

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 6th October 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 11th October 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>
- **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 6th September 2021** (previously circulated, approved and signed Full Council on Monday 20th September 2021).

5. **Payments:**
 - (a) To review Current Account payments made between 1st September 2021 and 30th September 2021 (see attached).

 - (b) To review Credit Card payments made between 1st September 2021 and 30th September 2021 (see attached).

6. **Internal Audit Recommendations Action Plan**
To receive an update on progress made on the Internal Audit Recommendations Action Plan (see attached and Acting Town Clerk to report)

7. **Unallocated Reserves**
As resolved at Full Council on Monday 20th September 2021, to receive recommendations from Town Council Officers regarding the allocation of money held in reserves that is currently unallocated (see attached and Acting Town Clerk to report).

8. **Honorary Freeman/Freewoman Policy**
To consider a policy to direct the way in which the Town Council selects and bestows the title of Honorary Freeman / Freewoman (see attached and Acting Town Clerk to report).

Date: 28/09/2021

Beverley Town Council 2021/22**Item 5a**

Time: 11:36

Current Account**List of Payments made between 01/09/2021 and 30/09/2021**

<u>Date Paid</u>	<u>Pavee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2021	Geoff Simpson Holdings	SO	420.00	Code 4180 FC110121	Unit 2 Rent
01/09/2021	Hallbeck IT	DD	184.19	Code 4481 FC 110121	365 Lic, IT Support, Backup
01/09/2021	Business Stream	DD	28.99	Code 4120 FC 110121	Office Water
10/09/2021	KRL Group Limited	DD	197.95	Code 4405 FC 110121	Photocopier/helpline
14/09/2021	Allstar Business	DD	23.73	Code 4300 FC110121	Fuel
20/09/2021	Yorkshire Bank Credit Card	20092021	241.12		Clear credit card
20/09/2021	Timpsons	DEBIT CARD	29.50	Code 4120 FC110121	Key Cutting
21/09/2021	Eon next	DD	110.84	Code 4660 FC110121	CCTV Toll Cam 3
21/09/2021	Eon next	DD	444.76	Code 4120 FC 110121	Office electricity
21/09/2021	Public Sector Deposit Fund	5042	200,000.00		EMR Reserves Accommm
21/09/2021	Public Sector Deposit Fund	5043	150,000.00		EMR Reserves Accommm
23/09/2021	National Association of Local	EP	77.27	Code 4026 FC11012021	PA Conf Dec 2021
23/09/2021	Anti Freeze (York) Limited	EP	1,368.00	Code 4647 FC 110121	August Watering
23/09/2021	Countrywise Water Coolers Ltd	EP	48.25	Code 4120 FC 110121	Water Cooler/Water
23/09/2021	ERNLLCA	EP	72.00	Code 4025 FC110121	Office training courses x 2
23/09/2021	T Astell	EP	200.00	Code 4510 FC110121	Members' allowance
23/09/2021	Business Stream	EP	55.39	Code 4200 FC110121	Queensgate Allotment Water
23/09/2021	Salaries	EP	5,132.90	Code 4000 FC 110121	Salaries
23/09/2021	HMRC	EP	1,446.60	Code 4000 4001 4150	Tax and Ni
23/09/2021	East Riding Pension	EP	1,596.77	Code 4000 4002	Pension contributions
23/09/2021	Supplies East Riding of Yorks	EP	119.71		ERI1546392/68/Supplies East Ri
25/09/2021	TC Group	DD	42.00	Code 4582 FC 110121	Payroll Fees
25/09/2021	East Riding Council	EP	1.66	Code 4400 FC 110121	Stationery
25/09/2021	Aubergine 262 Ltd	EP	1,344.00	Code 4490 FC 110121	Website hosting
29/09/2021	D H Fletcher	SO	3,500.00	Code 4100 FC110121	Office quarterly rent
30/09/2021	Aubergine 262 Ltd	PO81	600.00		Stripe payment page set up
30/09/2021	PKF Littlejohn	EP	960.00	Code 4580 FC 110121	2020/2021 Ext Audit

Total Payments	368,245.63
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Date: 28/09/2021

Beverley Town Council 2021/22**Item 5b**

Time: 11:36

Yorkshire Bank Credit Card**List of Payments made between 01/09/2021 and 30/09/2021**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/09/2021	Amazon Business	CRED CARD	8.06	Code	Stationery
20/09/2021	Amazon Services Europe	CRED CARD	6.70	Code 4400 FC 110121	Stationery
20/09/2021	Zoom	CRED CARD	38.40	Code 4481 FC110121	Zoom
20/09/2021	Googlemail	CRED CARD	1.59	Code 4481 FC 110121	Clerk storage
20/09/2021	Googlemail	CRED CARD	1.59	Code 4481 FC110121	Watson storage
20/09/2021	Amazon	CRED CARD	184.78	Code 4455 FC 110121	Postage
Total Payments			241.12		

