

Minutes of the Policy and Finance Committee Meeting

On 3rd October 2022

At 6:30pm at the Town Council Offices, Well Lane, Beverley

Present: Councillors L. Johnson (Chair), P Astell, D Healy, D Horsley, D Jack and A Willis

In Attendance: Carol Oliver (Temporary RFO) and Libby Woodhouse (Temporary Assistant Town Clerk)

11/22: To receive Apologies for Absence:

Apologies were received from Councillors T Astell, C Hopkins (and D Tucker as substitute),

12/22: 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.

There were no Declarations of Interest.

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

There were no dispensations.

13/22: To note the minutes of the Policy and Finance Committee Meeting held on Monday 16th May 2022 (Approved and signed at the Full Council meeting of 30th May 2022).

The Committee noted the minutes of the Policy and Finance Committee Meeting held on Monday 16th May 2022 which were approved and signed at the Full Council meeting of 30th May 2022.

14/22: Finances:

- (a) Bank Balances

To receive the bank balances as at the 28th September 2022

Bank Balances at 28th September 2022

Account	Opening Balance 1st April 2022	End of Quarter 1 (to 30th June)	Bank Balances 28th September 2022
Current Account	£281,208.61	£259,131.67	£234,131.95
Reserve Account-deposit	£25,470.92	£25,482.99	£25,482.99
Youth Support Account	£1,500.67	£1,500.67	£1,500.67
Beverley Building Society Bond	£84,163.06	£84,163.06	£84,163.06
Public Sector Deposit Fund (CCLA)	£350,184.43	£350,503.16	£101,076.83
Virgin Money credit Card	£0.00	£0.00	£9.33
Totals	£742,527.69	£720,781.55	£446,364.83

Resolved: To approve the bank balances.

- (b) Direct Debits:

1. To note the increase of the monthly charge for the Payroll Contract with TC Group Limited from £35.00 plus VAT to £36.75 plus VAT per month

The Committee noted the change to the monthly payroll charge.

2.To consider whether to renew Amazon Prime annual fee in the sum of £80.00

The Committee noted that Amazon Prime will be cancelled.

3.To consider cancelling the fuel card as the monthly fee has risen from £19.77 per month to £33.77 plus VAT.

Resolved: That the fuel card will be cancelled.

(c) Payments:

1.To review Current Account payments made between 1st August 2022 to 31st August 2022 (see attached)

Resolved: To approve Current Account payments made between 1st August 2022 to 31st August 2022.

Date: 26/09/2022

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Time: 16:14

Current Account

List of Payments made between 01/08/2022 and 31/08/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2022	Three.co.uk	DD	15.00	Approved Contractor	3 x staff mobile
01/08/2022	Geoff Simpson Holdings	DD	529.20	Lease	Rent Unit 2
04/08/2022	Hallbeck IT	DD	184.19	Approved Contract	Remote IT 365 and Backup
09/08/2022	KRL Group Limited	DD	184.55	Appr Contract	Photocopier
14/08/2022	Alistar Business	DD	40.53	Contract	Fuel Card
17/08/2022	jameslegal	EP	1,140.00	Full Council 15.8.22	Legal Fees
17/08/2022	Graham Gibbs	EP	1,380.00	Full Council 15.8.22	Graham Gibbs
18/08/2022	Business Stream	DD	163.08	Contract	Sparkmill Water
24/08/2022	British Gas	DD	23.28	Approved Contract	Office Gas
24/08/2022	Zoom Video Comms	DD	38.40	Contract	Monthly subscription
25/08/2022	Countrywise Water Coolers Ltd	EP	16.19	Approved Contract	Water Cooler
25/08/2022	JB Rural Services	EP	3,180.00	Approved Contract	4 months services
25/08/2022	Anti Freeze (York) Limited	EP	1,920.00	Approved Contract	4 watering visits
25/08/2022	Salaries	EP	11,197.60	Fin Reg	Salaries
25/08/2022	HMRC	EP	5,298.03	Fin Reg	Tax and Ni
25/08/2022	East Riding Pension	EP	4,162.45	Fin Regs	Pension contributions
25/08/2022	Glasdon UK Limited	EP	1,381.32		Bio degradable bags
25/08/2022	Hallbeck IT	EP	708.00		Laptop for Cllr
25/08/2022	Post Office	DEBIT CARD	73.44	Budet Jan 2022	108 2nd class stamps
25/08/2022	Bank Charges	DD	31.18		Bank Charges
25/08/2022	TC Group	DD	44.10	Contract	Payroll
25/08/2022	Glasdon Manufacturing Limited	EP	-1,381.32	contract	Dog Poo Dispenser
25/08/2022	Glasdon Manufacturing Limited	EP	1,381.82	Contract	Dog Poo Dispenser
31/08/2022	kcom	DD	78.00	Approved Contract	Internet Access
31/08/2022	kcom	DD	76.08	Contract	Telephone
31/08/2022	Linley Simpson	DD	80.00	Contract	Garage rental
Total Payments			31,945.10		

2.To review Current Account payments made between 1st September 2022 to 30th September 2022 (see attached).

