

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

**On 6<sup>th</sup> September 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 6<sup>th</sup> May 2021, the Emergency Coronavirus Act allowed Councils to meet and make resolutions via remotely technology. However, the Government decided to discontinue this from 6<sup>th</sup> May 2021 onwards. Therefore, on 12<sup>th</sup> 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, T Astell, D Healy, C Hopkins, D Horsley and A Willis

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

### **18/21: Introduction**

The Chair welcomed everyone to the meeting and explained that the meeting was being live-streamed on You Tube via Zoom, and took a roll-call of Councillors present.

The Acting Town Clerk explained Delegation of Duties.

### **19/21: To Receive Apologies for Absence.**

The Committee received apologies of absence from Councillor D Jack.

### **20/21: Declarations:**

**20.1: 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.

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

There were no dispensations.

**21/21: To note the minutes of the Policy and Finance Committee Meeting held on Monday 21<sup>st</sup> June 2021** (previously circulated, approved and signed Full Council on Monday 19<sup>th</sup> July 2021).

The Committee noted that the Minutes of the Policy and Finance Committee Meeting of Monday 21<sup>st</sup> June 2021 were approved and signed by Full Council on 19<sup>th</sup> July 2021.

**22/21: Payments:**

**22.1: To review Current Account payments made between 1<sup>st</sup> June 2021 and 31<sup>st</sup> August 2021 (see attached).**

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

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

Date: 31/08/2021		Beverley Town Council 2021/22			<b>Item 5a</b>	
Time: 10:15		Current Account				
List of Payments made between 01/06/2021 and 31/08/2021						
<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>	
01/06/2021	Geoff Simpson Holdings	SO	420.00	Code418D FC 110121	Unit 2 Oldbeck Road rent	
01/06/2021	Linley Simpson	SO	80.00	Code418D FC 110121	Garage Well Lane rent	
04/06/2021	Hallbeck IT	DD	94.50	Code 4481 FC11012021	IT support	
07/06/2021	Sawers	DEBIT CARD	4.99	Code 4120 FC 110121	Hand Gel	
07/06/2021	Timpsons	DEBIT CARD	14.00	Code 4120 FC 110221	Key cutting	
08/06/2021	KRL Group Limited	DD	201.39	Code4405 FC 11012021	Photocopier and Helpline	
11/06/2021	Eon next	DD	53.58	Code4660 FC 11012021	Toll Gavel CCTV	
11/06/2021	Eon next	DD	-53.58	Code4330 FC 11012021	CCTV-DD diff amount to bill	
11/06/2021	Eon next	DD	42.95	Code 4660 FC 110121	CCTV	
14/06/2021	Alistar Business	DD	23.73	Code4300 FC 11012021	Fuel	
14/06/2021	M Snowden	EP	9.00	Code4400 FC 11012021	Refund of stationery purchase	
14/06/2021	JB Rural Services	EP	468.00	Code4285 FC 11012021	26 hours work @£15 per hour	
14/06/2021	Chubb Fire & Security	EP	128.46	Code4175 FC 11012021	Office CCTV	
14/06/2021	Business Stream	EP	55.53	Code4200 FC 11012021	Queensgate allotment water	
14/06/2021	Countrywise Water Coolers Ltd	EP	14.41	Code 4120 FC11012021	Water Cooler	
14/06/2021	Hallbeck IT	DD	47.69	Code4481 FC 110221	365 Licences	
14/06/2021	Eon next	DD	186.78	Code 4120 FC 110121	Office electricity	
17/06/2021	W Boyes & Co Limited	DEBIT CARD	15.89	Code4400/4120 110121	Stationery/Cleaning	
17/06/2021	W Boyes & Co Limited	DEBIT CARD	1.79	Code 4120 FC 110121	Bin Liners	
21/06/2021	Yorkshire Bank Credit Card	to Clear	41.58		To clear credit card	
25/06/2021	Peter Nendick	EP	1,200.00	Code 4010 FC 110121	Honorarium	
25/06/2021	Allotment Holder	EP	50.00	Code 565	Bond Return Q54	
25/06/2021	Anti Freeze (York) Limited	EP	360.00	Code4647 FC 110121	Watering Baskets	
25/06/2021	SLCC Enterprises Ltd	EP	223.00	Code4025 Pers 270421	Membership Act Town Clerk	
25/06/2021	Salaries	EP	11,062.90	Code 4000 FC 110121	Staff Salaries	
25/06/2021	HMRC	EP	4,356.42	Code4000/4001 110121	Tax and NI	
25/06/2021	East Riding Pension	EP	3,675.28	Code4000/4002	Pension Contributions	

