

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

**On 15<sup>th</sup> November 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 Jack, D Healy, C Hopkins, D Horsley, G Johnson, D Tucker, C Wildey and A Willis

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

### **34/21: Introduction**

The Chairman welcomed everyone to the meeting, explained that the meeting was being live-streamed on You Tube via Zoom, and took a roll-call of Councillors present. The Chairman explained that as this meeting was to discuss the budget, all Councillors had been invited to attend. The recommendations from the meeting would be put forward to Full Council.

The Acting Town Clerk explained Delegation of Duties.

### **35/21: To Receive Apologies for Absence.**

No apologies of absence had been received.

### **36/21: Declarations:**

**36.1: 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.

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

There were no dispensations.

### **37/21: To note the minutes of the Policy and Finance Committee Meeting held on Monday 11<sup>th</sup> October (previously circulated, approved and signed Full Council on Monday 25<sup>th</sup> October 2021).**

The Committee noted the minutes of the Policy and Finance Committee Meeting held on Monday 11<sup>th</sup> October 2021 which had been approved and signed at Full Council on Monday 25<sup>th</sup> October 2021.

**38/21: Payments:**

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

The Acting Town Clerk explained the payments.

**Recommended:** That the payments are reviewed and approved.

Date	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/10/2021	Icom	DD	70.15	Code4440 FC11.1.21	Telephone
01/10/2021	Icom	DD	54.00	Code 4442 FC 110121	Internet access
01/10/2021	Geoff Simpson Holdings]	DD	420.00	Code 4180 FC110121	Unit 2 rent
01/10/2021	Haltbeck IT	DD	184.19	Code 4481 FC110121	Remote, Licence and Backup
01/10/2021	Linley Simpson	DD	60.00	Code 4180 FC110121	Garage Rental
08/10/2021	KRL Group Limited	DD	193.78	Code 4405 FC110121	Photocopier/Helpine
14/10/2021	Alistair Business	DD	23.73	Code 4300 FC 110121	Fuel card
19/10/2021	Eon next	DD	97.67	Code 4660 FC110121	Camera Sat Market
19/10/2021	Eon next	DD	45.44	code 4660 FC110121	Camera 1
19/10/2021	Yorkshire Bank Credit Card	Clear	419.54		To clear card
22/10/2021	Siemens Financial Services	DD	370.81	Code 4405 FC 110121	Photocopier Lease
22/10/2021	RBL	DEBIT CARD	157.26	Code 4647 FC Sept 21	Tommy Planter
22/10/2021	Eon next	DD	107.13	Code 4660 FC 110121	Electricity Camera 6
25/10/2021	TC Group	EP	42.00	Code 4582 FC 110121	Payroll
25/10/2021	Allotment Holder	EP	50.00	Code 565 C 110121	D Meredith S64 Bond
25/10/2021	Supper Club - Iemgo	EP	32.00	code 4530 FC110121	Supper Club Iemgo
25/10/2021	Countrywise Water Coolers Ltd	EP	14.41	Code 4120 FC 110121	Water Cooler
25/10/2021	Simply Shredding	EP	56.16	Code 4120 F C 110121	9 boxes/bags confidential wast
25/10/2021	Beverley Consolidated Charity	EP	600.00	Code 4201 FC11.1.21	Sept-Mar Queensgate rent
25/10/2021	East Riding Council	EP	476.40	Code 4555 FC 110121	Data(FO) SLA
25/10/2021	E Woodhouse	EP	10.35	Code 4030 FC 110121	Travel June-Sept
25/10/2021	JB Rural Services	EP	664.00	Code 4285 FC 110121	September hours
25/10/2021	JB Rural Services	EP	612.00	Code 4285 FC 110121	August hours
25/10/2021	Blachere Illumination UK Ltd	EP	1,951.80		S153751/70/78/Blachere Illumin
25/10/2021	G K Beaulah	EP	853.56	Code 4530 FC Sept 21	Shields for BTC/Civici/Awards
25/10/2021	Anti Freeze (York) Limited	EP	420.00		Kitchen Allot clearance
25/10/2021	G K Beaulah & Co Ltd	EP	853.56		Shields
25/10/2021	Anti Freeze (York) Limited	EP	684.00	Code 4647 FC 110121	September watering visits
25/10/2021	G K Beaulah	EP	-853.56	Code 4530 FC 110121	Shields
25/10/2021	Gladson UK Limited	EP	1,252.80		Biodegradable bags 30000
25/10/2021	W Boyes & Co Limited	EP	2.00	Code4130 FC 11.01.21	Cleaning Materials

