



Minutes of the Policy and Finance Committee Meeting

On 16th May 2022

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 (Chair), P Astell, T Astell, D. Horsley

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

1/22: 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.

The Chairman, Councillor L Johnson, explained that the meeting is being live-streamed on You Tube via Zoom. The Acting Town Clerk explained the delegation of duties.

2/22: To Receive Apologies for Absence.

Apologies for absence were received from Councillors D Jack, D Healy, C Hopkins and A Willis (apologies were also received from substitutes Councillors D Tucker and C Wildey).

3/22: 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.

4/22: To note the minutes of the Policy and Finance Committee Meeting held on Monday 28th March 2022 (approved and signed at Full Council on 25th April 2022).

The Committee noted the minutes of the Policy and Finance Committee Meeting held on Monday 28th March 2022 which were approved and signed by the Full Council meeting on 25th April 2022).

5/22: Payments:

5.1: To review Current Account payments made between 1st May 2022 and 31st May 2022 (see attached)

Councillors reviewed the list of payments

Proposed: Councillor T Astell **Seconded:** Councillor D Horsley

Recommended: That the amended list of payments from 1st May 2022 to 31st May 2022 as submitted are approved for payment

Date: 12/05/2022

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Time: 11:31

Current Account

List of Payments made between 01/05/2022 and 18/05/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/05/2022	Geoff Simpson Holdings	SO	529.20	Appr Contract	Unit 2 storage rent
03/05/2022	Hallbeck IT	DD	184.19	Appr Contract	IT support, 365 Licen, Back Up
03/05/2022	kcom	DD	76.09	Appr Contract	Office Telephone
03/05/2022	kcom	DD	78.00	Appr Contract	Office internet
03/05/2022	Three.co.uk	DD	15.00	Appr Contract	Staff Mobiles x 3
03/05/2022	Amazon Business	DEBIT CARD	36.00	Budget	Refreshments Mayor Making
03/05/2022	Amazon Business	DEBIT CARD	36.00	Budget	Refreshments - Mayor Making
03/05/2022	Signature Packaging Limited	DEBIT CARD	9.99	Budget	Disposable tableware
03/05/2022	Amazon Business	DEBIT CARD	3.99	Budget	Disposable tableware
03/05/2022	Redfit Ltd	DEBIT CARD	17.99	Budget	Disposable Glasses
04/05/2022	Amazon Business	DEBIT CARD	5.98	Budget	Stationery
04/05/2022	Repark Limited	DEBIT CARD	3.95	Budget	White Board pens
04/05/2022	Office direct	DEBIT CARD	151.90	Budget	Postage
08/05/2022	KRL Group Limited	DD	151.30	Appr Contract	Photocopier usage
09/05/2022	Marks and Spencers	DEBIT CARD	14.25	Budget	Refreshments Mayor Making
10/05/2022	Hallbeck IT	DD	197.92	Appr Contract	Cameras/Mics office computer
14/05/2022	Allstar Business	DD	23.73	Appr Contract/Suppli	Vav Fuel
17/05/2022	James Hallam	EP	3,810.77	Appr Contract	Commercial Ins 22-23
17/05/2022	Countrywise Water Coolers Ltd	EP	15.13	Appr Contract	April Water cooler
17/05/2022	Bond Refund to Allot Hold	EP	25.00	Bonds	Bond Refund to Allot Hold
17/05/2022	UK Safety Management	EP	219.78	Appr Contract	PAT testing
17/05/2022	Guest & Philips	EP	375.00	Act Clerk	Repair to Mayoral Chain
17/05/2022	Vanessa Delicatessen & Cafe	EP	330.00	PO 106	Mayor Making Buffet
17/05/2022	SLCC Enterprises Ltd	EP	144.00	Pers 2022	FILCA training FO
17/05/2022	SLCC Enterprises Ltd	EP	294.00	Budget	Membership ATC/DTC
17/05/2022	RBS Software Solutions	EP	669.60	Contract	Year End shutdown/updates
17/05/2022	East Riding Council	EP	241.73	Appr Contract	Queensgate Pest Contract
17/05/2022	Beverley Consolidated Charity	EP	600.00	Lease	Half year rent Queensgate allo
17/05/2022	East Riding Council	EP	241.73	Appr Contract	Pest Contract Sparkmill
17/05/2022	Internal Audit Yorkshire	EP	462.50	Appr Contract	Final 25% of audit fees 21 22
17/05/2022	Hinks	EP	530.28	Appr Contract Suppli	Van Insurance
17/05/2022	Geoff Simpson Holdings	EP	18.22	Appr Contract/Suppli	Electric Supply to Unit 2
17/05/2022	East Riding Council	EP	300.00	Appr Contract	5 Year Licence Fee
Total Payments			9,813.22		

5.2: To review Credit Card payments made between 1st May 2022 and 31st May 2022 (see attached).

