

The Chair reported that payments were being made by cheque until the Deputy Town Clerk is shortly approved as a Corporate Administrator by Yorkshire Bank when payments will return to online.

**Proposed:** Councillor Horsley **Seconded:** Councillor Jack

**Resolved:** To approve the payments as listed.

Date: 22/02/2021

Beverley Town Council 2020/21

Page 1

Time: 14:54

Current Account

List of Payments made between 01/02/2021 and 28/02/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2021	Geoff Simpson Holdings	DD	420.00	Code 4180	Unit 2 rent
01/02/2021	Linley Simpson	DD	80.00	Code 4180	Well Lane garage rent
01/02/2021	Hallbeck IT	DD	94.50	Code 4481	Monthly IT support
01/02/2021	J Stocks	4898	-10.00	Code 4200	Cheque not cashed
01/02/2021	kcom	DD	-54.00	Code 4442	Internet Access - DD not taken
08/02/2021	KRL Group Limited	DD	189.24	Code 4405	Photocopier
11/02/2021	JB Rural Services	4999	90.00		Skatepark securing/planting
11/02/2021	PrintnPromote	5000	334.00		300 vinyl stickers
11/02/2021	ERNLLCA	5001	210.00		Plan Train for Cllrs/Off
11/02/2021	Countrywise Water Coolers Ltd	5002	43.23	Code 4120	3 months water cooler
11/02/2021	Beverley Consolidated Charity	5003	2,400.00	Code 4106	Rental
11/02/2021	Hamish Stewart	5004	143.27	Code 4095	Hanseatic League website
11/02/2021	East Riding Council	5005	5,944.01	Code 4683	Additional CCTV works
11/02/2021	RBS Software Solutions	5006	979.20	Code 4481	Annual Support/Maintenance
11/02/2021	E Woodhouse	5007	4.42	Code 4030	Travel to allotments to Jan 21
11/02/2021	Staff	5008-5011	1,144.00	Pers26/1/21 Code4000	Working from Home Allowance
11/02/2021	Working from Home Allowance	5008-5011	-1,144.00		Working from Home Allowance
11/02/2021	Staff	5008-5011	1,040.00		Work from home allow back pay
11/02/2021	Staff Salaries	5012-5015	5,137.46		Staff Salaries + 39.25 o/t
11/02/2021	East Riding Pension	5016	1,621.62		Pension contributions
11/02/2021	HMRC	5017	1,491.82		Tax and Ni
11/02/2021	National Allotment Society	5018	66.00	Code 4460	Subscription
11/02/2021	JB Rural Services	5019	114.00	Code 4230	Skatepark repair
11/02/2021	SLCC Enterprises Ltd	5020	144.00	Code 4026	Cllr Training
11/02/2021	kcom	5021	216.00		Nov Dec Jan Feb internet acces
11/02/2021	kcom	5021	-216.00		Internet Nov Dec Jan Feb
14/02/2021	Allstar Business	DD	23.73	Code 4300	Fuel
19/02/2021	Yorkshire Bank Credit Card	Cred Card	184.49		Credit Card Payment
22/02/2021	kcom	DD	216.00	Code 4442	Internet Nov Dec Jan Feb
24/02/2021	ICO	DD	35.00	Code 4460	Data Protection Fee
25/02/2021	Taylor Cocks Group	DD	42.00	Code 4582	Payroll
<b>Total Payments</b>			<b>20,983.99</b>		

**62.2 To review and approve credit card payments (see attached).**

**Proposed:** Councillor Horsley **Seconded:** Councillor Jack

**Resolved:** To approve the credit card payments as listed.

## Yorkshire Bank Credit Card

## List of Payments made between 01/02/2021 and 28/02/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/02/2021	Three.co.uk	CRED CARD	13.00	Code 4443	Officer Mobile
19/02/2021	Arco Limited	CRED CARD	37.96	Code 4290	Outdoor wear
19/02/2021	Arco Limited	CRED CARD	37.95	Code 4290	Outdoor wear
19/02/2021	Zoom	CRED CARD	38.40	Code 4481	Zoom monthly payment
19/02/2021	Google mail	CRED CARD	1.59	Code 4481	Google mail storage
19/02/2021	Birchwood Garage Beverley	CRED CARD	54.00	Code 4300	MOT for van
19/02/2021	Googlemail	CRED CARD	1.59	Code 4481	Googlemail storage
<b>Total Payments</b>			<b>184.49</b>		

**62.3 To review and approve the recently closed Christmas Lights Account (see attached).**

The Committee noted the closure of the Christmas Lights Account

## Christmas Lights Account

## List of Payments made between 01/01/2021 and 28/02/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/01/2021	Current Account	P&F Jan 21	6,297.00		To close
<b>Total Payments</b>			<b>6,297.00</b>		

**62.4 To review and approve the recently closed Events Account (see attached).**

The Committee noted the closure of the Events Account.