Internal Audit Recommendation Resolutions

No	Recommendation	Officer Comments / Suggestions	Responsible Officer	Responsible Committee	Timescale	Updates	Progress
1	Review internal control systems and policies	Council did not sufficiently review systems of internal control in 2020/21. A new and appropriate system of review, with an associated policy, will be devised and the internal controls reviewed quarterly	Town Clerk / RFO (or in their absence the Acting Town Clerk/RFO)	Full Council	To be instigate in 2021 / 22 Quarter One and Two	Internal Control Policy and Internal Control Checklist approved at Full Council 07/06/21 and will be reviewed at the end of every Quarter. 22/07/21 - Cllrs Tucker and Hopkins to review Q1 in late July/early August (including system controls) to enable a report back to Policy and Finance in September	Completed (whilst the policy and checklist has been completed, actual reviews will be on going each quarter)
2	That the council considers a review all the accounting entries, in particular the income entries to ensure that they have been coded correctly and linked to the correct boxes that would provide the figures for the year end accounting statements that form part of the AGAR.	Officers to liaise with RBS to receive guidance to help resolve this issue and report back to Council accordingly. This resolution is ongoing by officers as we continue to work, with support from RBS. The ones that were To be considered incorrect are being reviewed now and officers to ensure consistency of terms used.	Finance Officer	Policy and Finance	This will be checked at Year End. Report back 2021 / 22 Quarter One.	Many of the issues resolved - although this item is being classed as "complete" on 06/10/21, as a matter of good practice the Finance Officer will continue to review these on an ongoing basis.	Complete
3	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.	ERNLLCA's advice is that a Charitable Trust could be set up, but that council officers cannot be compelled to do so. However, other councils manage mayoral charity money in the same way we do. There may also be other approaches. For example, donations being made directly to the charities to remove the need for the Town Council to process any donations (e.g. cash from raffles be given directly to the charities to bank, electronic donations be paid directly to the charity with each one selected alternatively for each event, etc.). Please note, donations are different from purchasing tickets to events - these are still OK, as ticket money covers the costs and does not get donated. When discussing this with Safia, she agreed this was an alternative way forward. Officers will consult again with ERNLLCA to gain further legal advice and liaise with other councils if appropriate. Our advice is that if there needs to be a change to how we do it, it would be best to do things in a way that involve the most efficient way of work (e.g. a charitable trust would a considerable amount of work but other options may be less burdensome). Officers actively looking at different ways to resolve this and will report back at the next P&F meeting with potential practical ways forward.	Town Clerk / RFO (or in their absence the Acting Town Clerk/RFO)	Policy and Finance	This will be checked at Year End. Report back 2021 / 22 Quarter One.	Considered at Policy and Finance 12/05/21 Resolved: 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.	Completed
4	That the Standing Orders and Financial Regulations are reviewed to ensure the financial stipulates correspond to each other (in particular SO 18)	Standing Orders to be reviewed, with cross reference to Financial Regulations and the Scheme of Delegation (item 5 below), to ensure all documents and processes correspond. The Clerk/Acting Town Clerk/RFO Clerk to provide model documents - two councillors to work with the Clerk/Acting Town Clerk/RFO to use these documents to produce draft documents which correspond and refer to each other. These drafts will then be taken to P&F for final comments, before submitted to Full Council for final approval.	Town Clerk / RFO (or in their absence the Acting Town Clerk/RFO)	Policy and Finance / Full Council	This will be checked at Year End. Report back 2021 / 22 Quarter One.	Resolved: Revised and updated Standing Orders and Financial Regulations approved by Full Council on 20/09/21	C completed
5	That the schedule of payments presented to council or committee includes an authorisation column that should state the authorisation reference which may be a Financial Regulation reference for payments made in accordance with a contract or direct debit arrangement, a scheme of delegation authorisation or a council or committee minute reference.	Part way through the financial year, finance codes started to be included to partly address this. Going forward, RBS will be contacted to see if an additional column can be added to include this. However, if this is not possible officers recommend that instead this column be retooled and used to provide details to address this. From now on, the approval date will be detailed, with the addition of a minute number for specific expenditure approvals.	Finance Officer	Policy and Finance	This will be checked at Year End. Report back 2021 / 22 Quarter One.		Completed
	That the Scheme of Delegation is reviewed to confirm if standing committees are delegated any budgets to incur expenditure and any delegations to correspond to the	Officers to revise the budget sheets to include details of delegation. This to be done in correspondence with reviewing the Scheme of Delegation (including revising the levels of financial responsibilities allocated to	Town Clerk / RFO (or in their absence the Acting Town	Full Council	Clerk/Acting Town Clerk/RFO Clerk to report at Full Council April 2021 (ask councillors to resolve that officers	Resolved: Revised and updated Scheme of Delegation approved by Full Council on 20/09/21	Completed

