



BEVERLEY
TOWN COUNCIL
WORKING AS A COMMUNITY

Town Clerk: Mr Matthew Snowden

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Wednesday 10th May 2023

To all members of the Town Council

Dear Councillor,

ANNUAL COUNCIL MEETING and MAYOR MAKING

You are hereby summoned to attend the Annual Council Meeting and Mayor Making of Beverley Town Council, to be in the Guildhall, Register Square, Beverley on **Monday 15th May 2023 to commence at 6.30pm.**

Yours faithfully,

Matthew Snowden
Town Clerk

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. Election of a new Chairman / Mayor for the 2023-2024 Municipal Year:

- (a) The outgoing Mayor gives a short address, presents cheques to their chosen charities and presides over the election of the new Chairman / Mayor of Beverley for the 2023-2024 Municipal Year.
- (b) The newly elected Chairman / Mayor and Mayoress / Consort will be robed and adorn the Chains of Office.
- (c) The newly elected Chairman / Mayor will sign the Declaration of Acceptance of Office.
- (d) The newly elected Chairman / Mayor announces their Mayoress / Consort.

2. To Receive Apologies for Absence

3. Councillor Declarations

To note Councillor Declarations of Acceptance of Office and Register of Interests.

4. Declarations:

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

5. Election of new Deputy Chairman / Mayor of Beverley for the 2023-2024 Municipal Year:

- (a) The newly elected Deputy Chairman / Mayor of Beverley presides over the election of a Vice Chairman / Deputy Mayor of Beverley for the 2022-2023 Municipal Year.
- (b) The newly elected Deputy Chairman / Mayor will announce their Deputy Mayoress / Consort.
- (c) The newly elected Deputy Chairman / Mayor and Deputy Mayoress / Consort will be robed and adorn the Deputy Mayor's Chains of Office.

6. Mayoral Address

To receive an address from the newly elected Mayor of Beverley, including announcement of the good causes for which they will raise funds during the 2022-2023 Municipal Year.

7. Minutes from the Last Meeting

To approve the Minutes of the Full Council Meeting of 24th April 2023 (see attached).

8. Policies and Procedures

To make arrangements to review and adopt the following documents:

- (a) Standing Orders
- (b) Financial Regulations
- (c) Code of Conduct
- (d) Scheme of Delegation – review of delegation and terms of reference of Committees.

9. Committees

(a) **Committee Appointments:** To appoint the following Committees (see attached):

- | | |
|---------------------------------|---|
| i. Policy and Finance Committee | ii. Planning, Property and Services Committee |
| iii. Personnel Committee | iv. Town Hall Advisory Working Group |

(b) **Committee Memberships:** To elect members, chairs and vice-chairs to the Committees (see attached):

- | | |
|--|--|
| i. Policy and Finance Committee <ul style="list-style-type: none"> • 8 members • 2 substitutes • Chair • Vice-chair | ii. Planning, Property and Services Committee <ul style="list-style-type: none"> • 8 members • 2 substitutes • Chair • Vice-chair |
| iii. Personnel Committee <ul style="list-style-type: none"> • 4 members • Chair • Vice-chair | iv. Town Hall Advisory Working Group <ul style="list-style-type: none"> • 5 members • Chair • Vice-chair |

10. Partnership Ambassadors

To select Councillors to act as Ambassadors to the Council's Partnership Grant organisations (see attached):

- | | |
|---|---|
| (a) Beverley Barge Preservation Society | (d) Cherry Tree Community Association Youth Project |
| (b) Beverley in Bloom | (e) East Riding Theatre |
| (c) Beverley Puppet Festival | (f) Stage4Beverley |
| (d) Beverley Rugby Union Football Club | (g) Two Churches One Town |

11. External Groups

To select Councillors to represent the Town Council to the following groups and bodies (see attached):

- (a) East Riding and North Lincolnshire Local Councils Association – ERNLLCA (2 representatives)
- (b) Parish Planning Liaison Meetings (1 representative)
- (c) Beverley Chamber of Trade (2 representatives)
- (d) Coronation Garden Project Group (1 representative)
- (e) Nogent Twinning Association (1 representative)

12. Meeting Calendar for 2023-2024

To approve a calendar of meetings for the 2023-2024 Municipal Year in accordance with Standing Orders – this calendar will be technically provisional, with meetings not legally obligated to take place until the official summons are published and circulated (see attached).

13. Electronic Summons and Communications

To resolve to receive all meeting summons and related agenda, additional documentation, etc., via email.

14. Internal Auditor

To reconfirm Internal Audit Yorkshire as Beverley Town Council's Internal Auditor for 2023-2024 (this will be the third year of a previously resolved three-year contract).

15. Policies and Procedures

To receive and resolve how to review policies, procedures and practices (copies of which can be found via the following link: <https://www.beverley.gov.uk/policies-procedures/>)

16. Assets

To review and confirm the Council's Asset Register and Inventory (attached)

17. Insurance

To confirm the Town Council's Insurance (attached)

18. Subscriptions

To confirm subscriptions to:

- (a) East Riding and North Lincolnshire Local Councils Association (ERNLLCA)
- (b) Society of Local Council Clerks (SLCC)
- (c) National Society of Allotment and Leisure Gardeners.

19. Review of Legal Agreements with other Authorities

To confirm the ongoing Service Level Agreements (SLA) for provision of the following services:

- (a) ERYC – Data Protection SLA
- (b) ERYC – Christmas Lighting SLA
- (c) ERYC – Street Lighting SLA
- (d) ERYC – CCTV SLA

20. Budget 2023/2024 and s137 Expenditure

To receive and note the following

- (a) To receive the approved budget for 2023/2024
- (b) To note the s137 for 2023/2024 is £9.93 per elector of the Parish.

**Upon the conclusion of the meeting, all Councillors and guests
are invited to adjourn to the Mayor's Parlour for light refreshments.**



Minutes of Full Council Meeting

24th April 2023

6:30pm at the East Riding College, Armstrong Way, Beverley

Present: Councillors L. Johnson (Chairman), P Astell, T Astell, D Boynton, I Gow, D Healy, C Hopkins, D Horsley, D Jack, G Johnson and D Tucker.

In Attendance: Matthew Snowden (Town Clerk),
Libby Woodhouse (Assistant Town Clerk and Civic Officer)
Two members of the public

174/22: Public Forum

An opportunity for members of the public to address the Town Council

- **Member of the Public** – it is seven days prior to the elections and only day to day business should be dealt with, not any new business.
- **Member of the Public** – had predicted that due to the projected expenditure in the next 12-18 months, that the Council would have cash flow problems.

175/22: Apologies

To Receive Apologies for Absence.

The Council received apologies for absence from Councillors A Healy and A Willis.

176/22: 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.**

There were no declarations of interest.

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

There were no dispensations.

177/22: Full Council Minutes

To approve and sign the minutes of Full Council held on Monday 27th March 2023 (see attached).