## Events Account

## List of Payments made between 01/01/2021 and 28/02/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/01/2021	Current Account	P&F Jan 21	20,251.25		To close
<b>Total Payments</b>			<b>20,251.25</b>		

**63/20: Policies and Procedures****63.1 Scheme of Delegation:** To receive an update from the Chair of Policy and Finance Committee.

The Chair reported that the Scheme of Delegation needs to be reviewed. This will be done in due course and following agreement of the paperwork and scheme for the Strategic Partnership Grants and that the Council will work collaboratively moving forward.

- 63.2 Green Policy:** To consider the requirements of a Green Policy for Beverley Town Council (Chair of Policy and Finance to report).

The Council promised to be cleaner and greener and an Environment and Sustainability Policy is needed.

**Proposed:** Councillor Pinder    **Seconded:** Councillor Healy

**Resolved:** *The Deputy Town Clerk will include an agenda item for each Committee and Full Council for that Committee to provide comments as how a green policy relates to its functions and business.*

#### **64/20: Town Council Community Grants**

- 64.1 Beverley Male Voice Choir:** Due to a technical issue, an email from the choir requesting their application be reviewed earlier in the financial year did not reach the Town Council. After consultation with the Grants Committee Chair, the Policy and Finance Committee will consider this application (see attached – please note the application is on the old forms, as it was submitted before the revised documents were approved and before the new judging criteria was in place, etc.).

Councillor Horsley took the Chair for this item as Councillor Johnson had declared an interest. Councillor Horsley updated the Committee with the facts surrounding this application.

**Proposed:** Councillor Pinder    **Seconded:** Councillor Johnson

**Resolved:** *Notwithstanding that the application by the Beverley Male Voice Choir was not brought before the recent Grants Committee and given that it is unclear why their application was not properly received by Beverley Town Council, this matter having been brought before the Policy and Finance Committee for consideration as a stand-alone application for funding, the Committee accepts that it is willing to consider the application on this basis.*

**Proposed:** Councillor T Astell    **Seconded:** Councillor Healy

**Resolved:** *that the Town Council awards the full amount of £995 to Beverley Male Voice Choir and that the grant is paid from the budget allocation assigned for the disposal of the Grants Committee in this financial year.*

- 64.2 Strategic Partnership Grants:** To consider the draft Strategic Partnership Agreement Form (see attached) and resolve how best to progress with these.

Councillor Johnson took the Chair for the remainder of the meeting. Councillor Johnson thanked the Deputy Town Clerk for the work undertaken and asked for any comments, additions or alterations to the proposed Strategic Partnership Agreement paperwork.

**Proposed:** Councillor T Astell    **Seconded:** Councillor Pinder

**Resolved:** *To approve the Strategic Partnership Agreement Form with the addition to Section 2 number 6 that the appointed Councillor to be an ambassador to the organisation will be a member of the Grants Committee or co-opted to it with the appropriate skills and enthusiasm*

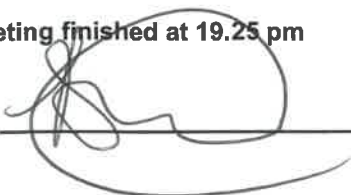
- 64.3 Small and General Grants:** To consider the next deadline for submissions (Deputy Town Clerk to report).

The Committee noted the following points:

- Any Partnership Grant awarded by the Grants Committee should be ratified by Full Council.
- That the Ambassador provides updated to the Grants Committee, and Full Council.
- That Grants Committee meetings are held quarterly and strategically scheduled in the forthcoming Calendar of Meetings to report to Full Council.

The meeting finished at 19.25 pm

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



Dated: \_\_\_\_\_

12/4/21