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## List of Payments made between 01/06/2021 and 31/08/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
				110121	
25/06/2021	ERNLLCA	EP	90.00	Code FC 110121	Councillor Training
25/06/2021	E Woodhouse	EP	8.58	Code 4030-FC 1101202	Officer Travel -allots/NotBod
25/06/2021	Taylor Cocks Group	DD	42.00	Code 4582 FC110121	Payroll Fees
25/06/2021	Supplies East Riding of Yorks	EP	447.30		Stationery
25/06/2021	D H Fletcher	SO	3,500.00	Code 4100 FC 110121	Office Rent
01/07/2021	Linley Simpson	DD	80.00	Code4180 FC 11012021	Garage rental Well Lane
01/07/2021	Geoff Simpson Holdings	DD	420.00	Code4180 FC 110121	Rent for Unit 2
01/07/2021	kcom	DD	76.42	Code4440 FC 110121	Telephone
01/07/2021	kcom	DD	54.00	Code 4442 FC110121	Internet
01/07/2021	Hallbeck IT	DD	94.50	Code4481 FC11012021	IT support for office
08/07/2021	KRL Group Limited	DD	201.37	Code4405 FC110121	Photocopier use/support
08/07/2021	W Boyes & Co Limited	DEBIT CARD	4.24	Code4120 FC 110121	Ant Station/Spray -Hall
12/07/2021	Hallbeck IT	DD	47.69	Code 4481 FC 110121	365 Licences
13/07/2021	Eon next	DD	112.59	Code 4660 FC 110121	CCTV Saturday Market
13/07/2021	W H Smith	DEBIT CARD	19.98	Code 4400 FC 110121	USB Sticks
13/07/2021	Eon next	DD	89.43	Code	CCTV Sat Market
13/07/2021	Eon next	DD	-112.59	Code 4660 FC110121	Diff amount on invoice (less)
14/07/2021	Eon next	DD	70.12	Code	Camera 1 CCTV
14/07/2021	Eon next	DD	73.03	Code 4660 FC11012021	Camera 6 CCTV
14/07/2021	Allstar Business	DD	23.73	Code 4300 FC110121	Fuel Card
14/07/2021	Eon next	DD	50.14	Code 4660 FC 110121	CCTV 1 Camera
21/07/2021	Yorkshire Bank Credit Card	To Clear	41.58		To Clear
22/07/2021	Siemens	DD	322.91	Code 4405 FC 110121	QuarterLease payment-photocopy
22/07/2021	W Boyes & Co Limited	DEBIT CARD	3.75	Code 4120 FC 110121	Soewdriver set
25/07/2021	Taylor Cocks Group	DD	42.00	Code 4582 FC011121	Payroll fees
27/07/2021	Anti Freeze (York) Limited	EP	6,360.00		Barrier/Holsters/Barriers/Ins/
27/07/2021	Supplies East Riding of Yorks	EP1	17.78		Stationery
27/07/2021	Allotment Holder	EP	50.00	Code 565	Bond Refund
27/07/2021	Toll Gavel United Church	EP	187.00	Code 4105 FC	Room Hire FC 7/6/21

