

Minutes of Full Council Meeting

15th August 2022

6:30pm at the Peter Harrison Rooms, Beverley Minster

Present: Councillors L Johnson (Chair), P Astell, T Astell, D Boynton, A Healy, D Healy, C Hopkins, D Horsley, D Jack, G Johnson, C Wildey and A Willis

In Attendance: Libby Woodhouse (Administrative Officer) and Carol Oliver (Finance Officer).
Seven members of the public.

29/22: Welcome and Introduction

The Chairman welcomed everyone to the meeting and explained that this meeting was called to take care of urgent financial transactions and staffing issues.

30/22: Public Forum

An opportunity for members of the public to address the Town Council (should there be any members of the public present to do so).

- A member of the public reported concern by the community of the state of the newly planted trees on Archery Field which seem to be dying in the extreme heat and dry weather.
- The same member of the public complained about the trees being cut on Cherry Tree Lane and wondered whether the Town Council and the neighbourhood had been informed prior to the cutting. Evidently it was to do with ash die back.
- A member of the public was concerned that there was nearly £800,000 in the currently account of the Town Council which was losing 9.2% because of inflation. He asked whether there was any strategy for payback or return.
- A member of the public stated he had raised specific questions to the Councillors who voted yes to the 19/20 AGAR Annual Governance Statement when they should have voted no.
- The same member of the public asked the Councillors what they understood to be their fiduciary duty with regard to governance.
- The same member of the public stated that self-certification was in the public interest.

31/22: Apologies

To Receive Apologies for Absence.

Apologies of absence were received from Councillors I Gow and D Tucker
Councillors A Healy, D Healy and C Wildey would be arriving late to the meeting

32/22: Declarations of Interest:

(a) To record declarations of interest by any member of the council and officers in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.

Councillor T Astell declared an interest in agenda item 15 as he would be the beneficiary of a laptop if purchased, although this would remain the property of the Town Council

(b) To note dispensations given to any member of the council and officers in respect of the agenda items below.

There were no dispensations.

33/22: To approve and sign the Full Council minutes of Full Council on Monday 30th May 2022 (attached).

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

RESOLVED: *That the Minutes of the Full Council meeting of Monday 30th May 2022 are approved and signed as a true and correct record.*

34/22: To confirm and sign the Personnel Committee minutes of Wednesday 3rd August 2022 (attached).

Proposed: Councillor L Johnson **Seconded:** Councillor D Jack

RESOLVED: *That the Minutes of the Personnel Committee Meeting held on 3rd August 2022 are approved and signed as a true and correct record.*

Councillor Wildey arrived at the meeting and did not have any interests to declare.

35/22: To receive and note or consider a response to the following correspondence:

The Chairman stated that the Council should receive and consider correspondence received that is specified for the Council.

Proposed: Councillor L Johnson **Seconded:** Councillor C Hopkins

RESOLVED: *That items of correspondence specific to the Council should be considered on agendas.*

Proposed: Councillor C Hopkins **Seconded:** Councillor D Jack

RESOLVED: *That the order for the next items on the agenda will be numbers 8, 11 and then 7.*

Correspondence from this agenda item will be considered later in the meeting.

36/22: Appointment of Assistant Clerk/Proper Officer and Assistant RFO for a period of six months in accordance with resolutions from Minute 13/22 of the Personnel Committee of 3rd August 2022:

(a) To appoint Libby Woodhouse as Assistant Clerk/Proper Officer for a period of six months.

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

RESOLVED: *That following advice from ERNLLCA, the Administrative Officer be uplifted to the role of Assistant Town Clerk/Proper Officer for a period of six months on the revised basic pay scale of NJC Point 24, and that this be back dated from 1st June 2021*

(b) To appoint Carol Oliver as Assistant Responsible Finance Officer for a period of six months.

Proposed: Councillor D Boynton **Seconded:** Councillor G Johnson

RESOLVED: *That following advice from ERNLLCA, the Finance Officer be uplifted to the role of Assistant Responsible Financial Officer for a period of six months on the revised basic pay scale of NJC Point 22, and that this be back dated from 1st June 2021.*

37/22: Training Achievement

To congratulate Carol Oliver (Finance Officer) on attaining the FiLCA – Financial Introduction to Local Council Administration.