6	councils budget.	specific committees). Do Councillors want to list the Committee Delegations on the budget sheet? If so, this needs to be done inline with the revision of the Scheme of Delegation (see point 3 above - the Scheme of Delegation to be reviewed alongside Standing Orders and Financial Regulations).	Clerk/RFO) with support from Finance Officer		revise document draft (s) and then report back)		
7	That the purchase order template on the RBS system be reviewed to include details for authorisation reference, authorising and approving officer or alternatively a purchase order stamp be used to record these details.	A stamp system will be purchased and implemented. Purchase orders already in place - no stamp required as the purchase orders have been redesigned to include authorisation signature section in the footer.	Finance Officer / Acting Town Clerk/RFO Clerk / RFO	Policy and Finance	2021 / 22 Quarter One.		Completed
8	That all purchase orders are countersigned by another officer to ensure there is a segregation of duties of the Town Clerk and RFO who may be the same authorising and approving officer.	This is now happening, but there is a bit of a lag getting the documents actually signed due to distancing. Specific dates and time to sign the documents in a covid-safe way will be established.	Town Clerk / RFO	Policy and Finance	Already Addressed - ongoing from April 2021		Completed
9	That copies of all signed purchase orders are retained on file and a copy to be attached to the invoice on payment for audit purposes.	This has already been implemented to positively address this. This is now in place.	Finance Officer	Policy and Finance	Already Addressed - ongoing from April 2021		Completed
10	That an authorisation stamp is used for all invoice payments. An authorisation stamp could include details for Certifying Officer; Authorisation reference; Purchase Order number; System Code; Date Paid and Payment Type which could include details of the cheque number, direct debit arrangement or bank transfer reference.	Officers to implement this.	Finance Officer and Town Clerk / RFO	Policy and Finance	To be addressed ASAP in Quarter One.	UPDATE: 22/07/21 - rather than purchase a stamp, an A5 document will be attached to every invoice, indicating where signatories should sign, for what purpose and the date. A stamp would have obscured details on invoices - this will resolve that issue whilst performing the same function.	Completed
11	That the authorisation reference field is completed within the RBS Omega Accounting system.	This is being done to address this issue. Done	Finance Officer	Policy and Finance	Already Addressed - ongoing from April 2021		Completed
12	That sufficient evidence is appended to the invoices for payments made via bank transfer to provide an adequate audit trail and verification that the online payment corresponds to the invoice.	Officers to print the corresponding page from the online banking system and file with the invoice to address this issue. Done. Officers to liaise with Yorkshire Bank to advise how to achieve this due to changes to the new finance system.	Town Clerk / RFO (or in their absence the Acting Town Clerk/RFO)	Policy and Finance	To be addressed ASAP in Quarter One.	Considered at Policy and Finance 12/05/21 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. Resolved: That the current procedures in place are adequate and should continue UPDATE: Forms working well and new Internet Banking Policy approved 20/09/21. Please note that this item is classed as "completed" in terms of the revisions required, but that work is forever ongoing to ensure the system works.	Complete
	That the council and officers comply with the councils Financial Regulations, in particular contract thresholds and where required, estimates, quotes and tenders be	Officers will ensure that this process is followed and recorded appropriately. New system now in place to document and record this.	Town Clerk / RFO (or in their absence the Acting Town	Policy and Finance / Full Council	Already Addressed - ongoing from April 2021		Completed