Proposed: Councillor Horsley **Seconded:** Councillor G Johnson

Resolved: *That the minutes of the Full Council meeting held on 27th March 2023 are approved and signed as a true and correct record.*

178/22: Committee Meeting Minutes

To approve and sign the following committee minutes (see all attached):

- (a) Personnel Committee held on Friday 31st March 2023**

Proposed: Councillor D Healy **Seconded:** Councillor Jack

Resolved: That the minutes of the Personnel Committee on 31st March 2023 are approved and signed as a true and correct record.

(b) Planning Environment and Services Committee held on Tuesday 4th April 2023.

Proposed: Councillor P Astell **Seconded:** Councillor Tucker

Resolved: That the minutes of the Planning, Environment and Services Committee of 4th April 2023 are approved and signed as a true and correct record.

(c) Town Hall Advisory Working Group held on Tuesday 11th April 2023.

Proposed: Councillor D Boynton **Seconded:** Councillor Jack

Resolved: That the minutes of the Town Hall Advisory Working Group on 11th April 2023 are approved and signed as a true and correct record.

179/22: Mayor's Announcement and Correspondence

To receive updates of Mayoral Engagements, forthcoming events and correspondence (Mayor to report).

- The Mayor reported on listed engagements that she had attended.
- The Mayor mentioned that arrangements for the King's Community Celebration on Monday 8th May in Beverley Minster were well underway. There will be a Civic reception prior to the performances in the Minster which will be free for the public to watch, have picnics, refreshments and there will be volunteer organisation stalls to advertise what they do. A £500 grant from ERYC had been received for the community aspect of the day.
- The Mayor outlined the work and the achievements of the Council over the past four years. She thanked all Councillors for their work and their support especially during such a difficult time.
- The Mayor thanked Councillor Jack who was retiring following service to the Council since he first became a Councillor in 1999. It is hoped that Cllr Jack will remain involved with the Town Hall project and Christmas Lighting.

180/22: Updates and Reports from other Councillors

To receive reports and updates from Councillors serving on external bodies and partnership ambassadors.

Councillor Boynton – reported that the Rugby Club are undertaking a Pride event this year and that there is a lot of work behind the scenes. There will be further details shortly.

181/22: Public Forum Question Responses

To consider and formulate responses to matters raised in the Public Forum at the Full Council meeting of 27th March 2023.

A member of the public – queried whether the Council had followed quotation procedures and the timing of surveys and thanked Councillor Jack for his hard work for the community.

Resolved: To approve the following response given by the Town Clerk:

Regarding the quotation procedure, Council refers the enquirer to the resolution of Council made on 23rd February 2023 as part of item 124/22 (Question 3).

Regarding the timing of surveys, upon a request from the member of the public on 1st March 2023, officers sent them electronic copies of the pre-purchase survey, along with the Report of Title from the solicitor and a Zip file containing 38 other legal documents that were part of the original auction pack on March 7th 2023.

All of these reports, surveys and documents were produced prior to the purchase of the property in question and not, as the member of the public was concerned, subsequent to it.

A member of the public – queried the timing of altering documents.

The Acting Town Clerk reported that this would be addressed later in the meeting (see 161/22 below).

Resolved: *To approve the following response as given by the Town Clerk:*

As considered and resolved later in the meeting at which the matter was raised in the Public Forum, the reason Standing Orders, Financial Regulations and the Scheme of Delegation were being reviewed, was to take into account the revised staffing structure that came into being on 1st April 2023, with a split in role between Town Clerk and Responsible Financial Officer.

The changes also reflect the retirement of the Grants Committee and Christmas Lights Committee, with their duties being incorporated into the Policy and Finance Committee and Planning Environment and Services Committee respectively.

These documents will then be reviewed by the new Council at its first Annual Town Council Meeting on 15th May 2023.

182/22: Finances

To approve and resolve the following matters:

(a) Bank Balances: The bank balances as at 31st March 2023 (see attached).

Proposed: Councillor Hopkins **Seconded:** Councillor Gow

Resolved: *To approve the bank balances as at 31st March 2023, and to refer the ongoing financial and governance checks to the new Policy and Finance Committee.*

Councillor G Johnson signed the bank statements to verify the bank balances.

(b) Payments:

- i. **Payments made from 1st March 2023 to 31st March 2023 (see attached).**
- ii. **Payments made and to be made 1st April 2023 to 30th April 2023 (see attached).**

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

Resolved: *To approve payments made from 1st March 2023 to 31st March 2023 (i) and payments made from 1st April 2023 to 30th April 2023 (ii).*

Date: 17/04/2023

Beverley Town Council 2022/23

Time: 14:58

Current Account

Item 9b.i

List of Payments made between 01/03/2023 and 31/03/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2023	Hallbeck IT	DD	199.27	Supp, BackUp Licence	IT support Contract
01/03/2023	Geoff Simpson Holdings	SO	529.20	Lease	Lease of Unit 2
01/03/2023	East Riding Council	DD	-254.00	Contract	Town Hall Rates - no payment - Mar
03/03/2023	kcom	DD	216.85	Contract	March Telephone/Internet
03/03/2023	Three.co.uk	DD	15.00	Contract	3 x Staff mobiles
06/03/2023	National Allotment Society	EP	66.00	Contract	Annual Membership of NAS
06/03/2023	Countrywise Water Coolers Ltd	EP	16.19	Contract	Feb water cooler
06/03/2023	St John Ambulance	EP	126.72	Full Council	Pancake Race - first aid
06/03/2023	The Armstrong Centre	EP	43.75	Full Council	Room hire F/C 20 2 2023
09/03/2023	Business Stream	DD	32.44	Contract	Quarterly Sparkmill allotments water
09/03/2023	KRL Group Limited	DD	96.05	Contract	Monthly Photocopier usage Monthly
10/03/2023	Enreach UK Ltd	DD	57.07	Contract	fee Telephone equipment Monthly
15/03/2023	Minster Cleaning	SO	210.00	Contract	fee - Cleaning
15/03/2023	TC Group	DD	44.10	Contract	Monthly fee - Payroll Fees
21/03/2023	Enreach UK Ltd	DD	99.74	Contract	Monthly Phone usage
21/03/2023	Eon next	DD	110.44	Contract	Quarterly Cam 3 Toll Gavel Quarterly
21/03/2023	Eon next	DD	484.87	contract	Office electricity Monthly Gas for
22/03/2023	British Gas	DD	155.61	Contract	office
22/03/2023	Post Office	DEBIT CARD	1.85	Utility	Letter to Twinning Town
24/03/2023	Business Stream	DD	38.05	Utility	Quarterly Office Water
24/03/2023	British Gas	DD	38.05	Contract	Incorrect entry
24/03/2023	British Gas	DD	-38.05		To remove incorrect entry Quarterly
25/03/2023	D H Fletcher	SO	3,500.00	Lease	Office Rent
28/03/2023	Virgin Money	DD	19.42		Virgin Money monthly bank charges
30/03/2023	Blue Aurora	EP	1,500.00	Dec Full Council	Civic Awards Night video/audio
30/03/2023	Lord Mayor's Charity Appeal Fund	EP	70.00	Budget	Dep Mayor attendance at Hull charity event
30/03/2023	East Riding Council	EP	57.60	P0146	A4 green, blue paper
30/03/2023	HMRC	EP	2,348.92	Fin Reg 7	Tax and Ni
30/03/2023	East Riding Pension	EP	2,126.00	Fin Reg 7	Pension contributions
30/03/2023	Salaries	EP	6,229.48	Fin Reg 7	Staff Salaries
30/03/2023	Muffin Music	EP	250.00	Nov 22 FC	2 X Performances - Award Evening
30/03/2023	East Riding Theatre	EP	853.70	Nov 22 FC	Venue hire and bar Awards Evening
30/03/2023	UK Safety Management	EP	199.20	Contract	Annual Fixed Wire Circuit Testing
30/03/2023	Delaney Marling Partnership	EP	570.00	Sept 2022 FC	Prof fees for architect advice
30/03/2023	Shift Key Theatre	EP	350.00	FC Dec 22	Run Schedule/Host Awards Evening
30/03/2023	Allotment Holder	EP	50.00		Bond RefundKS26B
30/03/2023	SSE Electricity	EP	38.42	F/C Sept 2022	Quarter electricity for Town Hall
30/03/2023	JB Rural employee	EP	6.25	Emergency	Lock purchase for container
30/03/2023	EY Food Bank	EP	1,588.00	FC Feb 2023	Grant
30/03/2023	MASH	EP	495.00	FC Feb 2023	Grant
30/03/2023	Bev Civic Society	EP	2,000.00	FC Feb 2023	Grant
30/03/2023	Bev Male Voice Choir	EP	512.50	FC Feb 2023	Grant

