



Minutes of the Policy and Finance Committee Meeting

On 17th May 2021

6:30pm via Zoom

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

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.

Present: Councillors L Johnson (in the Chair), P Astell, D Jack, D Healy, D Horsley and D Tucker

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

1/21: Introduction

The Chair explained that the meeting was being live-streamed on You Tube via Zoom, detailed the meeting protocol in terms of using remote technology.

The Acting Town Clerk explained Delegation of Duties.

2/21: To Receive Apologies for Absence.

Apologies were received from Councillors T Astell and C Hopkins

3/21: Declarations:

3.1: 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.

There were no declarations of interest.

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

There were no dispensations.

4/21: 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).

The Committee noted that the Minutes of the Policy & Finance Committee Meeting held on Monday 19th April 2021 had been approved and signed at Mayor Making/ Annual Council Meeting of 4th May 2021.

5/21: Payments:

5.1: To review Current Account payments made between 1st April 2021 and 30th April 2021 (see attached).

The Committee reviewed the payments and it was noted that:

- Further stamps had been purchased and the previous purchase of stamps had saved the Council money prior to the price increase.
- The account in the sum of £79.56 for H Watson was for travel expenses in the previous financial year to include transport of emergency Covid office requirements for the continuation of the office function by officers at home.
- The Helping Hands account is for the Beverley Wombles who had successfully applied for grant funding but the tidy fund had been used to purchase the equipment for them and the Mayor had presented the equipment to the Wombles.

Date: 11/05/2021

Beverley Town Council 2021/22

Page 1

Time: 19:09

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>
01/04/2021	Geoff Simpson Holdings	DD	420.00	FC 110121 Code 4180	Unit 2 Rent
06/04/2021	Halbeck IT	DD	94.50	FC 110121 Code 4481	IT Support
06/04/2021	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	Halbeck 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	563.94		To clear credit card
22/04/2021	Siemens	DD	322.81	FC 110121 Code 4405	Photocopier quarter lease
25/04/2021	Taylor Cooks 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 FC 11 01 21	Keisgate/Lairgate annual rent
29/04/2021	Ber & 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	Statepark 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	Statepark - contract

Continued on Page 2

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	NI 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			16,173.26		

5.2: To review Credit Card payments made between 1st April 2021 and 30th April 2021 (see attached).

The Committee reviewed the Credit Card payments and the Acting Town Clerk explained the Bullguard payment was for the virus guard for 3 years and the google storage was for old email storage but this is being reviewed.

Yorkshire Bank Credit Card

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			583.94		

6/21: 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).

Councillor Tucker arrived at the meeting at 6.45 pm as substitute for Councillor T Astell.

The Acting Town Clerk explained that the Year-End Internal Audit had taken place and the following procedure. The Internal Auditor will present the Final Audit to Councillors on 26th May 2021 and the audit would then become public with the agenda for the Full Council meeting of 7th June 2021. This will be an "in person" meeting for the Council to approve the AGAR.

7/21: Interim Internal Audit Recommendations

To consider and resolve actions to positively address the following recommendations made as part of the Interim Internal Audit:

7.1: 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).

The Acting Town Clerk reported that the Internal Auditor had recommended setting up a charitable trust to administer the Mayor's funds raised for good causes but this would require considerable administration and reporting. ERNLLCA had reported that Officers could not be compelled to undertake this. Otherwise, any funds raised for good causes could be given directly to the causes concerned and not held in any way by the Town Council.

Proposed: Councillor Johnson **Seconded:** Councillor Horsley

Recommended: *all fundraising monies raised by the Mayor will go directly to the good cause for which the money is being raised without the money being held or banked by the Town Council.*

- 7.2: 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).

The Acting Town Clerk reported on the options for reviewing the use of credit and debit cards. The Committee reviewed existing internal control checks already being undertaken regarding the signing of the accounts for payment by the Acting Town Clerk and two Councillors, and the quarterly checks by two Councillors who review the invoices, payments and bank statements.

Proposed: Councillor Johnson **Seconded:** Councillor Healy

Recommended: *To approve the use of the Credit Card and Debit Cards in the name of Beverley Town Council.*

- 7.3: Electronic Bank Payment Approvals:** To review electronic bank payment approval system (Acting Town Clerk to report).

The Committee reviewed the current system of electronic bank payments and whether additionally two Councillors were required to approve payments which could result in payments not being made on time. Currently, the Acting Town Clerk and two Councillors sign the documents for payment, purchase orders are in place, all payments come to Full Council or Committee, and two Councillors undertake a quarterly check. No one officer is able to upload payments to the bank and make the payments as well.

Proposed: Councillor Johnson **Seconded:** Councillor Healy

Recommended: *That the current procedures in place are adequate and should continue.*

8/21: 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.

The Committee reviewed the previous resolution.

Proposed: Councillor Johnson **Seconded:** Councillor Healy

Recommended: *That the Acting Town Clerk deposits £350,000 in the CCLA Deposit Account.*

The meeting finished at 7.18 pm

Signed

L. J. Johns

Date

07/06/21