On behalf of the Council the Chairman congratulated the Finance Officer on attaining the FiLCA.

38/22: External Audit Challenges for 2019-20 and 2020-2021:

Councillor D Healy arrived to the meeting and did not have any interests to declare.

- (a) To receive and consider:
- (i) The External Audit Challenge outcome for years 2019-2020 and 2020-2021 as raised by a member of the electorate (attached).
 - (ii) The External Audit Report and Certificate from External Auditors PKF Littlejohn for the year 2019-2020 and to decide what, if any, action is required (attached).
 - (iii) The External Audit Report and Certificate from External Auditors PKF Littlejohn for the year 2020-2021 and to decide what, if any action is required (attached):

Proposed: Councillor Boynton **Seconded:** Councillor G Johnson

***RESOLVED:** To defer this item to the meeting of 12th September 2022 to allow officers time to review the action plan against the findings of the External Auditor.*

- (b) To note the Notices of Conclusion of Audit for both years were advertised on 5th July 2022 on the Noticeboards and Website (attached).

The Council noted the Conclusion of Audit Notices for 2019-2020 and 2020-2021.

- (c) To note payment of £6443.25 plus VAT for the External Audit Challenge work has been paid (Financial Reg 11. 1. a. v.); and to approve the proposed Virements as below for the External Auditor fees in the sum of £5643.25 (£6443.25 less £800 already in Ear Marked Reserves):

From Earmarked Reserves:	£2,500 (from Toilets)
	£1,500 (from Members Allowances)
	<u>£1,700 (from Pride)</u>
	£5,700

The Chairman explained that she and the Vice Chairman had authorised £6443.25 to be paid under the relevant Financial Regulations to avoid late payment. Virements from budget lines are needed to cover the cost.

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

***RESOLVED:** That the virements as outlined are approved.*

39/22: To receive and note or consider a response to the following correspondence:

- (a) To respond to queries from electors following the 2019-2020 audit challenge completion by PKF Littlejohn, with regard to the Council approving "yes" comments to the AGAR Annual Governance Statement (attached).

Proposed: Councillor L Johnson **Seconded:** Councillor D Jack

***RESOLVED:** That the Chairman formulates responses to the letters for all Councillors to view and comment on prior to replying to the electors.*

- (b) To note an objection to the 2021-2022 AGAR submission from a member of the public which will be considered by the external auditors PKF Littlejohn (attached).

The Council noted an objection to the 2021-2022 AGAR had been made.

40/22: Review of Council Meetings

- (a) To review returning to face-to-face meetings for Committee meetings in light of recent advice and guidelines from ERNLLCA that Council meetings should not be held remotely.

Proposed: Councillor Hopkins **Seconded:** Councillor T Astell

***RESOLVED:** That the Council will move forward with face to face Council and Committee meetings and that delegations given to the Clerk/Acting Town Clerk return to normal.*

- (b) To review and approve September's meeting schedule as follows:

12th September 2022 – Full Council

13th September 2022 – Planning, Environment & Services Committee/Christmas Lights

19th September 2022 – Policy & Finance Committee

22nd September 2022 – Personnel Committee

Subsequent meeting will be as the agreed Calendar apart from Christmas Lights which will be held as part of the Planning, Environment and Services Committee.

Proposed: Councillor Hopkins **Seconded:** Councillor Jack

RESOLVED: To approve September's meeting schedule changes as above and to send out an updated Calendar to Councillors.

41/22: Finances 2021-2022

- (a) To receive and approve the 2021-22 Quarter 4 Finances (documents missing from Council meeting of 30/5/22 attached)

Proposed: Councillor L Johnson **Seconded:** Councillor Hopkins

RESOLVED: That the Council reviews and approves the 2021-2022 Quarter 4 finance documents that were missing from the Council meeting of 30th May 2022.

- (b) To approve retrospectively explanations classed as "No" from the Annual Internal Audit Report Section of the 2021-2022 AGAR omitted in the submission to the External Auditors (attached).