Date: 17/04/2023

Beverley Town Council 2022/23

Item 9b.i

Time: 14:58

Current Account

List of Payments made between 01/03/2023 and 31/03/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/03/2023	E R Concert Orchestra	EP	2,000.00	FC Feb 23	Grant
30/03/2023	SSE Electricity	EP	30.16	Sept 22	Town Hall Electricity
30/03/2023	East Riding Council	EP	458.40	PPS March 21	Grit Bin instal Queens Road
30/03/2023	East Riding Council	EP	1,890.00	Contract	Annual Grit bin refills
30/03/2023	East Riding Council	EP	6,977.50	Contract	Xmas Lights put up/takedown agreed items
30/03/2023	East Riding Council	EP	672.00	Oct 21	Banner Erection for Jubilee
30/03/2023	ERNLLCA	EP	276.00	Per Dec 2022	Employment Advice
30/03/2023	Linley Simpson	DD	80.00	Lease	Monthly Garage rental
30/03/2023	kcom	DD	146.31	Contract	Internet access
30/03/2023	Wombles of Beverley	EP	450.00	FC 2023 Feb	Grant
30/03/2023	Officer	EP	41.37	FC JAN 2023	Refund of purchase of bunting
30/03/2023	Post Office	DEBIT CARD	244.50	Budget	Various stamps
30/03/2023	Post Office	DEBIT CARD	367.50	Budget	Postage
31/03/2023	kcom	DD	146.31	Contract	Internet Access
31/03/2023	Crazy Domains	DD	6.00	Budget	Website Food Festival Domain
Total Payments			38,693.43		

Date: 18/04/2023

Beverley Town Council Current Year

Item 9b.ii

Time: 18:15

Current Account

List of Payments made between 01/04/2023 and 30/04/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/04/2023	Geoff Simpson Holdings	DD	529.20	Lease	Unit 2 monthly lease
03/04/2023	Hallbeck IT	DD	204.84	Contract	IT Support/Licences/Backup
03/04/2023	Three.co.uk	DD	15.00	Contract	3 staff monthly mobiles
04/04/2023	W Boyes & Co Limited	DEBIT CARD	6.19	Utility	Stationery/Toilet roll
08/04/2023	KRL Group Limited	DD	83.71	Contract	Photocopier use/support
08/04/2023	PeacFin Enreach	DD	57.07	Contract	Telephone equipment
10/04/2023	Enreach UK Ltd	DD	88.80	Contract	Telephone usage
11/04/2023	Ace Dry Cleaners	DEBIT CARD	25.00	Utility	Mayor's Robe Cleaning
15/04/2023	Minster Cleaning	DD	210.00	Cleaning Contract	Cleaning Contract
18/04/2023	Eon next	DD	101.89	Contract	March CCTV power
18/04/2023	Eon next	DD	124.54	Contract	CCTV Sat Market
21/04/2023	Eon next	DD	99.90	CCTV Wed Mar	Contract
22/04/2023	Siemens Financial Services	DD	322.81	Lease	Quarterly Lease Hire
25/04/2023	East Riding Council	DD	159.05	Utility	Rates-Town Hall
25/04/2023	TC Group	DD	44.10	Contract	Payroll fees
26/04/2023	Bridge McFarland	EP	12,047.40	Legal Expenses	Legal Expenses Dec to Mar
26/04/2023	Business Stream	EP	41.19	Utility	Sparkmill Allot Water
26/04/2023	Stage 4 Beverley	EP	1,750.00	FC March 2023	2nd Year Partnership
26/04/2023	JB Rural Services	EP	4,206.00	Contract	Maintenance Feb/Mar+Town Hall
26/04/2023	E Woodhouse	EP	2.98	Fin Reg 7	Feb/March Travel
26/04/2023	Npower	EP	605.35	Contract	Christmas Light Power 22/23

26/04/2023 Allotment Holder S63B	EP	50.00	Bond Refund
26/04/2023 Allotment Holder Q58B	EP	50.00	Bond Refund
26/04/2023 Allotment Holder S21	EP	25.00	Bond Refund
26/04/2023 The Armstrong Centre	EP	85.00 Clerk	Room Hire for Annual Town
26/04/2023 Raymac Signs Ltd	EP	288.00 Full Council 27.3.23	Coronation Banners 6 5 23
26/04/2023 Minster Cleaning	EP	20.58 Contract	Real Living Wage increase
26/04/2023 Bev & North Hold Drainage Board	EP	43.74 Utility	Rates for Sparkmill Allot
26/04/2023 Geoff Simpson Holdings	EP	27.94 Contract	Electricity for Unit 2
26/04/2023 East Riding Council	EP	757.64 Utility	Recycling Charge/Commercial
26/04/2023 Simply Shredding	EP	39.60 Contract	Confidential waste
26/04/2023 HMRC	EP	1,650.40 Fin Reg 7	Tax and NI
26/04/2023 East Riding Council	EP	188.00 Lease	Lease-Keld Lair allotments
26/04/2023 ERNLLCA	EP	1,975.38 Subscription	Annual NALC and ERNLLCA fee
26/04/2023 East Riding Pension	EP	1,692.71 Fin Reg	Pension Contributions
26/04/2023 Salaries	EP	5,252.34 Fin Reg 7	Salaries for April
26/04/2023 East Riding Hygiene Bank	DD	500.00 Full Council 27/3/23	Grant
26/04/2023 Macebearer	EP	1,200.00 Budget 23/24	Honorarium
26/04/2023 One Stop Promotions	EP	352.44 Full Council 27/3/23	Union and Pride Flags
28/04/2023 Virgin Money	DD	31.10 Bank Charges	Bank Charges
30/04/2023 Linley Simpson	DD	80.00 Lease	Garage Well Lane monthly rental
Total Payments		£35034.89	

(c) Youth Budget: to receive feedback from the Cherry Tree Community Association Youth Project.