13	obtained.		Clerk/RFO) with support from Finance Officer				
14	That consideration is given to obtaining a professional HR fixed fee service which may achieve best value for money.	Recommend Personnel Committee to consider buying in to such a service. For Councillors to consider, although Officers would advise such a service would provide Councillors with the expertise required.	Town Clerk / RFO (or in their absence the Acting Town Clerk/RFO)	Personnel Committee / Full Council	Council to consider over the coming year.	UPDATE: 06/10/21 - Officers continue to chase up quotes from HR companies, which are not terribly forthcoming.	Ongoing
15	That the CCTV Service Level Agreement is reviewed with East Riding Council to ensure that the council is receiving best value for money. A copy of the agreement to be retained on file.	Councillors to consider reviewing this services (last reviewed when the system went to Bridlington). Council to also consider reviewing ALL services/contracts annually to ensure best value. To be To be considered by Planning Property and Services in May 2021 - CCTV is just one example. The Council should have a schedule to review all contracts and SLAs as a matter of due course.	Town Clerk / RFO (or in their absence the Acting Town Clerk/RFO)	Planning Property and Services	Council to consider over the coming year (not just CCTV, but all other contracts).	UPDATE: To tender out CCTV to ERYC, Hull City Council, York City Council and Doncaster District Council	Ongoing
16	That all council officers record estimates and quotations in a quotations database created by the RFO.	A database has already been set up by Acting Town Clerk/RFO Clerk and Finance Officer to record this. Done.	Acting Town Clerk/RFO Town Clerk / Finance Officer	Policy and Finance	Already Addressed - ongoing from April 2021		Completed
17	...	For the Financial Regulations to include this information and for Officers to liaise with the bank to arrange a limit (credit card is currently £2,000 limit, debit card £500 limit). As the cards were taken out by the Town Clerk (the Debit Card is in her name), this may have to wait until she are available to do so. For Council to review this as a whole. Officers to seek advice from ERNLLCA etc and report back to next P&F for Councillors to decide.	Town Clerk / RFO (or in their absence the Acting Town Clerk/RFO)	Policy and Finance	2021 / 22 Quarter One.	Considered at Policy and Finance 12/05/21 Resolved: To approve the use of the Credit Card and Debit Cards in the name of Beverley Town Council. UPDATE: Struggling to achieve this as the bank requires the current named person (the Town Clerk) to do this but due to their absence we are unable to currently resolve	Ongoing
19	That consideration is given to obtaining a professional HR fixed fee service which may achieve best value for money.	Recommend Councillors consider buying in to such a service. See 13 above.	Town Clerk / RFO (or in their absence the Acting Town Clerk/RFO)	Personnel Committee / Full Council	Council to consider over the coming year.	UPDATE: 06/10/21 - Officers continue to chase up quotes from HR companies, which are not terribly forthcoming.	Ongoing
19	That the Councils considers developing and adopting Risk Management Statements and Policies in accordance with Financial Regulation 17.1.	Clerk (and where required Councillors) to produce Risk Management Statements. To seek external advice where required (e.g. ERNLLCA, NALC). These are overarching procedures that cover all aspects, functions and services of the council, not just individual events and finances. A strategic plan to address this will be required to ensure all aspects are covered. As this could be a considerable tasks, officers recommend this could take at least two quarters to put in place (see timescale column). Set up a small working group (Clerk/Acting Town Clerk/RFO and two councillors with appropriate knowledge) and to look at examples sent by Safia to assist with this.	Town Clerk / RFO (or in their absence the Acting Town Clerk/RFO) supported by other officers	Policy and Finance / Full Council	2021 / 22 Quarter One and Two (to be reviewed on an ongoing basis should more time be required - better to spend time to get it right than rush it and get it wrong).	Working Group established at Annual Council meeting 04/05/21 to develop Risk Management Statements and Strategies UPDATE: Risk documents produced and approved by Full Council on 20/09/21 but as further work needs doing and these documents are constantly under review due to their nature, this is still ongoing.	Ongoing
20	That the risk assessment document is reviewed by the council to include all key risks facing that impact on service delivery and prevent the council from delivering its objectives. This should include business continuity measures. The risk document should include a risk rating criteria of the potential consequences and the likelihood for each individual risk.	Same as 18 above	Town Clerk / RFO (or in their absence the Acting Town Clerk/RFO) supported by other officers	Policy and Finance / Full Council	2021 / 22 Quarter One and Two (to be reviewed on an ongoing basis should more time be required - better to spend time to get it right than rush it and get it wrong).	See above	Ongoing
21	That the council considers developing and adopting GDPR policies to comply with the GDPR regulations that came into force on the 25 May 2018. Model policies can be obtained from SLCC or the local county association.	Clerk to produce a GDPR Policy. New GDPR policy being To be considered at P&F 19th April 2021.	Town Clerk / RFO (or in their absence the Acting Town Clerk/RFO)	Policy and Finance / Full Council	2021 / 22 Quarter One	New policy recommended at Policy and Finance Committee on 19/04/21 and officially at Full Council on 07/06/21	Completed
	That the councils reviews its IT back-up arrangements having regards to GDPR and data loss.	Acting Town Clerk/RFO Clerk to liaise with the Clerk to get the second back-pup drive and produce a system to sign off back-up processes. Liaise with Hallbeck IT to consider "cloud/remote" backup. Acting Town	Acting Town Clerk/RFO Town Clerk	Policy and Finance	2021 / 22 Quarter One and Two	Email sent to Hallbeck on 06/05/21 asking for advice on systems and costs for remote backup. They have confirmed they will send quotes.	Completed - started Monday 26th July 2021