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## List of Payments made between 01/06/2021 and 31/08/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
				110121	
27/07/2021	Countrywise Water Coolers Ltd	EP	14.41	Code 4120 FC 110121	Water Cooler Rental
27/07/2021	Anti Freeze (York) Limited	EP	1,050.00	Code 4547 FC 110121	Watering Planters
27/07/2021	East Riding Council	EP	329.49	Code 4120 FC110121	Commercial/Recycling Charge
27/07/2021	East Riding Council	EP	232.20	Code 4200 FC110121	Pest Control Contract-Sparkm
27/07/2021	SLCC Enterprises Ltd	EP	144.00	Code 4025 FC11012021	ILCA Acting Clerk
27/07/2021	SLCC Enterprises Ltd	EP	123.80	Code4025 Pers27 12th Ed Local Council Admin 4.21	
27/07/2021	SLCC Enterprises Ltd	EP	35.00	Code4025 FC110121	Operation Training 25/7/21
27/07/2021	SLCC Enterprises Ltd	EP	35.00	Code 4025 FC 110121	Risk Management 23/8/21
27/07/2021	JB Rural Services	EP	774.00	Code 4285 FC110121	Ext Conts Inv JB907 43 hours
27/07/2021	Supplies East Riding of Yorks	F456	73.61		P/Ledger Electronic Payment
27/07/2021	Blachere Illumination UK Ltd	EP	464.40		Joylight
27/07/2021	Rosindale & Son Ltd	71	167.40		INV-3880
27/07/2021	Glasdon UK Limited	73	292.32		Dog Poop Dispenser Bags
27/07/2021	East Riding Council	EP	232.32	Code 4200 110121	Queensgate Pest Control
27/07/2021	Beverley In Bloom	EP	2,630.00	Code 4810 FC190721	Partnership Grant
27/07/2021	Cherry Tree Community Centre	EP	3,000.00	Code 4810 FC190721	Partnership Grant
27/07/2021	Beverley Rugby Union Football	EP	3,000.00	Code 4810 FC190721	Partnership Grant
27/07/2021	Beverley Wombles	EP	500.00	Code 4810 FC190721	Small Grant
27/07/2021	St Nicholas Community Centre	EP	60.00	Code 4105 June 2021	Room Hire for FC 190721
27/07/2021	Salaries	EP	5,150.82	Code 4000 FC110121	July salaries
27/07/2021	Mayor	EP	1,415.40	Code 4500 FC 110121	Allowance
27/07/2021	I Gow	EP	250.00	Code 4510	Allowance
27/07/2021	C Hopkins	EP	250.00	Code 4510 FC 110121	Allowance
27/07/2021	C Willey	EP	250.00	Code 4510 FC 110121	Allowance
27/07/2021	A Willis	EP	200.00	Code 4510 FC 110121	Allowance
27/07/2021	East Riding Pension	EP	1,617.16	C:4000/4002 FC110121	Pension Contributions
27/07/2021	HMRC	EP	1,672.41	C4001 4500 4510 Tax and NI 4000	

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## List of Payments made between 01/06/2021 and 31/08/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/07/2021	W Boyes & Co Limited	DEBIT CARD	7.95	Code 4120 FC110121	Tape for Flags
27/07/2021	Marks and Spencers	DEBIT CARD	2.80	Code 4120	Refreshments
27/07/2021	Plantscape Ltd	EP	8,953.92		Summer Planting
31/07/2021	acom	DD	54.00	Code 4442 FC 110121	Internet
31/07/2021	acom	DD	78.08	Code 4440 FC 110121	Telephone
01/08/2021	Geoff Simpson Holdings	DD	420.00	Code 4180 FC Jan 21	Unit 2 Old Beck Road
01/08/2021	Linley Simpson	DD	80.00	Code 4180 FC Jan 21	Well Lane Garage
01/08/2021	Hallbeck IT	DD	94.50	Code 4481 Jan 21	IT support
08/08/2021	KRL Group Limited	DD	198.58	Code 4405 Jan 21	Photocopier/Helpine
16/08/2021	Allstar Business	DD	40.53	Code 4300 FC 110121	Fuel
16/08/2021	Hallbeck IT	DD	47.69	Code 4481 FC 110121	365 Licences
20/08/2021	Yorkshire Bank Credit Card	200821	588.55		To Clear Credit Card
23/08/2021	Anti Freeze (York) Limited	EP	1,595.00	Code 4547 April 2021	Watering Visits x 19
23/08/2021	JB Rural Services	EP	90.00	Code 4285 FC Jan 21	Skatepark Inspect (Inv 771)
23/08/2021	JB Rural Services	EP	66.00	Code 4285 FC Jan 21	Skatepark Insp Inv 719
23/08/2021	JB Rural Services	EP	816.00	Code 4285 FC May 21	40 hours/rubbish removal
23/08/2021	Kingfisher Media	EP	600.00	Code 4460 FC 21	Jul H & E Yorks Hotel Pub
23/08/2021	Countrywise Water Coolers Ltd	EP	14.41	Code 4120 FC Jan 21	Water Cooler
23/08/2021	St Nicholas Community Centre	EP	20.00	Code 4105 FC 21	Jul Room Hire Monday 2/8/21
23/08/2021	James Hallam Ltd	EP	49.51	Code 4130 FC Jan 21	CCTV Ins/Lights in
23/08/2021	East Riding Council	EP	428.40	Code 4270 FC 110121	Grill Bin - Cherry Tree Lane
23/08/2021	ERNLLCA	EP	72.00	Code 4025 26 FC110121	Fin training Cllr and Officer
24/08/2021	Supplies East Riding of Yorks	EP	1.66		Friction Pen
24/08/2021	East Riding Council	EP	-1.66	Code 4400 FC 110121	Stationery
25/08/2021	TC Group	DD	42.00	Code 4682 Jan 21	Payroll Fees
27/08/2021	Business Stream	DD	178.55	Code 4200 FC11012021	Water-Sparkmill
31/08/2021	acom	DD	72.72	Code 4440 Jan 2021	Telephone
31/08/2021	acom	DD	54.00	Code 4442 Jan 2021	Internet
31/08/2021	Salaries	EP	5,160.70	Code 4000	Salaries