The Town Clerk reported that Cherry Tree needed electronic and games equipment for their youth project.

Proposed: Councillor Hopkins **Seconded:** Councillor Boynton

Resolved: To donate £1,000 (the funds set aside for youth project work) to the Cherry Tree Community Association Youth Project to purchase the equipment as sponsored by Beverley Town Council.

(d) Internal Audit: To note the internal auditor's attendance on 2nd May 2023 to complete year-end audit.

The Council noted that the date for Internal Audit is 2nd May 2023. The report will be given to the new Council in June.

183/22: Meeting and Training Schedule

To receive a calendar of meetings, councillor training sessions and other matters for the forthcoming 2023-2024 Municipal Year (see attached – Town Clerk to report)

The Town Clerk explained that induction and training had been incorporated into the meeting schedule:
10th May, 5-7 pm – meet and greet for all and new Councillors and to complete and sign documents, meet the staff and receive induction and agenda packs.

15th May – Mayor Making and Annual Council Meeting

17th May – General induction – to be undertaken by the Town Clerk.

22nd May – Finance Training - to be undertaken by the Internal Auditor.

12th June – GDPR and Data Protection – to be undertaken by ERYC

26th June – Employer training

1st July – allotment site visits.

Resolved: To approve the meeting schedule incorporating the training and induction schedule.

184/22: To consider the exclusion of the press and 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 D Healy

Seconded: Councillor Boynton

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

185/22: Town Hall Project

To approve the following recommendations of the Town Hall Working Group of 11th April 2023:

A proposal to defer this agenda item for the new Council to consider was withdrawn

(a) Contract Approval: To approve the contract with Delaney Marling Partnership (see attached).

Proposed: Councillor Boynton

Seconded: Councillor T Astell

Resolved: *That as the contract had been reviewed by Officers and ERNLLCA, and as this contract for services has already been tendered and awarded, to approve the contract with Delaney Marling Partnership, and that Councillors D Boynton and D Jack are to sign.*

(b) Basic Work: To approve the following basic work, to be carried out as part of the Town Council's ongoing maintenance contract as recommended by the Town Hall Working Group:

- i. Painting the Town Hall gate
- ii. Painting to the external side of the Town Hall doors
- iii. Painting the boarded-up front windows
- iv. Opening, emptying and removing the shed

Proposed: Councillor P Astell

Seconded: Councillor Tucker

Resolved: *To approve the ongoing maintenance work required to the Town Hall as this can be achieved via the existing maintenance contract with the purchase of paint only.*

(c) Architects: To approve the recommendation from the Town Hall Working Group that two Architects are approached from the three on the list to provide two sets of ideas/initial feasibility plans for the Council, in the sum of £3,700 plus VAT.

The Town Clerk reported that Councillors and Officers had met with the VAT specialist as approved by the Council, who advised that the Council must become VAT registered before starting any architect work. The VAT specialist will provide a report to the Council.

Proposed: Councillor Gow

Seconded: Councillor Boynton

Resolved: *To defer this item until June for the new Council to consider once VAT registration has been completed and the VAT report has been received.*

186/22: Plot 1, Queensgate Allotments

To note advice with regard to the letting of Plot 1 (Town Clerk and Assistant Town Clerk to report)

The Town Clerk reported on recent advice from ERNLLCA following the request for review from the Planning, Environment and Services Committee.

Proposed: Councillor P Astell

Seconded: Councillor Gow

Resolved: *To seek further advice from the National Society of Allotment and Leisure Gardeners and to report to the next Full Council or Planning Environment and Services Committee with the correct information/advice.*

187/22: Staffing

(a) HR Company: To approve the HR Company as recommended by the Personnel Committee.

The Personnel Committee had met with a recommended HR Company following a tender process.

Proposed: Councillor Gow

Seconded: Councillor P Astell

Resolved: *To approve the contract with WorkNest in the sum of £2,938 per annum for HR and Health and Safety Services for a period of five years*

(b) Staffing/Employment Issues: To consider any other staffing or employment matters that may need addressing.

Councillor D Healy gave the Council an update on staffing employment matters that are still ongoing.

As this was the final meeting of the four-year term of office of the current Council, Councillor D Healy thanked all Councillors and Officers for their hard work, and the Mayor, Councillor L Johnson, for two years as Mayor and Chairman of the Council. Thanks were given to Councillor D Jack who is retiring following service to the Council since 1999.

Meeting finished at 8.15 pm

Signed: _____

Dated: _____



Beverley Town Council Standing Orders – March 2023

(MODEL STANDING ORDERS 2018 (ENGLAND) — UPDATED APRIL 2022)

National Association of Local Councils (NALC)
109 Great Russell Street
London
WC1B 3LD

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INTRODUCTION

This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to his/her/their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he/she/they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she/they considers has been breached or specify the other irregularity in the proceedings of the meeting he/she/they is concerned by.
- q A point of order shall be decided by the chair of the meeting and his/her/their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her/their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed two minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed fifteen minutes unless

directed by the chair of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than three minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise his/her/their hand when requesting to speak.
- j A person who speaks at a meeting shall direct his/her/their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his/her/their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her/their casting vote whether or not he/she/they gave an original vote.**

4. COMMITTEES AND SUB-COMMITTEES

- a Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:**
 - i. shall determine their terms of reference;**
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;**
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;**
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;**
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer three days before the meeting that they are unable to attend;**
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;**
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;**
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;**
 - ix. shall determine if the public may participate at a meeting of a committee;**
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;**
 - xi. shall determine if the public may participate at a meeting of a sub-**

committee that they are permitted to attend; and

xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j **Following the election of the Chair of the Council and Vice-Chair (if there is**

one) of the Council at the annual meeting, the business shall include:

- i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his/her/their acceptance of office form unless the Council resolves for this to be done at a later date;**
- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;

- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by two members of the committee [or the sub-committee], any two members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least eight councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be

settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least six clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least four clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i to correct an inaccuracy in the draft minutes of a meeting;

- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings ●
 Committee meetings ●
 Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she/they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his/her/their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
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- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall retire to the public gallery of the room or Council chamber where the meeting considering the business is held in which he/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- c Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by the Council's code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the**

transaction of the business;

- ii. granting the dispensation is in the interests of persons living in the Council's area; or**
- iii. it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a** Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b** Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c** The Council may:
 - i.** provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii.** seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d** Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:

- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least five days before the meeting confirming his/her/their withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his/her/their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. refer a planning application received by the Council to the Chair or in his/her/their absence the Vice-Chair (if there is one) of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
- xv. manage access to information about the Council via the publication scheme; and

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;

- iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least five ^{days} prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with**

an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).

- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council’s specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council’s written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC’s procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council OR the Personnel Committee is subject to standing order 11.
- b Subject to the Council’s policy regarding absences from work, the Council’s

most senior member of staff shall notify the chair of Council OR the Personnel Committee, if he/she/they is not available, the vice-chair (if there is one) of the Council or the Personnel committee of absence occasioned by illness or other reason and that person shall report such absence to the Personnel committee

- c The chair of the Council or the Personnel Committee or in his/her/their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the member of staff's job title]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by Personnel committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Personnel committee or in his/her/their absence, the vice-chair of in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Personnel Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the chair or vice-chair Personnel Committee this shall be communicated to another member Personnel Committee which shall be reported back and progressed by resolution of the Personnel Committee
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

The above is applicable to a Council without a common seal.

24. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

25. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least six councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

Standing Orders Approved by Full Council on

Date 27/03/23

Signed, Chairman L. J. Johnson

Signed, Clerk to the Council Matthew Jones



**BEVERLEY
TOWN COUNCIL**

WORKING AS A COMMUNITY

Beverley Town Council Financial Regulation

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NOTES

From the 1st April 2023, Beverley Town Council shall have two roles

- (a) Town Clerk/Proper Officer and
- (b) Responsible Financial Officer.

As from 1st April 2023, throughout this document where items or actions are in the name of the Town Clerk/Proper Officer should they be unavailable in practice, the Assistant Town Clerk/Proper Officer will act in their place as their substitute.

As from 1st April 2023, throughout this document where items or actions are in the name of the Responsible Financial Officer should they be unavailable in practice, the Assistant Town Clerk/Proper Officer will act in their place as their substitute.

1. General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council.

1.9. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;

¹ Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £3,000; and

- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council's policy and finance committee.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices in accordance with the council's current Internal Control Policy. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;

- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the council

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

3.1. Each committee shall formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposalst.

3.2. The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves in accordance with the council's current General Reserves Policy and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committee and the council.

3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the middle of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000;

- a duly delegated committee of the council for items over £2000; or
- Authorisation of routine expenditure within the agreed Budget
- the Town Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £2000.
- Emergency expenditure up to £2000
- The Town Clerk has authority to spend £2000 on the town hall project for a limit of one year which will be reviewed in a year's time

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Town Clerk and the Chairman of council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the Town Clerk may authorise revenue expenditure on behalf of the council which in the Town Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2000. The Town Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council in accordance with the council's current Internet Banking Policy; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. The council shall seek credit references in respect of members or employees who act as signatories.

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council or policy and finance committee. The council or policy and finance committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council or policy and finance committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council or policy and finance Committee meeting.

5.5. The Town Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Town Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or policy and finance committee;

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or policy and finance committee; or

c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or policy and finance committee.

d) To ensure the balance in any Town Council bank account is not consistently higher than £85,000. The RFO will obtain signatures of relevant Councillors on the

appropriate forms for submission to CCLA Public Sector Deposit Fund for the transfers.

5.6. For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council, or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or policy and finance committee.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. Instructions for the making of payments

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or policy and finance committee shall be signed by two members of council and countersigned by the RFO in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil in accordance with the council's current Internet Banking Policy.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or policy and finance committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council or policy and finance Committee at the next convenient meeting.

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the Town Clerk shall be appointed as the corporate administrator. The RFO shall be the corporate user for the purposes of inputting payments on to the bank account for authorisation by Town Clerk or Assistant Town Clerk in his absence. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Corporate Administrator alone, or by the Corporate Administrator with a stated number of approvals who will have signed the sheet attached to invoices authorising payment.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of the Town Clerk the RFO a member. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the Town Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council or policy and finance committee in writing before any order is placed.

6.19. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.21. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Town Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

7. Payment of salaries

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation and the council's current Pension Policy. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the

appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council or the policy and finance committee.

8.3. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.4. The council shall invest in accordance with the council's current Investment Strategy and Policy. The council's current Investment Strategy and Policy shall be reviewed by the council at least annually.

8.5. All investments of money under the control of the council shall be in the name of the council.

8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.7. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.3. The council will review all fees and charges at least annually, following a report of the Town Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of official orders or letters shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
- ii. for specialist services such as are provided by legal professionals acting in disputes
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Town Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and

vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one member of council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Orders 18.d and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Town Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £1000 the Town Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)

b) For public works contracts 5,225,000 Euros (£4,551,413)

to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. Payments under contracts for building or other construction works

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Town Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties and estates

14.1. The Town Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations and the council's current Asset Policy

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers in consultation with the Town Clerk.

15.2. The Town Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. Risk management

16.1. The council is responsible for putting in place arrangements for the management of risk. The Town Clerk with the RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

16.2. When considering any new activity, the Town Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

17. Suspension and revision of Financial Regulations

17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

17.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

These Financial Regulations were adopted on

Date: 27/03/23

Signed L.J. Johnson

Date 27/03/23

Chairman

Signed Matthew Jordan

Date 27/03/23

Town Clerk

The Model Financial Regulations templates were produced by the National Association of Local Councils (NALC) in July 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.



MEMBER CODE OF CONDUCT

(1) Introduction and Interpretation

- (1) This Code applies to you as a Member of this authority when you act in your role as a Member and it is your responsibility to comply with the provisions of this Code.
- (2) You are a representative of this authority and the public will view you as such therefore your actions impact on how the authority as a whole is viewed and your actions can have both a positive and negative impact on the authority.
- (3) The public expect Members to act in an open and transparent manner.
- (4) In this Code -

‘Meeting’ means any meeting of:-

- (a) The authority;
- (b) The executive of the authority;
- (c) Any of the authority’s, or its Executive’s, committees, sub-committees, joint committees joint sub committees or area committees;

‘Member’ includes all Members and co-opted and appointed Members of the authority.

‘Family’ means Spouse, Civil partner, any person with whom you are living as a Spouse or Civil Partner, parent, grandparent, child, grandchild or sibling.

