

Minutes of the Policy and Finance Committee Meeting

On 21st June 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 Horsley, A Willis and D Tucker (substitute for D Healy)

In Attendance: Matthew Snowden (Acting Town Clerk) and Libby Woodhouse (Administrative Officer)

9/21: 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 and took a roll-call of Councillors present.

The Acting Town Clerk explained Delegation of Duties.

10/21: To Receive Apologies for Absence.

Apologies were received from Councillors T Astell, C Hopkins and D Healy

11/21: Declarations:

11.1: 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 P Astell declared an interest in agenda item 8a, Councillor Travel and Subsistence Allowances. The Acting Town Clerk reported that this was not necessary as the Committee was only considering revisions to the policy.

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

There were no dispensations.

12/21: To note the minutes of the Policy and Finance Committee Meeting held on Monday 17th May 2021 (previously circulated, approved and signed Full Council on Monday 7th June 2021).

The Committee noted the Minutes of the Policy and Finance Committee Meeting held on 17th May 2021.

13/21: Payments:

13.1: To review Current Account payments made between 1st May 2021 and 31st May 2021 (see attached).

Date	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/05/2021	icom	DD	68.31	Code4440 FC 11012021	Telephone
01/05/2021	icom	DD	54.00	Code4442 FC110121	Internet Access
01/05/2021	Hallbeck IT	DD	94.50	Code4481FC 11012021	IT support
01/05/2021	Geoff Simpson Holdings	DD	420.00	Code	Unit 2 Rent
04/05/2021	Linley Simpson	DD	80.00	Code4180 FC 110121	Garage Well Lane Rental
08/05/2021	KRL Group Limited	DD	183.88	Code4405 FC 11012021	Photocopier usage
14/05/2021	Allstar Business	DD	23.73	Code4300 FC 11012021	Fuel Card for Van
18/05/2021	Hallbeck IT	DD	70.49	Code4481 FC 110121	365 Licences
20/05/2021	RBS Software Solutions	EP	872.00	Code4481 FC 11012021	Year End Closedown/updates
20/05/2021	Countrywise Water Coolers Ltd	EP	14.41	Code4120 FC 11012021	Water Cooler April
20/05/2021	UK Safety Management	EP	183.35	Code4120 FC 11012021	PAT Testing at Office
20/05/2021	Hinks Insurance	EP	572.16	Code4300 FC 11012021	Annual Van Insurance
20/05/2021	James Hailam Limited	EP	3,470.68	Code4130 FC 11012021	Commercial Ins-2 of 3year deal
20/05/2021	Salaries	EP	5,123.14	Code4000 FC 11012021	Salaries
20/05/2021	HMRC	EP	1,406.96	Code4000/01 FC110121	Tax and NI
20/05/2021	East Riding Pension	EP	1,606.49	Code4000/02 FC110121	Pension contributions
20/05/2021	Allotment Holder	EP	25.00	Code 565	Bond Refund Keid 12
20/05/2021	Internal Audit Yorkshire	EP	462.50	Code4580 FC11012021	Year end audit
20/05/2021	Salaries	EP	-5,123.14		Incorrect on payslips
20/05/2021	Salaries	EP	5,123.14	Code4000 FC 11012021	Salaries
21/05/2021	Yorkshire Bank Credit Card	Clear Card	47.58		To Clear Credit Card
25/05/2021	Taylor Cochts Group	DD	42.00	Code4582 FC 11012021	Payroll fees
31/05/2021	icom	DD	68.37	Code4440 FC 11012021	Telephone
31/05/2021	icom	DD	54.00	Code4442 FC 11012021	Internet Access
Total Payments			14,745.59		

Proposed: Councillor Jack **Seconded:** Councillor Johnson

Recommended: To review the payments and that the payments as submitted are approved.

13.2: To review Credit Card payments made between 1st May 2021 and 31st May 2021 (see attached)

Councillor Johnson explained the Crazy Domains payment and the Acting Town Clerk explained that the Gmail storage can now be cancelled.

Recommended: To review the credit card payments and these payments as submitted are approved.

Date: 15/06/2021	Beverley Town Council 2021/22	Page 1			
Time: 10:53	Yorkshire Bank Credit Card				
List of Payments made between 01/05/2021 and 31/05/2021					
<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/05/2021	Crazy Domains	CREDCARD	6.00	Code4460FC1101	Bev Food Festival web domain
03/05/2021	Gmail	CREDCARD	1.59	Code4481 FC 11012021	Storage for Clerk email
03/05/2021	Google	CRED CARD	1.59	Code4481 FC 110121	Email storage helen.watson
03/05/2021	Zoom subscription	CRED CARD	36.40	Code4481 FC11012021	Zoom
Total Payments			<u>47.58</u>		

14/21: By-election Costs

To consider allocating £2,500 to cover the cost of polling cards for the forthcoming by-election in Minster South (Acting Town Clerk to report).

The Acting Town Clerk reported that there will be a by-election on 22nd July 2021. If the Council wished to have polling cards the additional cost to the cost of the election will be £2,500.

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

Recommended: To allocated £2,500 to cover the cost of polling cards.

15/21: Internal Auditor Recommendations

15.1: Off-site Back-up: Following a recommendation made by the Internal Auditor, to consider establishing off-site back-up of all Council computerised information via a system managed by our current I.T. provider (Acting Town Clerk to report).

The Acting Town Clerk reported that a quote of £35 per month plus VAT for off-site back-up storage had been received from Hallbeck IT who are the Council's current IT service provider for email and on-going support.

Proposed: Councillor P Astell **Seconded:** Councillor Johnson

Recommended: To approve the quote of £35/month plus VAT for Hallbeck IT to establish off-site back-up.

15.2: Quarter Finances: To consider the Internal Auditor's recommendation that Quarter Finances are considered at Full Council, rather than Policy and Finance followed by Full Council.

Recommended: That the Council follows the advice of the Internal Auditor and Standing Order 4.8 and that quarter end finances are considered by Full Council. This will be reviewed next year.

16/21: Policies

- 16.1: Councillor Travel and Subsistence Allowances:** To consider any potential revisions to this policy (see attached)

Proposed: Councillor P Astell **Seconded:** Councillor Johnson

Recommended: *That Full Council approve the ERYC Remuneration Panel's recommendations and that the Allowances are brought in line with those recommendations.*

- 16.2: Councillor I.T. Equipment:** To consider the need for an additional policy to govern how Councillors can request I.T. equipment to assist them in their duties, but remains under the ownership of the Town Council

Recommended: *That the Acting Town Clerk researches a policy and recommends Full Council approve such a policy that supports and advises Councillors on the provision of IT equipment that remains in the ownership of the Town Council.*

17/21: Project Forms

To discuss the importance of completing project forms (see attached) for each project, scheme of event the Town Council hopes to deliver and to consider how best to ensure a document is produced for each current budgeted and potential project (Chair and Acting Town Clerk to report).

Recommended: *To approve the use and completion of Project Forms to assist a forward planning strategy, and that current and earmarked projects are considered at a Working Group Meeting consisting of the Chairs of Committees (Councillors D Healy, Johnson and P Astell), the Acting Town Clerk and Admin Officer to progress these forms for approval by Full Council.*

The Meeting finished at 7.02 pm

Signed  Date 19/07/21