Proposed: Councillor L Johnson Seconded: Councillor D Horsley

Recommended: That the credit card payments are approved.

Date: 11/05/2022	Beverley Town Council 2022/23	Page 1			
Time: 09:52	Yorkshire Bank Credit Card				
List of Payments made between 01/05/2022 and 17/05/2022					
<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2022	Yorkshire Bank Credit Card	CREDIT CAR	1.59	Appr Contract Supp	Googlemail storage
Total Payments			<u>1.59</u>		

5.3: To review the bank balances at 11th May 2022 and bank balance comparisons (see attached).

Bank Balances		
Account	Opening Balance 1st April 2022	11th May 2022
Current Account	£281,208.61	£380,703.79
Youth Support Account	£1,500.67	£1,500.67
Deposit Reserve Account	£25,470.92	£25,470.92
Beverley Building Society Postal Business Account	£84,163.06	£84,163.06
Public Sector Deposit Fund	£350,184.43	£350,324.98
Totals	£742,527.69	£842,163.42

The Committee noted that the first portion of the precept had been received.

Proposed: Councillor D Horsley Seconded: Councillor P Astell

Recommended: That the bank balances are reviewed and approved.

6/22: Macebearer Honorarium
To recommend the following motion:

Motion: That in recognition of the support given by Mr Peter Nendick to Beverley Town Council in his role as Macebearer to the Mayor, this council agrees to award him an honorarium of £1,200 for the 2022-2023 Municipal Year. In addition, the Acting Town Clerk to write to Mr Nendick to explain this and express the thanks of the Town Council for his valuable service.

Proposed: Councillor L Johnson Seconded: Councillor D Horsley

Recommended: That in recognition of the support given by Mr Peter Nendick to Beverley Town Council in his role as Macebearer to the Mayor, this council agrees to award him an honorarium of £1,200 for the 2022-2023 Municipal Year. In addition, the Acting Town Clerk to write to Mr Nendick to explain this and express the thanks of the Town Council for his valuable service.

77/22: Lamp Post Project Funding

To consider virement of £5,000 of the budgeted £6,000 for business rates to the partnership project to refurbish the historic lamp posts in the Town Council's ownership - please note, business rates relief continues in the 2022-2023 Financial Year, but this was now known at the time the budget was set (Acting Town Clerk to report).

The Acting Town Clerk reported that as business rates had not been invoiced by ERYC, £5,000 could be vired to the refurbishment project of the historic lamp posts.

Proposed: Councillor T Astell **Seconded:** Councillor D Horsley

Recommended: That £5,000 is vired from the business rates budget heading to the project to refurbish the historic lamp posts.

8/22: Additional Jubilee Budget

To consider virement of £1,000 of the budgeted £6,000 for business rates to provide additional support to the Platinum Jubilee Budget (Acting Town Clerk to report).

The Acting Town Clerk reported that a school had requested support for materials to make bunting for the Jubilee as a result of the Mayor visiting the school. Councillor P Astell had sourced a Beacon and would travel to Norfolk to pick it up that week.

Proposed: Councillor L Johnson **Seconded:** Councillor T Astell

Recommended: That £1,000 is vired from the budget for business rates to the Jubilee budget to support a school with materials for bunting for the Jubilee, and for the purchase of a Beacon.

9/22: Tree for Jubilee Celebration

To consider using funds allocated to the St John of Beverley Tree Project (£554) to purchase a tree to mark both the Jubilee and act as a place of remembrance regarding local people lost to Covid (Acting Town Clerk to report).

The Acting Town Clerk reported that a potted tree would need to be purchased as there was no room to plant one in Coronation Gardens. A more permanent home could then be found. JB Rural will keep the tree watered. A plaque would be purchased also.

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

Recommended: That £554 from the St John of Beverley Tree Project is vired to purchase a tree to mark the Jubilee and as a remembrance tree for those lost due to Covid.

10/22: Assets Register

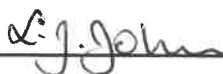
To receive an update on the developing Assets Register.

The Acting Town Clerk reported that the Internal Audit had showed work is required to the Asset Register. A lot of work has already been done by the Finance Officer with regard to exact locations of the Council's assets and it is also necessary to record a custodian (if necessary) and replacement costs. It is hopeful that JB Rural would help with some of this work as they are currently not working their full 15 hours per week.

The Chairman reported that the Council's policies will need to be reviewed this year.

The meeting finished at 7.09 pm

Signed



Date