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## List of Payments made between 01/06/2021 and 31/08/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/08/2021	HMRC	EP	1,392.13	4000/01 FC 110121	Tax and NI
31/08/2021	East Riding Pension	EP	1,610.11	Co 4000/02 FC110121	Pension contributions

Total Payments 51,994.58





22.2: To review Credit Card payments made between 1<sup>st</sup> June 2021 and 31<sup>st</sup> August 2021 (see attached).

Proposed: Councillor Johnson Seconded: Councillor Hopkins

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

Date: 31/08/2021		Beverley Town Council 2021/22			Item 5b
Time: 10:18		Yorkshire Bank Credit Card			
List of Payments made between 01/06/2021 and 31/08/2021					
<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2021	Zoom	CRED CARD	38.40	Code 4481FC 11012021	Zoom subscription
01/06/2021	Google Storage	CRED CARD	1.59	Code 4481FC 11012021	Email storage Clerk
01/06/2021	Google Storage	CRED CARD	1.59	Code 4481FC 11012021	Email Storage
01/07/2021	Googlemail - clerk	CRED CARD	1.59	Code4481	Googlemail - clerk
01/07/2021	Zoom	CRED CARD	38.40	Code 4481 FC11012021	Zoom monthly subscription
01/07/2021	Googlemail	CRED CARD	1.59	Code4481 FC11012021	Googlemail-hw clerk
25/07/2021	Taylor Cocks Group	DD	42.00	Code 4582 FC110121	Payroll fees
25/07/2021	Taylor Cocks Group	DD	-42.00	code 4582 FC110121	Payroll entered wrong book
31/07/2021	icom	DD	54.00	Code 4442 FC110121	Internet
31/07/2021	icom	DD	78.08	Code 4441 FC 110121	telephone
31/07/2021	icom	DD	-54.00	Code 4120 FC110121	Internet - entered wrong book
31/07/2021	icom	DD	-78.08	Code 4440 FC 110121	Telephone entered wrong book
01/08/2021	Amazon Business	CRED CARD	96.00	code 4445 FC Apr 20	Prime Fee
01/08/2021	Amazon Business	CRED CARD	7.99	Code 4806 FC 110121	Cable Ties for Pride
01/08/2021	Amazon Business	CRED CARD	17.85	Code 4806 FC 110121	Pride Flags
01/08/2021	Amazon Business	CRED CARD	17.85	Code 4806 FC 110121	Pride Flags
01/08/2021	Dixlan Online	CRED CARD	38.39	Code 4806 FC 110121	Pride Flags
01/08/2021	Fuzhou King	CRED CARD	77.35	Code 4806 FC 110121	Flags
01/08/2021	Fuzhou King	EP	5.95	Code 4806 110121	Flags
01/08/2021	Amazon Business	CRED CARD	81.06	Code 4806 FC 110121	Flags
01/08/2021	Amazon Business	CRED CARD	9.52	Code 4806 FC 110121	Bore Pipes for Pride
01/08/2021	Zoom	CRED CARD	38.40	Code 4481 FC110121	Monthly subscription
01/08/2021	Googlemail	CRED CARD	1.59	Code 4481 FC 110121	Clerk email storage
01/08/2021	Amazon Business	CRED CARD	29.12	Code 4806 FC110121	Magnetic Strips/Tape
01/08/2021	Amazon Business	CRED CARD	3.99	Code 4400 FC 110121	2022 A5 Diary
01/08/2021	Googlemail	CRED CARD	1.59	Code 4481 FC 110121	Helen.Watson email

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## List of Payments made between 01/06/2021 and 31/08/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2021	Flag Poles	CRED CARD	161.90	Code 4806 FC 110121	Flag Poles - Price
Total Payments			571.71		

**23/21: External Audit Update**

To receive an update regarding correspondence from Littlejohns regarding the 2019-20 and 1920-21 AGAR documents and matters raised with them by a member of the electorate (Acting Town Clerk to report).

The Acting Town Clerk reported that the Town Council had not yet received the final decision from the External Auditors for the 2019/2020 financial year and the 2020/2021 financial year.

For the 2019/2020 year, the external auditors are considering the Town Council's response to six queries made by a member of the public.