The Council noted that this had been missing from the 2021-2022 AGAR submitted to the External Auditors however the Acting Town Clerk had prepared it prior to taking sick-leave and this was forwarded to the External Auditors in time to meet the deadline

42/22: Finances 2022-2023

- (a) To approve the payments made from the 17th May 2022 to the 30th June 2022 (attached)
i. The current account
ii. The credit card

Date: 18/07/2022

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Time: 17:00

Current Account

List of Payments made between 17/05/2022 and 30/06/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
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

17/05/2022	Amazon Business	DEBIT CARD	28.46	Appr Contract	Stationery
18/05/2022	Bruno Peek	5044	460.00	P & F 16 5 22	Plat Jub Beacon
18/05/2022	Amazon Business	DEBIT CARD	61.92	P & F 16 5 22	Red White and Blue ribbon
20/05/2022	Yorkshire Bank Credit Card	20052022	1.59		To clear
24/05/2022	Business Stream	DD	77.44	Appr Contr/Supplier	Sparkmill Water
24/05/2022	Zoom Video Comms	DD	38.40	Appr Contr Supplier	Zoom
25/05/2022	British Gas	DD	70.92	Appr Contr/Supplier	1 month's gas
25/05/2022	TC Group	DD	42.00	Appr Contr/Supplier	Payroll fees
26/05/2022	Lady Gaga Experience	EP	1,000.00	FC July 21	Jubilee 3rd June 2022
26/05/2022	Syd Lawrence Orchestra	EP	2,400.00	FC July 2021	3rd June 2022
26/05/2022	PX Productions Limited	EP	1,350.00	FC July 2022	Jam Balance 3rd June 2022
26/05/2022	Event Equipment Hire	EP	3,720.00	FC July 2022	3rd June 2022 Screen Stage
26/05/2022	On the Scene Management	EP	2,010.00	FC July 2021	Medic crew 3rd June 2022
26/05/2022	Roger Tuby & Son	EP	6,000.00	FC July 21	Sound/PA Tables/Chairs
26/05/2022	Allotment Holder	EP	25.00	Bond Refund	Bond Refund
26/05/2022	Mayor	EP	185.70	FC Jan 2021	Mayor Travel - 2021-22
27/05/2022	Salaries	EP	4,280.97	Fin Reg 7.1	Staff Salaries
27/05/2022	East Riding Pension	EP	515.30	Fin Reg 7.1	Pension contributions
27/05/2022	HMRC	EP	1,056.90	Fin Reg 7.1	Tax and NI
27/05/2022	Councillor P Astell	EP	20.00	P & f 16.5.22	Subsistence for collect Beacon
27/05/2022	Allotment Holder	EP	50.00	565	Bond Refund
27/05/2022	East Riding Council	EP	6.08	PO 93	Stationery
27/05/2022	Macebearer	EP	1,200.00	P & F 16 5 22	Honorarium
27/05/2022	Chubb Fire & Security	EP	279.50	Emergency TC	Door intercom repair
27/05/2022	Virgin Money	DD	19.70	Bank Charges	Bank Charges
27/05/2022	Post Office	DEBIT CARD	6.85	Jan 2022 FC	Signed for delivery
31/05/2022	Linley Simpson	DD	80.00	Appr Contr	Garage Well Lane rental

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Time: 17:00

Current Account

List of Payments made between 17/05/2022 and 30/06/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
				Supplier	
31/05/2022	kcom	DD	78.00	Appr Contr Supplier	Office Internet
31/05/2022	kcom	DD	72.34	Appr Contr Supplier	Office telephone
01/06/2022	Geoff Simpson Holdings	SO	529.20	Lease	1st Quarter Office rent
01/06/2022	Three.co.uk	DD	15.00	Authorised Contract	3 x officers moible
01/06/2022	Flo Gas	DEBIT CARD	147.62	FC Oct 20	Gas for Beacon for Jubilee
01/06/2022	The Cavernites	EP	950.00	FC Oct 20	Jubilee Entertainment
01/06/2022	UK Event Associate Ltd	EP	8,400.00	FC July 2020	Jubilee Event Management
01/06/2022	Innovation Entertainment	EP	860.00	FC Oct 202	Flem/Wed Market Jubilee entert
01/06/2022	ADSM Entertainments Limited	EP	840.00	FC Oct 2020	Hosting Jubilee Day Services
01/06/2022	J & M Bouncetastic	EP	70.00	Full Council Oct 20	Wrong amount
01/06/2022	Lake Entertainments	EP	825.00	Oct 20 FC	Flemingate