(2) General Obligations

- (1) You must treat others with respect.
- (2) You must not bully any person.
- (3) You must not conduct yourself in a manner that could reasonably be regarded as bringing your office or authority into disrepute.
- (4) You must not disclose information given to you in confidence by any one or information acquired by you which you believe, or ought to be aware, is of a confidential nature, except where :-
 - (1) You have the consent of the person authorised to give it;
 - (2) You are required by law to do so;
 - (3) Disclosure is to made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or

- (4) The disclosure is:-
 - (a) Reasonable in the public interest; and
 - (b) Made in good faith and in compliance with the reasonable requirements of the authority; and
 - (c) You have consulted the Monitoring Officer prior to its release.
- (5) You must not prevent another person from gaining access to information to which that person is entitled by law.
- (6) You must not use or attempt to use your position as a Member improperly to confer on or secure for yourself or any other person an advantage or disadvantage.
- (7) When using or authorising the use by others of the resources of the authority you must:-
 - (1) Act in accordance with the authority's reasonable requirements.
 - (2) Ensure that such resources are not used improperly for political purposes (including party political purposes).
 - (3) Have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

(3) Registration of Interests

- (1) You must before the end of 28 days beginning on the day on which you become a Member of the authority or within 28 days of any change in an interest or becoming aware of any new interest notify the Monitoring Officer of:
 - (i) Your interests falling within the categories set out below:-
 - (a) Pecuniary Interests
 - (b) Bodies to which you are appointed or nominated by the authority (i.e. outside body appointments).
 - (c) Bodies exercising functions of a public nature of which you are a Member (including regional and local development agencies, other (parish) councils, public health bodies, school governing bodies).
 - (d) Bodies directed to charitable purposes of which you are a Member (including the Lions, the Masons, a Parochial Church Council; not just bodies registered with the Charity Commission).
 - (e) Bodies whose principal purposes include influence of public opinion of policy (including any political party or trade union) of which you are a Member.

- (f) Any employment or business carried on by you (including any voluntary work undertaken).
 - (g) Any person or body that has employed or appointed you (including any organisations that have appointed you to an office, for example as a Magistrate or Board of a Government Agency).
 - (h) Any person or body, other than a relevant authority who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties (including political parties/local political associations).
 - (i) Any person who has a place of business or land in the authority's area and in which you have a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000 or one hundredth of the total issued shared capital (which ever is the lower) (including stocks, shares, bonds or options).
 - (j) Any contracts for goods, services or works made between the authority and you or a firm in which you are a partner, a company of which you are a remunerated Director or a company or body specified in paragraph (i).
 - (k) Any person from whom you received in your capacity as a Member a gift or hospitality that amounts to the value of at least £25.
 - (l) Any land in the authority's area in which you have a beneficial interest (including your home and business addresses and other properties/land that you own, rent or use).
 - (m) Any land where the landlord is the authority and you are, or a firm of which you are a partner, a company of which you are a remunerated Director or a person or body of the description specified in paragraph (i) is, the tenant (including allotments where the Council owns the land).
 - (n) Any land in the authority's area for which you have a license (alone or jointly) to occupy for 28 days or longer (including an allotment).
 - (o) Any person employed by the authority who is a member of your family.
- (ii) The interest of your:-
- (a) Spouse or civil partner.
 - (b) Any person with whom you are living as husband or wife.

- (c) Any person with whom you are living as if they were a civil partner

falling within the categories below:-

- (aa) Pecuniary interests.

- (2) You need only notify the Monitoring Officer of any interests of which you are aware pursuant to paragraph (3) (1) above.
- (3) Where you become a Member of the authority as a result of a re-election or re-appointment you only need to disclose interests not already entered on the register.
- (4) Where the nature of the interest is such that you consider that the disclosure of the interest could lead to you or a person connected with you being subject to violence or intimidation, (and the Monitoring Officer agrees) details of the interests will not be included in any published version of the register of interests save that the register will state you have an interest the details of which are withheld under section 32(2) of the Localism Act 2011.

(4) Non - Pecuniary Interests

- (1) You have a non pecuniary interest in any business of the authority where either it is likely to affect any of the bodies listed in paragraph 3(1)(i) (b) to (o) of the Code or, the decision in relation to that business might reasonably be regarded as affecting your well being, or financial position, or the well being or financial position of a relevant person to a greater extent than the majority of other Council tax payers, rate payers or inhabitants of the Ward affected by the decision.
- (2) A relevant person is:-
 - (a) A member of your family or any person with whom you have a close association, or
 - (b) A person or body who employs or has appointed such persons any firm of which they are a partner or any company of which they are Directors.
- (3) Where you have a non-pecuniary interest in any business of the authority and you attend a meeting of the authority at which that business is considered you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration or when the interest becomes apparent.
- (4) Sub paragraph (3) only applies where you are aware or ought reasonably to be aware of the existence of the interest.
- (5) Where you have an interest but by virtue of paragraph 3 (4) it is not registered in the authority's register of interests you must indicate you have a non -pecuniary interest but need not disclose the sensitive information to the meeting.

(5) Pecuniary Interests

- (1) You have a pecuniary interest in any business of the authority where you have an interest that falls within sub paragraphs (3) (1)(i) (a) or (3)(1)(ii) above.

(6) Effect of Pecuniary Interest on participation

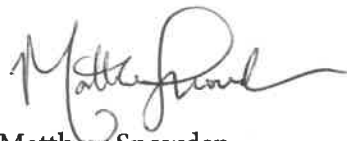
- (1) Where you have a pecuniary interest in any business of the authority and you attend a meeting at which the business is considered you must then:-
- (a) Disclose the existence and nature of that interest at the commencement of that consideration or when the interest becomes apparent. Subject to sub paragraph (c) below.
 - (b) Retire to the public gallery of the room or Chamber where the meeting considering the business is being held.
 - (c) If the pecuniary interest is a sensitive interest as set out in sub paragraph (3) (4) above you need only disclose the fact that you have a pecuniary interest.

Approved and Adopted by Full Council on 20th February 2023

Signed



Councillor Linda Johnson
Mayor of Beverley



Matthew Snowden
Acting Town Clerk



**BEVERLEY
TOWN COUNCIL**

WORKING AS A COMMUNITY

Beverley Town Council Scheme of Delegation

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SCHEME OF DELEGATION

This document authorises the Town Clerk (Proper Officer) and Responsible Financial Officer, Standing Committees and Working Groups of the Council to act with delegated authority in the specific circumstances detailed.

1. RESPONSIBLE FINANCIAL OFFICER - DUTIES AND POWERS

- 1.1** The Responsible Financial Officer to the Council shall be responsible for the Town Council's accounting procedures in accordance with the Accounts and Audit Regulations and the Town Council's Financial Regulations in force at any given time.

2. PROPER OFFICER - DUTIES AND POWERS

- 2.1** The Town Clerk shall be the Proper Officer of the Council and shall act in accordance with Standing Orders and as such is authorised to:

- (a) Receive declarations of acceptance of office;
- (b) Receive and record notices from Councillors disclosing interests;
- (c) Receive and retain plans and documents;
- (d) Sign Notices or other documents on behalf of the Council;
- (e) Receive copies of By-laws made by the Unitary Council;
- (f) Certify copies of By-laws made by the Council;
- (g) Sign and issue summonses to attend meetings of the Council;
- (h) Keep proper records of all Council Meetings;
- (i) Give public notice of the time, place and agenda at least three clear days before a meeting of the Council (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them);
- (j) Convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in that office;
- (k) Notify the Returning Officer of any casual vacancies and liaise with them regarding the conduct of elections.