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## List of Payments made between 01/10/2021 and 31/10/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/10/2021	Allotment Holder	EP	50.00	Code 565 FC 11.01.21	Bond Refund Plot 22A
26/10/2021	ERNLLCA	EP	72.00	Code 4026 FC 110121	Cllrs Training-Finance
26/10/2021	HMRC	EP	1,113.70	4000 4001 FC 110121	Tax and NI
26/10/2021	East Riding Pension	BACS	1,435.78	4000 4002 FC110121	Pension contributions
26/10/2021	Salaries	EP	4,735.12	4000 FC 110121	Salaries
26/10/2021	Blachere Illumination	EP	-1,951.80	Code4640 FC 110121	Faulty - returned
28/10/2021	Realchristmas trees	EP	400.00	Code4640 FC Oct 21	16 Ft Tree Cross Street
28/10/2021	Timpsons	EP	8.90	Code4120 FC Jan 21	Keyouting
28/10/2021	Wuchusi Limited	EP	338.00	Code 4120 - ATC Emer	Emergency Garage Door Repair
31/10/2021	lcom	EP	67.93	Code 4440 FC 110121	Telephone
31/10/2021	lcom	EP	81.90	Code 4442 FC110121	Internet
<b>Total Payments</b>			<b>16,508.71</b>		

**38.2: To review Credit Card payments made between 1<sup>st</sup> October 2021 and 31<sup>st</sup> October 2021 (see attached).**

The Committee noted that the Council was in an email chain with Google to try to terminate the storage costs of £1.59 per month for two accounts.

**Recommended:** *That the Credit Card payments are reviewed and approved.*

## List of Payments made between 01/10/2021 and 31/10/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/10/2021	Zephyr	CREDIT CAR	38.40	code 4481 FC111021	Zoom subscription
19/10/2021	Google Play	CREDIT CAR	1.59	code 4481 FC 111121	Clerk email storage
19/10/2021	Amazon Business	CREDIT CAR	269.97	Code 4443 Per Jan 21	Three mobile telephones
19/10/2021	Amazon Business	CREDIT CAR	79.99	Code 4456 FC 110121	Postage
19/10/2021	Google Play	CREDIT CAR	1.59	Code 4481 FC 110121	Helen email storage
19/10/2021	Virgin Money	CREDIT CAR	28.00	Code 4455 FC11.121	Annual Fee
<b>Total Payments</b>			<b>419.54</b>		

**39/21: Civic Policy and Protocol**

**To receive an update on the new Civic Policy and Protocol (Acting Town Clerk to report).**

The Acting Town Clerk reported that the Administrative Officer is collating the Policy in conjunction with the Macebearer. This will be put forward to Full Council on 29<sup>th</sup> November 2021.

#### 40/21: Budget for the 2022-23 Financial Year

**40.1: Presentation: To receive a short presentation regarding the budget process (Acting Town Clerk).**

The Acting Town Clerk gave a short presentation to the meeting and explained that the budget is funded by the precept, reserves and income. In the budget there are colour coded years representing the budgeted and actual figures for 2020/2021, the budget and projected expenditure figures to the year end for the current year 2021/2022 and the proposed budget for 2022/2023. The proposed budget was split into columns to show how each budget line would be funded – by currently approved earmarked reserves and underspends carried over, new reserves to allocate, income and the precept.

Earmarked reserves remain in place as previously resolved such as the CCLA fund for a new building, £71,000 skatepark work etc. Any underspends on budget lines not completed will be carried over, for example in the stationery budget.

The new reserves to allocate are a proposed decrease in General Reserves in line with JPAG recommendations and the Internal Auditor's report, to three months of running costs. New reserves are also made up from underspends from completed budget lines for 2021/22. This totals £71,750.

Income from allotment rent will be split between allotment upkeep and the maintenance contract allotment work.

This meeting is a phase in deciding the budget. The Planning Environment and Services Committee had considered the budget that Committee would need to undertake planned work for 2022/2023 and after this meeting, a revised draft will be considered by Full Council on 29<sup>th</sup> November 2021. The final meeting, if needed, would be the Full Council Meeting of 10<sup>th</sup> January 2022.

The Acting Town Clerk reported that the budget was made up of the running costs for the Council and that the Council would need to set the strategy for the forthcoming year.

**40.2: Budget Discussion: To consider the draft budget for the 2022-23 and make revisions and suggestions, to enable officers to formulate a final draft budget to be presented to Full Council on Monday 29<sup>th</sup> November 2021 (see attached and Acting Town Clerk to report).**

The Acting Town Clerk shared the draft budget proposals on screen. The Council considered each line in detail.

For the Full Council meeting of 29<sup>th</sup> November, the Acting Town Clerk will:

- Provide details of projected interest received;
- Provide costs of the Town Council's Committees returning to face-to-face meetings in the Minster Rooms, including staff costs of setting up and taking down;
- Keep a budget of one new CCTV Camera which is a carry forward of the 2021/2022 project, in the event that a camera requires replacing or as an addition following the monitoring of the existing and planned CCTV function by the Planning Environment and Services Committee.
- Review and provide details of how events can be achieved in 2022/2023 – what can be undertaken using existing staff capacity or potential contractors.
- Suggest allocations for the "new reserves to allocate" of £71,750 based on the current and future requirement for functions and events of the Council as discussed.

The Acting Town Clerk will:

- Refer the monitoring of the success of the CCTV function to the Planning, Environment and Services Committee;
- Refer the monitoring of the success of the dog waste bag dispensing service to the Planning, Environment and Services Committee.

The Chairman thanked Office team for working collaboratively to produce the first draft of the budget.

The Meeting finished at 8.41 pm.

Signed



Date

29 / 11 / 21