01/06/2022	Hull ScrapStore	EP	520.00	FC Oct 2020	Workshop at Jubilee
01/06/2022	Innovation Entertainment	EP	4,175.00	Oct 20 FC	Jubilee entertainers
01/06/2022	J & M Bouncetastic	EP	-70.00	Oct 20 FC	Wrong Amount correction
01/06/2022	A R Fabb Bros Ltd	EP	700.00	Oct 20 FC	Children equipment Jubilee
01/06/2022	A R Fabb Bros Ltd	EP	-700.00	Wrong payee	Wrong payee
01/06/2022	J & M Bounceastatic	EP	700.00	Oct 20 FC	Jubilee childrens area
01/06/2022	Hallbeck IT	DD	184.12	Appr Contract/Supplie	IT 365 Licences and Back up
01/06/2022	Hallbeck IT	EP	-184.12	Appr Cont Supp	Different amount
01/06/2022	Hallbeck IT	EP	184.19	Appr Cont Supplier	Licences 365 Backup Support
06/06/2022	Amazon Business	DEBIT CARD	3.99	Emergency Act Tow Cl	Paper Towel dispense keys
08/06/2022	KRL Group Limited	DD	158.84	Appr Contract Supp	Photocopier
10/06/2022	Post Office	DEBIT CARD	109.45	Appro Cont/Supp	100 2nd class stamps/gift
14/06/2022	Allstar Business	DD	74.98	Appr Cont/Supp	Fuel
14/06/2022	Allstar Business	DD	-74.98	appro contr/supplier	Wrong amount
14/06/2022	Allstar Business	EP	74.88	Appro Contr/supplier	Transport for Van
20/06/2022	Yorkshire Bank Credit Card	20062022	1.59		To Clear
21/06/2022	Eon next	DD	113.27	Appr Cont/Supp	CCTV Camera 3
21/06/2022	Eon next	DD	331.83	Appr Cont/Supp	Office Electricity
21/06/2022	D H Fletcher	SO	3,500.00	Appr Cont/ Supp	Office Rent
21/06/2022	HumberBridgeBoard	DEBIT CARD	33.00	P & F 16 05 22	Beacon Expenses
24/06/2022	Business Stream	DD	38.47	Appr Contract Suppli	Water - office
24/06/2022	Zoom Video Comms	DEBIT CARD	38.40	Approved Contract	Zoom subscription
25/06/2022	TC Group	DD	42.00	Appr Cont Supp	Payroll fees
29/06/2022	Virgin Money	DD	53.70		Bank Charges
29/06/2022	British Gas	DD	34.69	Appr Contract	Office Gas
30/06/2022	Linley Simpson	DD	80.00	Lease	Garage Rental
30/06/2022	Glasdon UK Limited	EP	1,315.44		30 PACKS OF 190/4131

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Current Account

List of Payments made between 17/05/2022 and 30/06/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/06/2022	Blachere Illumination UK Ltd	EP	3,538.80		Change to GX120L
30/06/2022	MKM Building Supplies	EP	30.25	Appr Supplier	Sand bags for Beacon
30/06/2022	East Riding Engraving	EP	124.00	Approved Supplier	Tree for Jubilee display spike
30/06/2022	East Riding Council	EP	174.58	Approved Supplier	Pest Control Keld/Lairgate
30/06/2022	Chubb Fire & Security	EP	137.06	Appr Supplier	Office CCTV annual contract
30/06/2022	Tom Ainley Plumbing Services	EP	83.00	Emergency Spebd	New flush button-WC at office
30/06/2022	Countrywise Water Coolers Ltd	EP	15.13	Approved Contract	Water Cooler Rental
30/06/2022	East Riding Theatre	EP	3,000.00	FC 30h May 2022	Partnership Grant
30/06/2022	Anti Freeze (York) Limited	EP	1,200.00	Appro Contract/Suppl	Watering barrier baskets