22		Clerk/RFO Clerk to liaise with Hallbeck this week. The physical back-up discs swapped over weekly by Acting Town Clerk/RFO Clerk.					
23	That the council follows the budgeting process as set out within the guidance contained within the practitioner's guide.	Best practice from the practitioner's guide to be led by the Town Clerk / RFO. To be factored into the review of Financial Regs, Scheme of Delegation and Standing Orders. Ensure the Practitioners Guide is followed when budget setting in Autumn.	Town Clerk / RFO (or in their absence the Acting Town Clerk/RFO) and Finance Officer	Policy and Finance	Over the coming year in time for next budget setting	Update: 22/07/21 - this is specific to budget setting time	Ongoing
24	That the council develops project plans or a business case inclusive of a time-frame for delivery to support the budgeting process that will assist members to determine the costs for ear-marked reserves.	This is basically forward business planning. Town Clerk / RFO to work with Councillors to develop a three-year forward strategic financial plan to support the annual setting of the budget. In addition, Councillors to use the project development form circulated to all members in 2019, which details project costs, timescales, etc. to help better inform Council when making decisions. Councillors need to lead on this, as it is delivering the aims and objectives they set for the Town Council. Councillors to be more thorough when costing projects (fuller project plans rather than just allocating a general earmarked reserve to an idea).	Town Clerk / RFO (or in their absence the Acting Town Clerk/RFO)	Full Council	Developed by end of 2021 / 22 Quarter Two (time scale reviewed if more time required).	Update: 22/07/21 - the first 4 project plans approved at Full Council on 19/07/21. At subsequent Full Council meetings a further 3-5 will be considered at each meeting. Listing as "complete" because the system is now in place.	Completed
25	That the level of general reserves is reviewed to ensure it is within the recommended guidelines of 3- 12 months of Net Revenue Expenditure (NRE). Note: The larger the authority the nearer to 3 months reserves should be retained for example, any authority with an NRE in excess of £200,000 should plan on 3 months equivalent General Reserve.	Council to review the level of reserves - this is continued good practise. To consult with ERNLLCA, etc. Different auditors have advised different levels (as guidance has changed over the years), so ERNLLCA will advise what is now proper practices/JPAG. This is our contingency (not general reserves - this is a misleading term and we need to ensure the term contingency is used). Officers to liaise with ERNLLCA to see what level of contingency we should have based on our budget and size of council we are. Acting Town Clerk/RFO Town Clerk to report at next P&F meeting (putting contingency levels into context detailing what is required, etc.) Needs approving alongside Year End.	Town Clerk / RFO (or in their absence the Acting Town Clerk/RFO)	Policy and Finance / Full Council	2021 / 22 Quarter One	Update: General Reserves reduced from 9 to 6 months at Full Council on 20/09/21, with the plan to reduce this further to 3 months in the 2022-23 budget. Listed as "completed" because it has been reduced once and will be again.	Completed
26	That the full council receives budget monitoring statements in accordance with Financial Regulation 4.8.	To place the required documents on the agenda for the first Full Council after the quarter end. Full Council June 2021 and scheduled in for the whole of the forthcoming year.	Town Clerk / RFO (or in their absence the Acting Town Clerk/RFO) and Finance Officer	Policy and Finance / Full Council	Already Addressed - ongoing from April 2021	Update 22/07/21 - To further consider this, with Quarters going to P&F for scrutiny and final approval then at the following Full Council meeting	Completed (but with potential changes)
27	That the requirements of the petty cash are reviewed and that any outstanding money is paid into the petty cash and that the Financial Regulations are updated accordingly	Petty cash is no longer used - any items required are purchased via the debit card or online to ensure an electronic paper trail. Done - no petty cash. Any additional small purchases made via the Debit Card.	Town Clerk / RFO (or in their absence the Acting Town Clerk/RFO)	Policy and Finance	Already addressed - although this matter connects with item 16 above due to debit card replacing the need for petty cash.		Completed
28	That an examination of employee salaries is undertaken to confirm that the correct salary payments have been made in accordance with the contract of employment taking into account the new NJC pay scale points applicable from the 01 April 2019. Employees should be provided with documentation to confirm the transfer of the new pay points and the new SCP pay point that is applicable to their post.	Personnel Committee is currently undertaking a staff review, part of which will include an examination of salaries. Ongoing review by Personnel.	Town Clerk / RFO (or in their absence the Acting Town Clerk/RFO)	Personnel Committee	Already started - ongoing with aim to resolve 2021 / 22 Quarter One end	Resolution: In accordance with the 2020/21 Year End Internal Audit report and to address a historic anomaly in the Personnel Committee minutes dated 6th February 2013 (minute number 217), this Council recognises that the Town Clerk's salary scale is Point 31, with additional scales to reflect services and qualifications, making the final pay scale Point 33, and that this has been the case since that meeting. An addendum will now be added to the Town Clerk's contract to confirm this. UPDATE: 22/07/21 - to finalise this, letters will be signed at Personnel Committee on 29/07/21 (delayed due to councillors unable to attend due to Covid)	Complete
29	That all overtime is sanctioned in advance and recorded on the timesheets accordingly and submitted to payroll. Timesheets to be retained on file.	The TOIL / Annual Leave / Overtime policy to be reviewed and revised accordingly. Timesheets are already completed and retained, with TOIL, etc. recorded on them. Personnel to review Overtime Policy in June 2021.	Town Clerk / RFO (or in their absence the Acting Town Clerk/RFO)	Personnel Committee	2021 / 22 Quarter Two	UPDATE: 06/10/21 - September Personnel Committee resolved to revise these documents and directed Acting Town Clerk to bring draft revisions, based on latest model documents, to the October Personnel meeting.	Ongoing
	That the Chairman's allowance is paid in accordance with the PAYE scheme via the payroll provider.	To liaise with the current Chairman to ensure he declares this allowance as he has already been given his allowance. For future Chairs to be paid in the same way as all other councillor allowances (PAYE). Payment of all	Town Clerk / RFO (or in their absence the Acting Town Clerk/RFO)	Policy and Finance	To be addressed ASAP	At Full Council on 07/05/21, Councillors resolved to continue paying optional allowances to all elected members and an extra allowance to the	Completed (although we have yet to deal with the next round of