For the 2020/2021 year, the external auditors are looking at 2 of the 6 queries made by a member of the public (4 queries were classed as ineligible). Firstly, that the Council did not take into account the recommendations of the ERYC Parish Remuneration Panel in paying Councillor allowances. The Council does have the power to make payment of Councillor allowances under the Local Authorities (Members Allowances) (England) Regulations 2003, and it did take into account the Panel's report at its meeting of 7<sup>th</sup> June 2021. Secondly, with regard to the level of reserves, the Council has allocated reserves to projects and the ongoing ring-fencing reserves for the purchase of a property to be used as offices and a community hub and has nearly finalised the transfer of £350,000 to the CCLA. The Acting Town Clerk will make a full response to PKF Littlejohn's within the next couple of weeks.

Councillor D Healy wished to record the Council's thanks to the Acting Town Clerk, Administrative Officer and Finance Officer for work and time spent in responding to requests and working on audit requirements.

Councillor Horsley wished to record that the Council felt the Panel's report was irrelevant to Town and Parish Councils and more relevant to ERYC and their level of payment of allowances.--

**24/21: Internal Audit Recommendations**

To receive updates on the following actions relating the Internal Audit Recommendations

**24.1 Off-site Back-up: To receive an update following Policy and Finance Committee's resolution to progress off-site back-up with Hallbeck I.T. (Acting Town Clerk to report).**

The Acting Town Clerk reported that off-site backup is now being provided by Hallbeck IT and data is backed up at 9 pm every evening remotely. The Acting Town Clerk is also continuing to change the external hard drives as backup.

**24.2 Audit Recommendations Working Group: To receive an update on revisions to the following documents, which have been considered by the Audit Recommendations Working Group (see attached and Acting Town Clerk to report on all).**

The Acting Town Clerk reported that the Internal Audit reported issues between documents in the past. Work has been undertaken on the documents to strengthen practice within the policies and that the practice matches the policies. Staff had worked together to look at the documents which were then submitted to the Audit Recommendations Working Group. The documents had then been sent to ERNLLCA for legal consideration and comment

**24.2.1: Internet Banking Policy**

This policy puts internal control practice in writing for internet banking.

**Proposed:** Councillor Healy    **Seconded:** Councillor Hopkins

**Recommended:** That the Internet Banking Policy is recommended to Full Council for approval.

**24.2.2: Financial Regulations**

The up-to-date model NALC Financial Regulations had been used and tailored for use by Beverley Town Council. The petty cash section has been removed as the Council does not use petty cash, and the thresholds now correspond with the other documents. Tenders and procurement items have been revised.

**Proposed:** Councillor Healy    **Seconded:** Councillor Willis

**Recommended:** That the Financial Regulations as revised are recommended to Full Council for approval.

**24.2.3: Standing Orders**

The Acting Town Clerk reported that:  
Standing Order 1.t. provides for Councillors to speak for 2 minutes on agenda items  
Standing Order 4.d provides for Committees  
Standing Order 9 Motions has been explained in an appendix in respect of motions/proposals.  
Standing Order 18.d has been revised with regard to tenders and procurements  
Standing Order 19 has been revised with regard to staff matters.

**Proposed:** Councillor P Astell    **Seconded:** Councillor Healy

**Recommended:** That the Standing Orders as revised are recommended to Full Council for approval

**24.2.4: Scheme of Delegation**

The Acting Town Clerk reported that:  
The Planning Property & Services Committee would be known as the Planning, Environment and Services Committee.  
The Christmas Lights Working Group will become a standing committee of the Council due to the hope it will expand into all-year lighting, its budget requirements and risk responsibilities. Non-Councillors will be able to sit on this Committee allowing the Christmas Lights Appeal Group to continue to attend and contribute to decision making.  
The Personnel Committee will hear grievances and an Appeals Committee will hear appeals to the grievance decisions  
ERNLLCA had recommended membership of Committees should be an odd number to reduce the likelihood for the Committee Chair to use a casting vote. On Full Council approving the new Scheme of Delegation, the revision to the number of Councillors serving on Committees will take place from May 2022.

**Proposed:** Councillor T Astell    **Seconded:** Councillor Willis

**Recommended:** That the Scheme of Delegation is recommended to Full Council for approval.

**25/21: Risk Assessments Working Group:** To receive an update on Risk Assessments (Acting Town Clerk to report).

The Acting Town Clerk reported that the Administrative Officer had worked on Risk Management Schemes using documents provided by the Internal Auditor. These will be put forward to Full Council for approval.

The meeting finished at 7.16 pm

Signed .....



Date .....

20/09/21