30/06/2022	Jim Ellis - Beverley	ep	326.16		Locks
30/06/2022	Supplies East Riding of Yorks	EP	156.66		Stationery
30/06/2022	Kingfisher Visitor Guides	ep	594.00		Hotel publication advert
30/06/2022	Anti Freeze (York) Limited	si65	18,282.00		Planting Watering
30/06/2022	The Gig Shop	EP	1,000.00	FC Jul 2021	Sound Lights Risers and Crew
30/06/2022	Apus Productions Ltd	EP	707.00	FC Sept 21	High Flyers - Jubilee Event
30/06/2022	Culture Music	EP	1,000.00	Sept 21 FC	Jubilee attendance
30/06/2022	Dave Remblence	EP	300.00	Sept 21 FC	Buddy Holly Jubilee Event
30/06/2022	Spectac-u-lab session	EP	300.00	Sept 21 FC	Jubilee event
30/06/2022	Chubb Fire & Security	EP	96.00	Appr	Call out to Alarm
				Contr/Supplier	
30/06/2022	Hinks Insurance	EP	30.71	Appr Contr Supp	Van Insurance
30/06/2022	Salaries	EP	8,925.95	Fin Reg	Salaries
30/06/2022	Mayor	EP	1,409.80	FC Jan 2022	Mayoral Allowance
30/06/2022	Cllr P Astell	EP	250.00	FC Jan 2022	Allowance
30/06/2022	Cllr T Astell	EP	250.00	FC Jan 2022	Allowance
30/06/2022	Cllr Wildey	EP	250.00	FC Jan 2022	Allowance
30/06/2022	Cllr Willis	EP	250.00	FC Jan 2022	Allowance
30/06/2022	Cllr G Johnson	EP	250.00	FC Jan 2022	Allowance
30/06/2022	HMRC	EP	3,606.66	Fin Reg	Tax and Ni
30/06/2022	East Riding Pension	EP	2,997.17	Fin Reg	Pension contributions
30/06/2022	E Woodhouse	EP	13.75	FC Jan 2022	Travel Jan-June 22
30/06/2022	UK Event Associate Ltd	EP	10,717.80	FC Jul 2021	Traffic Management Plan
30/06/2022	UK Event Associate Ltd	EP	2,620.80	FC Jul 2021	Stewarding
30/06/2022	UK Event Associate Ltd	EP	3,720.00	FC July 2021	Equipment Hire
30/06/2022	UK Event Associate Ltd	EP	3,455.16	FC Jul 2021	Marketing/Publicity
30/06/2022	UK Event Associate Ltd	EP	297.60	FC July 21	Refreshments/Tree
30/06/2022	Lidl	EP	29.75	FC July 2021	Buffet for entertainers
30/06/2022	Vanessa Delicatessen & Cafe	EP	330.00	FC July 2021	Civic Buffet for Jubilee
30/06/2022	St Mary's Parish Hall	EP	129.00	FC July 2021	Hall hire Jubilee

Total Payments 128,091.16

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Time: 17:16

Yorkshire Bank Credit Card

List of Payments made between 17/05/2022 and 30/06/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2022	Yorkshire Bank credit card	DD	1.59	Bank	IT storage charges
01/06/2022	Hallbeck IT	DD	184.19	Authorised Contracto	365 licences, back up, support
01/06/2022	Hallbeck IT	EP	-184.19	Approved Contractor	Should have come from current

Total Payments 1.59

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

RESOLVED: That the payments submitted in i. and ii from 17th May 2022 to 30th June 2022 are approved

(b) To approve 2022-23 Quarter 1 Finances and Internal Control Review (1st April 2022 to 30th June 2022 attached)

Proposed: Councillor D Healy Seconded: Councillor Boynton

RESOLVED: That the Council reviews and approves the Quarter 1 finances for 2022-2023 and notes that Councillors Hopkins and Tucker have reviewed the Internal Control checklist which the Council also approves.