- 2.2** The Town Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- (a) Day-to-day management of staff employed by the Council;
- (b) Emergency expenditure:
 - i. Emergency expenditure up to £2000 in accordance with Financial Regulations
 - ii. Authorisation of routine expenditure within the agreed Budget

- iii. the Town Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £2000;

- (c) The Town Clerk has authority to spend £2000 on the town hall project for a limit of one year which will be reviewed in a year's time
- (d) The day-to-day administration of services, together with routine inspection and control
- (e) The consideration of minor planning applications in consultation with Committee Chair;
- (f) Dealing with all press and public relations on behalf of the Council in accordance to the Council's Press and Media Policy.

- 2.3** Delegated actions of the Town Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.

3. THE COUNCIL

- 3.1** The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration.
 - (a) Setting the Budget and Precept;
 - (b) Borrowing money;
 - (c) Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation;
 - (d) Making, amending or revoking By-laws;
 - (e) Making of Orders under any Statutory powers;
 - (f) Matters of principle or policy;
 - (g) Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved Conferences or meetings);
 - (h) Authorising the incurring of expenditure not provided within the approved budget;
 - (i) Any proposed new undertakings;
 - 0) Prosecution or defence in a court of law;
 - (k) Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee;
 - (l) Approving the Annual Governance and Accountability Return (AGAR);
 - (m) Confirming eligibility to exercise the General Power of Competence;
 - (n) Creation of Committees and membership therein;
 - (o) Confirming the appointment of the Town Clerk.

- (p) Writing off bad debts
- (q) Addressing any recommendation from any report from the internal or external audits
- (r) Approve any grant or single commitment in excess of £3000

4. ABOUT STANDING COMMITTEES

- 4.1 Sections 101 and 102 Local Government Act 1972 allows for the discharge of the Council's functions by a Committee, a Sub-Committee or an Officer of the Authority.
- 4.2 Committees and Sub Committees shall, at all times, act in accordance with the Council's Standing Orders, Financial Regulations and this Scheme of Delegation where applicable and may only be exercised where sufficient budgetary provision exists or can be varied from which the approved budget of the Committee. The Committees must operate within the statutory framework of powers and duties granted by way of rules, regulations, schemes, statutes, by-laws or orders made and with any directions given by the Council from time to time.
- 4.3 Committees, unless the Council otherwise directs, may arrange to devolve any of its functions to one or more Sub-Committees or to Officers of the Council
- 4.4 Committees shall be appointed for the period of a year following the Annual Meeting of Council or the meeting designated for the appointment of Committees following the Annual Meeting of Council under **Standing Order 5.j**.
- 4.5 Committee Chairmen and Vice-chairmen shall be appointed by Council after it has appointed the members of the said Committees under **Standing Order 4.d.vi**.
- 4.6 Council shall determine the number and time of ordinary meetings of a Standing Committees under **Standing Order 4.d.ii**.
- 4.7 The Minutes of the Committee Meetings shall be presented to the next meeting of Council for adoption.
- 4.8 Reference should be made to **Standing Order 7** in relation to rescinding decisions of Council.
- 4.9 Meetings shall be open to the public, although the Committee may resolve to exclude the press and public under s2 Public Bodies {Admission to Meetings} Act 1960 only when the following confidential matters are to be discussed:
 - (a) Engagement, terms of service, conduct and dismissal of employees;
 - (b) Terms of tenders, proposals and counter-proposals in negotiation for contracts;
 - (c) Preparation for cases in legal proceedings; and
 - (d) Early stages of any dispute.
- 4.10 All members of the Council shall receive agendas and supporting papers of all Committees with the exception of Personnel and Grievance.

- 4.11** Notice of meetings and Agendas of the Committee Meetings shall uploaded to the Town Council website (www.beverley.gov.uk) and, when possible, displayed in the Wednesday Market noticeboard.
- 4.12** Minutes of Committee Meetings shall be lodged with the Treasure House and uploaded to the Council's website.
- 4.13** Only members of the Committee may vote on agenda items. Non-members of the Committee will be allowed to speak on an agenda item on the approval of the Chairman of that Committee.

5. BEVERLEY TOWN COUNCIL'S STANDING COMMITTEES

5.1 POLICY AND FINANCE COMMITTEE

The Policy and Finance Committee shall consist of **7 member of the Council (with 2 Substitutes) and a Quorum of 4** and be delegated to conduct the following business on behalf of the Town Council:

- (a)** Management and overview of the Council's finances including liaison with Internal and External Auditors and any other outside body deemed necessary.
- (b)** Maintenance of a continuous internal control system.
- (c)** Preparing the Council's Annual Financial Plan for the purpose of a Precept being agreed by the Council.
- (d)** To scrutinise finances and make recommendations to Full Council regarding the approval of Year End Accounts.
- (e)** Receipt and consideration of the reports of the Internal and External Auditor and monitoring, and make recommendations to Full Council to enable the implementation of approved action plans.
- (f)** Scrutinise the Corporate Governance of the Council e.g. Risk Management, Insurance, etc. and make recommendations to Full Council regarding these aspects.
- (g)** Policy formulation in respect to finance and develop strategies for the delivery of these policies and development of policies for Full Council.
- (h)** Liaison with specialist consultants, advisors, professional bodies or associations as required to enable the Council to discharge its functions, and to refer matters to more appropriate committees where required.
- (i)** Strategic oversight of all Civic Matters e.g. Mayoralty, Civic Property, Citizenship and Local Democracy.
- (j)** Consideration and determination of ways in which the council can engage with the electorate and public at large e.g. media, website, newsletters and publicity, etc.
- (k)** To consider new initiatives and events as delegated by Full Council.
- (l)** Any other matter which may be delegated to it by the Council from time to time.
- (m)** The Committee may refer specific matters to the Council for a final decision if it so wishes
- (n)** To receiver, consider and make recommendations of the allocation of Grants Fund in

accordance with the Grants Policy

- (o) To receive, consider and make recommendation to Full Council grant for the Partnership Strategic Grants.

5.2 PLANNING, ENVIRONMENT AND SERVICES COMMITTEE

The Planning, Environment and Services Committee shall consist of **7 member of the Council (with 2 Substitutes) and a Quorum of 4** and be delegated to conduct the following business on behalf of the Town Council:

- (a) Planning Consultation Consideration and formulation of responses to any of the following:
 - (i) Applications made to the Planning Authority for planning permission relating to land and property within the Parish e.g. Full, Outline, Reserved Matters, Listed Buildings, Regulation 4, Conservation Area, Advertising Consent and street naming. All applications of a strategic nature shall be referred to Council;
 - (ii) Applications made to the Planning Authority for permission of an environmental nature relating to land and property within the parish e.g. tree felling, tree maintenance, Tree Preservation Orders;
 - (iii) Development Plans and Revisions and all Statutory and Non-Statutory Plans at national, regional and local level, deemed to have impact on the parish;
 - (iv) Any Local Authority proposals with respect to the stopping up, diversion, maintenance or creation of public rights of way within the Parish;
 - (v) Local Authority Planning Enforcement with respect to breaches in planning control/policy;
 - {vi} Any Highway Authority proposals with respect to highways and traffic regulation orders;
 - {vii} Responses to the Government's Planning Inspectorate and other appropriate bodies either in support of or against planning and enforcement appeals made by the owners and developers of land and property and if considered appropriate authorise the attendance of members and officers and the engagement of professional representation at Local Inquiries and Hearings into such appeals.
- {b) Management and control of the Council's allotment sites, including all grounds maintenance/improvement works.
- {c) Management of the provision and maintenance of the Council's Footway Lighting (in cooperation with East Riding of Yorkshire Council).
- (d) Management of the provision and maintenance of the Council's Noticeboards.
- (e) Management of the provision and maintenance of the Council's Litter Bins (in cooperation with East Riding of Yorkshire Council).