30		future allowances will be made via PAYE.	Clerk/RFO)			Mayor, all of which will be processed via PAYE	allowances, the recommended way to process them will be followed).
31	That an annual inspection of the asset register items is carried out to ensure that all items listed can be physical verified in accordance with Financial Regulation 14.6.	To instigate a fresh audit of assets to produce a more detailed register (including such items as litter bins, grit bins, CCTV, etc.). This will be carried out by officers over the coming year - it is a major task and will not be in place for this Year End, but will be developed over the year, alongside an updated inventory list. Council need to agree what is the financial limits re what goes on the assets register and what just remains on the inventory. Asset register needs reviewing against the insurance policy at year end.	Town Clerk / RFO (or in their absence the Acting Town Clerk/RFO) supported by other officers	Planning Property and Services	Over 2021 / 22 Quarters Two and Three - Links with item 19 above.	Planning Property and Services Committee agreed on 25/05/21 for the town maintenance contractor to begin carrying out an audit of all assets. This may take some time but there will be regular updates.	Ongoing
32	That improvements are made to the asset register to include asset reference numbers, location / land registry details, quantity and replacement values for insurance purposes.	See item 30 above	Town Clerk / RFO (or in their absence the Acting Town Clerk/RFO) supported by other officers	Planning Property and Services	Over 2021 / 22 Quarters Two and Three - Links with item 19 above.	Update: 22/07/21 - work to start taking place as soon as possible with what we have and further reviewed in over Winter 2021/Spring 2022	Ongoing
33	That the updated asset register is reviewed against the insurance policy to ensure that all insurable assets are covered under the insurance policy.	See item 30 above	Town Clerk / RFO (or in their absence the Acting Town Clerk/RFO) supported by other officers	Planning Property and Services	Over 2021 / 22 Quarters Two and Three - Links with item 19 above.	As above	Ongoing
34	That the AGAR previous year balances state 'Restated' where the figures have been restated and that an explanation is provided to the external auditor with a breakdown of the variance	The creation of a new sheet in RBS to break down the variance.	Finance Officer	Full Council	2021 / 22 Quarters One		Completed
35	That the balance for the un-named Beverley Town Council account balance showing on the Cash and Investment Reconciliation at 31 March 2021 is amended to £83,953.18 as per bank statement. Previous figure on the reconciliation was recorded as £83,953.48.	This was changed following the Year End Internal Audits	Finance Officer	Full Council	2021 / 22 Quarters One		Completed
36	That a general reserve policy is adopted to ensure that the level of reserves is appropriate to the size and situation of the council and to enable budget planning. This will assist the council to maintain an adopted level in accordance with the practitioners guide.	To produce a policy for general reserves and factor this in to the recommendation relating to reviewing and revising Finance Regulation, Scheme of Delegation and Standing Orders, to ensure the a coordinated approach.	Town Clerk / RFO (or in their absence the Acting Town Clerk/RFO)	Full Council	2021 / 22 Quarter One and Two	General Reserves policy to be drafted for November 2021 Policy and Finance Committee	Ongoing
37	That the notice period of the inspection dates for the exercise of public rights is calculated correctly for the 2020/21 financial year in accordance the Accounts and Audit Regulations 2015 (as stipulated in the pro-forma provided by the external auditors).	The initial notice of the elector rights to inspect the 2019/20 accounts was incorrect and so a revised version was made. The original, followed by the replacement, appeared on our website and most prominent noticeboard. However, the revised version also included an error and giving the concluding date as 2nd October rather than 1st October (thereby allowed for 31 as opposed to 30 days – an accidental additional day). Due to enhanced forward planning this year, the dates will be those recommended by Littlejohns and will be checked by three people before publication.	Town Clerk / RFO (or in their absence the Acting Town Clerk/RFO)	Full Council	Jun-21	The correct dates for the 2020 / 21 public inspection have been approved at Full Council on 07/06.21	Completed

Allocation of Remaining Unallocated Reserves

Full Council (20/09/21) resolved for officers to produce proposals regarding how the remaining £45,598 of unallocated reserves can be allocated to specific projects, purposes and budget lines. It was agreed that this should be reported back to Policy and Finance Committee.