(c) To approve the payments from 1st July 2022 to 31st July 2022

- i. The current account (attached)
- ii. The credit card (for information, the credit card is now closed and the partial annual fee shown is to be refunded)

Date: 29/07/2022

Beverley Town Council 2022/23

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Time: 12:43

Current Account

List of Payments made between 01/07/2022 and 31/07/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2022	kcom	DD	78.00	Appro Contract	Internet Access
01/07/2022	kcom	DD	80.71	Appro Contract	Office telephone
01/07/2022	Geoff Simpson Holdings	SO	529.20	Appr Contract	Unit 2 rent
01/07/2022	Three.co.uk	DD	15.00	Appr Contract	Staff Mobiles
06/07/2022	Hallbeck IT	DD	184.19	Appr Contract	Remote Back up IT support
07/07/2022	Post Office	DEBIT CARD	13.70	Appro Cont	Notice to Quits Postage
08/07/2022	KRL Group Limited	DD	158.21	Appr Contract	Photocopier
14/07/2022	Allstar Business	DD	23.73	Appro Cont	Fuel
15/07/2022	Post Office	DD	11.15	Approved Supplier	Posting large parcel
20/07/2022	Eon next	DD	97.68	Appr Supplier	CCTV 42 Sat Mark
20/07/2022	Eon next	DD	66.09	Appr Supp	CCTV 1 Sat Mark
21/07/2022	Eon next	DD	104.31	Appr Supp	CCTV Wed Mark
21/07/2022	Eon next	DD	105.92	Appr Supp	Town Centre CCTV
22/07/2022	British Gas	DD	16.23	Approved Supp	Gas usage
22/07/2022	Siemens Financial Services	DD	322.81	Approved contract	Photocopier Lease
23/07/2022	Zoom Video Comms	DD	38.40	Appr Supp	Zoom subscription
25/07/2022	TC Group	DD	42.00	Approved Supp	Payroll Fees
25/07/2022	York Occupational Health	EP	195.00	Personnel	Report PH Services
26/07/2022	Beverley Minster	EP	64.00	Appr Supplier	Room Hire Annual Town
26/07/2022	Business Stream	EP	42.13	Appro Supplier	Queensgate Water
26/07/2022	Macebearer	EP	9.00	Jan 2022 FC	Travel to Hull/Return
26/07/2022	Jim Ellis	EP	517.32	Approved Supplier	Allotment Gate and Office lock
26/07/2022	Anti Freeze (York) Limited	EP	600.00	Approved Contract	2 waterings hot weather
26/07/2022	Countrywise Water Coolers Ltd	EP	63.64	Approved Contract	Water and water cooler hire
26/07/2022	The Westwood WI	EP	100.00	Approved	Buffe for dignatories
26/07/2022	Beverley Baptist Church	EP	205.00	Approved	Room Hire Jubilee
26/07/2022	Salaries	EP	4,119.42	Fin Reg	Salaries
26/07/2022	HRMC	EP	985.16	Fin Reg	Tax and Ni
26/07/2022	Aubergine 262 Ltd	EP	1,224.00	Contract	Website Hosting Annual
26/07/2022	ERNLLCA	EP	72.00	Approved Contract	Clr Training

26/07/2022	Rosindale & Son Ltd	ep	186.12	Keys
26/07/2022	Glasdon UK Limited	EP	1,381.32	Bio-degradable bags
26/07/2022	Larks	EP	170.00	Approved Jubilee entertainment Contract
26/07/2022	UK Event Associate Ltd	EP	1,620.00	Approved Contract Jubilee Final Fee
26/07/2022	East Riding Pension	EP	1,419.10	Fin Reg Pension contributions
28/07/2022	Yorkshire Bank	DD	59.47	Fin Reg Charges
28/07/2022	Freelance PA Services	EP	540.00	Fin Reg 211.1 a) Freelance PA Services ii
28/07/2022	PKF Littlejohn	EP	7,731.90	Fin Reg 11.1 a) v Audit Fees

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Date: 29/07/2022

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Time: 12:43

Current Account

List of Payments made between 01/07/2022 and 31/07/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/07/2022	Linley Simpson	DD	80.00	Approved Lease	Garage - Well Lane rental
31/07/2022	kcom	DD	78.00	Approved Supp	Internet Access
31/07/2022	kcom	DD	80.82	Approved Supp	Telephone
Total Payments			23,430.73		

It was explained that currently £9 in fees is owing on the credit however this will be refunded as the credit card account has been closed.