Date: 27/09/2022

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Time: 12:35

Current Account

List of Payments made between 01/09/2022 and 30/09/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2022	Three.co.uk	DD	15.00	Contract	Staff Mobiles
01/09/2022	Geoff Simpson Holdings	SO	529.20	Contract	Storage Unit 2
01/09/2022	Savills	EP	25,000.00	15.8.22 FC	Deposit and Fees for purchase
07/09/2022	Hallbeck IT	DD	184.19	Contract	Licences 365/Backup/Support
09/09/2022	KRL Group Limited	DD	17.99	Contract	IT Helpline
09/09/2022	Post Office	DIRECT DEB	79.15	Contract	Postage
14/09/2022	Alistar Business	DD	23.73	Contract	Fuel Card
15/09/2022	jameslegal	5045	216,942.28	FC 22 8 2022	Completion Monies
15/09/2022	Minster Cleaning	SO	210.00	FC 15.8.22	Cleaning Contract
20/09/2022	Eon next	DD	110.68	Contract	Toll Gavel Camera
21/09/2022	Eon next	DD	432.92	Contract	Office electricity
23/09/2022	British Gas	DD	21.16	Contract	Office Gas
23/09/2022	Business Stream	DD	38.67	Contract	Office Water
23/09/2022	Zoom Video Comms	DD	38.40	Contract	Monthly subscription fee
24/09/2022	D H Fletcher	DD	3,500.00	Lease	2nd quarter rent
25/09/2022	TC Group	DD	44.10	Contract	Payroll Fees
27/09/2022	Virgin Money	DD	17.40		Bank Charges
29/09/2022	Countrywise Water Coolers Ltd	EP	16.19	Contract	Water Cooler
29/09/2022	Freelance PA Services	EP	65.00	Fin Reg 11	Note taker
29/09/2022	Dee Atkinson & Harrison	EP	720.00	FC 15.8.22	Assist to Pse at Auction
29/09/2022	P Nendick	EP	9.00	Jan 2022	Travel
29/09/2022	C Oliver	EP	16.20	Budget FC Jan 2022	Travel - notice boards/collect
29/09/2022	HMRC	EP	1,387.98	Fin Reg	Tax and Ni
29/09/2022	East Riding Pension	EP	1,522.30	Fin Reg 7	Pension contributions
29/09/2022	Salaries	EP	4,726.64	Fin Reg	Salaries
29/09/2022	ERNLLCA	EP	69.60	Budget Jan FC 2022	Allotment Training
29/09/2022	Supplies East Riding of Yorks	EP	49.74		ER11591048/95/117/Supplies Eas
29/09/2022	Phoenix Heating	EP	72.00	Contract/Emerge	Gas Boiler Repair
29/09/2022	Supplies East Riding of Yorks	EP	10.18		Stationery
29/09/2022	East Riding Council	EP	64.00	Full Council 220822	Cert Cop St Johns register
29/09/2022	East Riding Council	EP	1,200.00	Contract	Christmas Lights removal
29/09/2022	Tom Ainley	EP	70.00	Emergency	Toilet Repair
29/09/2022	BELGROUP LTD	EP	9,942.62		Redecoration of Gas Lamps
30/09/2022	Linley Simpson	DD	80.00	Contract	Garage Rent

Total Payments 267,226.32

Payments made in respect of the purchase of the new building were discussed

Resolved: To approve the hire of a skip at the new building and that a site visit to Unit 2 and the New Town Hall takes place on Monday 17th October 2022 at 6.30 pm instead of the Full Council Meeting.

Resolved: To approve Current Account payments made between 1st September 2022 and 30th September 2022.

L:99

- (d) **Virgin Money Mandate**
To consider adding the Finance Officer to the Virgin Money Mandate to enable an officer to liaise with Bank.

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

Resolved: To enable a member of staff to be able to speak to the bank, to resolve that the Temporary Assistant RFO is added to the mandate as a signatory. The Acting Town Clerk and the Temporary Assistant Town Clerk will remain as authorised users to maintain the segregation of duties.

- (e) **Virements:**

1. To consider and approve a Virement to the Platinum Jubilee budget for the purchase of Union Jack flags/flagpoles of £4779.95 (this is not part of UK Events Associate's budget heading – needs to come from a Council budget heading)

Resolved: To resolve that a virement is made to the Platinum Jubilee budget from the Ear Marked Reserves Grants budget heading in the sum of £4780 to cover the shortfall.

2. To consider and approve a Virement to the Street Lighting SLA 2022/2023 due to increased energy costs – see email attached and information.

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

Resolved: To resolve that a virement is made to the Street Lighting budget from the Ear Marked Reserves Street Furniture budget heading in the sum of £3437 to cover the shortfall.

15/22: Audit Action Plan

To review and recommend for Full Council approval the following policies (attached):

- (a) **The Council's Investment Strategy**

Resolved: To recommend to Full Council that the Council's Investment Strategy is renewed with amended dates.

- (b) **Purchase Order Policy**

Resolved: To defer the approval of this policy until Financial Regulations have been reviewed and to gain advice from ERNLLCA.

- (c) **Reserves Policy**

Resolved: To recommend to Full Council that the Reserves Policy is approved.

- (d) **Asset Policy**

Resolved: To recommend to Full Council that the Asset Policy is approved subject to the following values:

2.1 (e): other assets estimated or known to have a minimum purchase or resale value of £250.

2.3 (ix): assets with a purchase or resale value of less than £250 (other than items listed for inclusion in the asset register).

- (e) **Dignity at Work Policy (Civility & Respect Programme)**

Resolved: To recommend to Full Council that the Dignity at Work Policy is approved.

16/22: To review the Press & Media Policy (attached)

Resolved: To recommend to Full Council that the Press & Media Policy is reviewed and approved.

17/22: Asset Register
To receive an update on the Asset Register.

The Temporary Assistant RFO reported that the new building is now insured. A review of the asset register against the insurance schedule had been carried out and all items are insured.

Officers are waiting for time to undertake a review of the contents of the Unit 2 lockup, which will take place with Councillors and JB Rural if needed.

The meeting finished at 7.32 pm

Signed *A. J. Johnson*

Date 14/11/22

AJJ