In addition to the below, officers recommend that the £2,250 unspent budget for optional Councillor Allowances is vired to the Civic Budget, to support planned events and afford the additional costs required to purchase civic items, such as Freeman/Freewomen medallions (only one of each currently in stock), town crest shields (only two currently in stock), etc.

Initially it was hoped that the majority of the unallocated reserves could be earmarked for new and developing projects. However, having looked at current expenditure trends on existing budget lines, officers are suggesting that the majority of this money be allocated to where additional finances are required as situations change and greater amounts than those originally forecast may be needed.

Purpose/Project	Allocated	To Be Allocated	Comment
Website	£500.00		The secure online payment system allocated after Full Council (20/09/21).
Dog Waste Bags 1	£1,044.00		Allocated to cover additional costs, as ongoing requirement for bags was not budgeted. This paid for 30,000 bags which are now being used to fill dispensers.
Dog Waste Bags 2		£6,000.00	If the dog waste bags detailed above only cover one month, there needs to be enough budget to afford the same amount for every remaining month of the financial year. It might be that the current 30,000 bags last much longer than a month, but as this is currently an unknown, it is prudent to allocate this amount to cover all eventualities. If, over the coming months, it becomes evident that £6,000 is actually too much, the unrequired amount can be vired to another budget line.
Staff Salaries		£7,500.00	If when the Town Clerk returns there is a gradual phasing back of duties being carried out by the Acting Town Clerk in her absence, finances will be required to continue paying the Acting Town Clerk at his increased rate to compensate for the additional responsibilities they still have, whilst the Town Clerk may also be back to full pay.
Legal Fees		£2,000.00	Based on spend from previous year, this addition covers all eventualities.
Flowers		£2,000.00	Given the trend of costs and the agreement to enhance autumn/winter planting this year, an additional £2,000 may be required.

Election Expenses		£8,000.00	Due to three unexpected by-elections that were not budget for, the allocated budget for the full Local Elections has been considerably depleted (please note we have not yet been invoiced for these, but will be by the end of the Financial Year). Therefore, the Local Elections fund needs to replenished to ensure enough is reserved for the 2023 polls.
Matched Funding		£4,554.00	This is a new budget line, to enable a relatively modest amount for match funding with external grants for any current or new projects. This is not project specific, but is for a specified purpose.
Jubilee		£5,000.00	It is estimated that this project will cost in total circa £45,000 to £50,000. £20,000 is already allocated. The additional amount will raise this to £25,000, leaving a further £20,000 - £25,000 to be allocated in the next Financial Year.
Town Entry Signs		£4,000.00	Originally £6,000 was allocated. However, with the Town Council's request for more creative designs by a graphic designer, the costs will rise. This will enable a total of £10,000 for this project. Anything that may go unspent can be vired to another budget line.
Beverley Beck Project Contribution		£1,500.00	When Commuted Sums approved this scheme, the budget included a contribution of £1,500 from the Town Council - this had not previously been allocated.
New Phone System		£2,000.00	The Council has resolved to install a new, up-to-date telephone system. We have struggled to get quotes due to Covid, but will work on this over Winter. This was not budgeted for, hence this allocation.
Flagpoles		£1,500.00	Council agreed to install freestanding flagpoles in Jubilee and Hengate Gardens, but no funding for this was recorded in reserves despite the project approval.
Totals	£1,544.00	£44,054.00	
	Overall	£45,598.00	

Beverley Town Council
Honorary Freeman and Freewoman Bestowment Policy

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Honorary Freeman and Freewoman Bestowment Policy

1. BACKGROUND

- (a) Before the municipal reforms of 1835 there was a class of persons known as “freemen” in old corporate boroughs, enjoying special rights in the corporate property. The right to be admitted a Freeman rested upon the custom of the borough, varied by the terms of its charter and, in certain cases, by local statutory provision. Generally, the admission of a Freeman, as distinct from the conferment of the honour of an Honorary Freedom, might be acquired, inter alia, by marriage, birth or employment to an existing Freeman.
- (b) The effect of successive reforms of local government law has been to continue the custom of maintaining a roll of freemen and regulating admission to it. Pursuant to section 248 of the Local Government Act 1972 Act (the 1972 Act) as amended by section 27 of the Local Democracy, Economic Development and Construction Act 2009 (the 2009 Act), the admission of freemen (as opposed to admitting Honorary Freemen and Honorary Freewomen) of a pre-1974 municipal borough is approved by the chairman of the district council of the district in which the former borough lies.
- (c) After local government reorganisation in 1974 a number of local authorities were given the power to admit Honorary Aldermen and Freemen pursuant to section 249 of the 1972 Act. However, that power was not extended to parish councils in England or community councils in Wales.