Proposed: Councillor T Astell **Seconded:** Councillor Hopkins

RESOLVED: To approve the payments from 1st July 2022 to 31st July 2022.

- (d) To replace current signatories on the bank mandate with members of the Policy & Finance Committee 2022-2023, the Clerk and Finance Officer

Proposed: Councillor L Johnson **Seconded:** Councillor D Healy

RESOLVED: That the Council has reviewed the signatories on the bank mandate and which will be renewed with the members of the Policy and Finance Committee only.

- (e) To appoint an additional Authorised User for the Virgin Bank Accounts (Administrative Officer to make payments from the bank in the absence of the Town Clerk)

Proposed: Councillor L Johnson **Seconded:** Councillor Willis

RESOLVED: That the Temporary Assistant Town Clerk is approved as an Authorised User for the Virgin Bank accounts for a period of 6 months in the absence of the Acting Town Clerk.

43/22: Civic and Council Events

- (a) To revise the decision to hold an Awards Night on 10th November 2022

Proposed: Councillor T Astell **Seconded:** Councillor Hopkins

RESOLVED: *To postpone the Awards Night and to re-arrange this in early 2023.*

(b) To note the Civic Dinner – Burns Night 27th or 28th January 2023.

The Council noted that the Civic Dinner will take place on 27th January 2023 and will be a Burns Night.

(c) To note the Civic Service – 16th October 2022

The Council noted the Civic Service will take place on 16th October 2022 at 2.30 pm at Toll Gavel United Church with a procession from Wednesday Market at 2.20 pm.

44/22: To authorise the purchase of a Council owned laptop for use by a Councillor approximately £500 to be vired from Members Allowance (in addition to those already purchased).

Councillor T Astell has declared an interest in this agenda item as detailed above.

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

RESOLVED: *To purchase an additional laptop in the sum of £500 plus office package for Councillor use for Council business and to be returned to the Council when ceasing to be a Councillor.*

Councillor A Healy arrived at the meeting and did not have any interests to declare.

45/22: To respond to the ERYC Consultation on the Saturday Market Pedestrian Area regarding potential ways forward (date for response is 26th August 2022 attached).

The Council noted the Consultation and felt it would be best for individual Councillors to complete the consultation as opinion was divided. The Council wished to comment that there should be more turning points for cars for greater room to manoeuvre, and that signage is made clearer.

46/22: To consider the exclusion of the public from the meeting on the grounds that confidential information in relation to business contracts shall be disclosed (Public Bodies (Admission of Meetings) Act 1960).

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

RESOLVED: *That the public be excluded from the meeting on the grounds that confidential information in relation to business contracts shall be disclosed (Public Bodies (Admission of Meetings) Act 1960).*

47/22: Office Cleaning

To consider and approve an office cleaner - see Cleaning Company Quotes attached

The Council noted that a number of companies had been asked to quote and two had been received.

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

RESOLVED: *To approve Minster Cleaning as the office cleaning company subject to the Council checking that they pay their staff the real living wage.*

48/22: Telephone System

To consider and approve the Telephone Quote for new telephone system – quote attached.

The Council noted that it had been difficult to find a company to quote.

Proposed: Councillor T Astell **Seconded:** Councillor Boynton

RESOLVED: To approve the quote from Enreach as the documents provided.

Proposed: Councillor T Astell **Seconded:** Councillor Hopkins

RESOLVED: Using Standing Order 25a to suspend Standing Order 3 x to allow the meeting to continue for one additional hour.

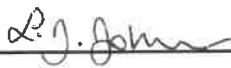
49/22: To review and consider a potential property purchase – Councillor D Jack

Councillor Jack reported on recent information.

Proposed: Councillor Jack **Seconded:** Councillor P Astell

RESOLVED: To approve known costs, undertake further research, obtain costs and to hold a Full Council Meeting on Monday 22nd August 2022 to consider the outcome. Councillors Jack and P Astell will undertake research.

The meeting finished at 9.25 pm

Signed:  _____

Date: 26/9/22 _____