2. CURRENT LEGAL FRAMEWORK

- (a) On the 12th January 2010 the Local Democracy, Economic Development and Construction Act 2009 amended the provisions of the 1972 Act to enable all local councils to confer Honorary titles. By virtue of section 249(5) and (6) of the 1972 Act as amended, all local councils may exercise powers to confer the title of “Honorary Freeman” or “Honorary Freewoman”, to persons of distinction and those who in the council’s opinion have rendered eminent service to the council’s area.
- (b) Section 249(9) of the 1972 Act as amended provides that a local council may spend a reasonable sum as it thinks fit for the purpose of presenting an address or a casket containing an address to a person on whom it has conferred the title of Honorary Freeman or Honorary Freewoman.

3. CRITERIA / ELIGIBILITY

- (a) Individuals from all walks of life and all sections of the community who have made a difference to Beverley are eligible to be nominated as Honorary Freemen or Freewoman.
- (b) In keeping with the special nature of the award it shall be strictly limited to those who have made a very significant contribution to the community of Beverley and who have demonstrated “service above self”. The award recognises extraordinary people in the community.
- (c) The honour is awarded for the individual’s lifetime and is not hereditary.
- (d) There is no maximum total of Freemen or Freewomen at any one time.
- (e) The maximum number of new Freemen or Freewomen bestowments per Municipal Year is limited to two, although should it be required the ceremonies to award these may be combined with more than two Freemen or Freewomen.
- (f) It is expected that the nominee will have given extensive and distinguished service to the community that goes beyond local government i.e. service to other organisations, voluntary, community and business groups, in a largely voluntary capacity.
- (g) The nominee must have made an outstanding contribution to the town such as the nominee’s contribution can be seen to stand above the contributions made by most other people.
- (h) The Town Council is not obliged to created Honorary Freemen or Freewomen every Municipal Year – this honour should be bestowed to nominees who genuinely befit the criteria, rather than a compulsory annual obligation.

4. NOMINATION CRITERIA

- (a) The following should be taken into account when consideration is given to granting the honour of Honorary Freeman or Freewoman of Beverley:
 - (i) Preference should be given to a person who performs in a voluntary capacity but this should not preclude the honour being awarded to a person whose dedication and contribution is significantly above that expected from their occupation.
 - (ii) The contribution to the welfare of the community must involve a significant contribution of the person’s time in serving members of the community for the improvement of their welfare or the promotion, achievement and/or delivery of community services in which a real personal role and contribution is made and the contribution must be so outstanding in that it can be seen to stand above the contributions of most other persons.

NOMINATION PROCEDURES

- (a)** Nominations can be made by any Beverley Town Council.
- (b)** Nomination submissions should be made in writing and delivered to the Town Clerk by 1st November each year.
- (c)** Submissions delivered to the Town Clerk must outline the voluntary service provided by the individual to the community and any other examples of community spirit to justify the honour.
- (d)** Nominations, if any, will then be considered at an Extra-ordinary Meeting in November each year, at which the submissions will be presented.
- (e)** If elected members are in agreement that the nominee should be made an Honorary Freeman or Freewoman of the town - no less than two-thirds of the members of the council must agree the nomination.
- (f)** All nominations of Honorary Freeman are treated in the strictest of confidence. The nominee should not be informed that they have been nominated until it has been finally approved, as it is not fair to raise expectations in case they are not met. It is imperative that submissions are not discussed with any other persons. Any disclosure could make the application invalid.

5. ACKNOWLEDGEMENT

- (a)** An acknowledgement will be sent to the proposer upon receipt of the nomination form.
- (b)** Correspondence will not be entered into on the merits of a particular nomination whilst it is under consideration.
- (c)** All Councillors will be invited to discuss nominations received for the Honorary Freeman/Freewoman at the aforementioned Extra-ordinary Full Council meeting held each November.
- (d)** Successful nominees will be informed of their Honorary Freemanship or Freewomanship no more than four weeks before the ceremonial bestowment.
- (e)** The awards for each year will be presented at a specific ceremony and this will normally be the Mayor Making Ceremony held each May, but may be at another town council civic occasions, such as Civic Dinner, Civic Service or other events.

6. ENTITLEMENTS

- (a)** Any person declared an Honorary Freeman or Freewoman of the town may designate him/herself “Honorary Freeman/Freewoman of the town of Beverley”.
- (b)** The recipient will be awarded:
 - (i)** a civic token in the form of a medallion.
 - (ii)** a certificate to commemorate receiving the award.
 - (iii)** a shield bearing the Town Crest.
- (c)** Any Honorary Freeman or Freewoman of the town shall be:
 - (i)** Invited to all subsequent civic events and functions;
 - (ii)** Invited to be present at the Annual Mayor Making Ceremony, Civic Dinner and Civic Service.

The Honorary Freeman and Freewoman Bestowment Policy was adopted by Full Council on

Date: _____

Signed: _____

Council Chairman

Date: _____

Signed: _____

Town Clerk

Date: _____