- (f) Management and the provision and maintenance of the Council's recreational areas including but not limited to play areas and the skate park (in cooperation with East Riding of Yorkshire Council).
- (g) Maintenance and repair of all the buildings and other property owned by the Council.
- (h) Environmental Matters e.g. recycling, encouragement of sustainable development in the Parish, highlighting good environmental practice, etc.
- (i) Maintenance and upkeep of all vehicles and equipment used for grounds maintenance purposes.
- (j) Promoting and encouraging action against all forms of crime and disorder e.g. Community Safety including CCTV (in cooperation with East Riding of Yorkshire Council and Humberside Police).
- (k) Actively consider acquisition of services and facilities which are deemed to improve the long-term facilities of the Town.
- (l) Oversee any capital projects which are deemed to improve the long-term facilities of the Town.
- (m) Carrying out such things as are deemed necessary and in accordance with approved policies of the Council, to protect, preserve and enhance the local environment and the amenities and interests of the community.
- (n) Street naming consultation.
- (o) Any other matter which may be delegated to it by the Council from time to time.
- (p) The Committee may refer specific matters to the Council for a final decision if it so wishes.
- (q) Management of Christmas lights by:
 - Selection and purchase of Christmas Lighting.
 - Selection and purchase of all-year-round lighting.
 - Upgrades and additions to the electrical infrastructure to facilitate the installation of Lights, including brackets, stress testing, PAT testing electric boxes, completion of Wayleave documents, etc.
 - Management and maintenance of the Lights infrastructure, including PAT testing, electrical checks and repairs, bulb replacements, etc.
 - Liaising with partner groups, such as Beverley Lions, regarding the Christmas Lights switch-on events.
- (r) The Committee has delegated authorisation to incur expenditure within budget parameters to £2000 to a maximum of £5000 **Fin Reg 4.1** for functions and services relevant to that committee, including: litter bins, grit bins, benches, floral displays (including planters, hanging baskets, barrier planters), allotments, skate park, flagpoles, cycle racks, and street lighting

5.3 PERSONNEL COMMITTEE

The Personnel Committee shall consist of **4 members of the Council with a Quorum of 3** and be delegated to make decisions and recommendations on behalf of the Council in the following matters:

- (a) Overview of staffing matters.
- (b) Appraisals of members of staff.
- (c) Management of conditions of service, including:
 - (i) Staffing levels and reviews;
 - (ii) Contracts of employment;
 - (iii) Health and safety of members of staff;
 - (iv) Wellbeing of members of staff.
- (d) Coordination of recruitment, including preparation and maintenance of employment documentation, including:
 - (i) Job Advertisements;
 - (ii) Job descriptions;
 - (iii) Person specifications;
 - (iv) Contracts of employment;
- (e) Staffing policies and procedures.
- (f) Hearing any complaints in accordance with the Council's Code of Practice for Handling Complaints and Freedom of Information requests.
- (g) Overseeing hearings for Grievance, Disciplinary and Capability matters in accordance with the Council's Grievance and Disciplinary Procedure.
- (h) Dealing with any Grievance, Disciplinary and Capability matters to a final conclusion, only reporting to Council when the time for any Appeal has passed.
- (i) Any other matter which may be delegated to it by the Council from time to time.
- (j) The Committees may refer specific matters to the Council for a final decision if it so wishes.
- (k) The Committee has delegated authorisation to incur expenditure within budget parameters to £2000 to a maximum of £5000 **Fin Reg 4.1** for functions and services relevant to that committee, those being the procurement of legal and other advice relating to staffing matters.

5.4 APPEALS COMMITTEE

The Appeals Committee, as and when it is required, shall consist of **3 members of the Council (not on Personnel Committee or directly named in connection with the grievance and appeal) with a Quorum of 3** and be delegated to make decisions on behalf of the Council in the following matters:

- (a) Appeals against decisions made by the Personnel Committee in Grievance, Disciplinary and Capability matters.
- (b) Dealing with Appeals to a final conclusion, only reporting to Council the actions it has taken at the end of the process.
- (c) Dealing with any appeals to a final conclusion, only reporting to Council when the time for any Appeal has passed.
- (d) Any other matter which may be delegated to it by the Council from time to time.
- (e) The Committees may refer specific matters to the Council for a final decision if it so wishes.
- (f) Where appropriate, the Appeals Committee may wish to seek the advice of external professionals (e.g. H.R.) to support the process and invite such individuals to meetings.

It is vital that the Personnel Committee and Appeals Committees keep confidential their deliberations and decisions in cases of Grievance, Disciplinary and Capability hearings, because if an Appeal against a decision is received it must, legally and in the interests of fairness, be heard again by elected members with no prior knowledge of the case. In order to ensure as far as possible that such matters as Appraisal, Grievance, Disciplinary and Capability issues are dealt with professionally and in accordance with Employment legislation, all members of the Personnel Committee and Appeals Committees must agree to undertake training in these matters.

6. OTHER COMMITTEES

- 6.1** There are no other Committees, but they may be formed by resolution of the Council at any time and delegated powers may be decided upon at the time the Committee is formed by means of a Minute detailing the Terms of Reference.

7. WORKING GROUPS

- 7.1** Working Groups may be formed by resolution of the Council or a Committee at any time.
- 7.2** The work of such a Working Group will be decided upon at the time it is formed by means of a Minute detailing the Terms of Reference.
- 7.3** Each Working Group will report back with recommendations to the Council or the Committee that formed it.


8. URGENT MATTERS

- 8.1** In the event of any matter arising which requires an urgent decision notwithstanding delegated powers granted by item **2.2.b** above, the Town Clerk shall forthwith consult with the Chairman and Vice-Chairman of the appropriate Committee (and also with the Chairman and Vice-Chairman of the Policy and Finance Committee if the matter involves expenditure not provided for in the annual budget). The Town Clerk shall have delegated power to act on behalf of the Council in respect of the particular matter.
- 8.2** Before exercising the delegated powers granted by item **8.1** above, those Members consulted shall consider whether the matter is of sufficient interest to justify the summoning of an Additional or Extra-ordinary Meeting of the

appropriate Committee and where a meeting is so summoned the Committee concerned shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.

This Scheme of Delegation was adopted by Full Council on

Date: 27/03/23

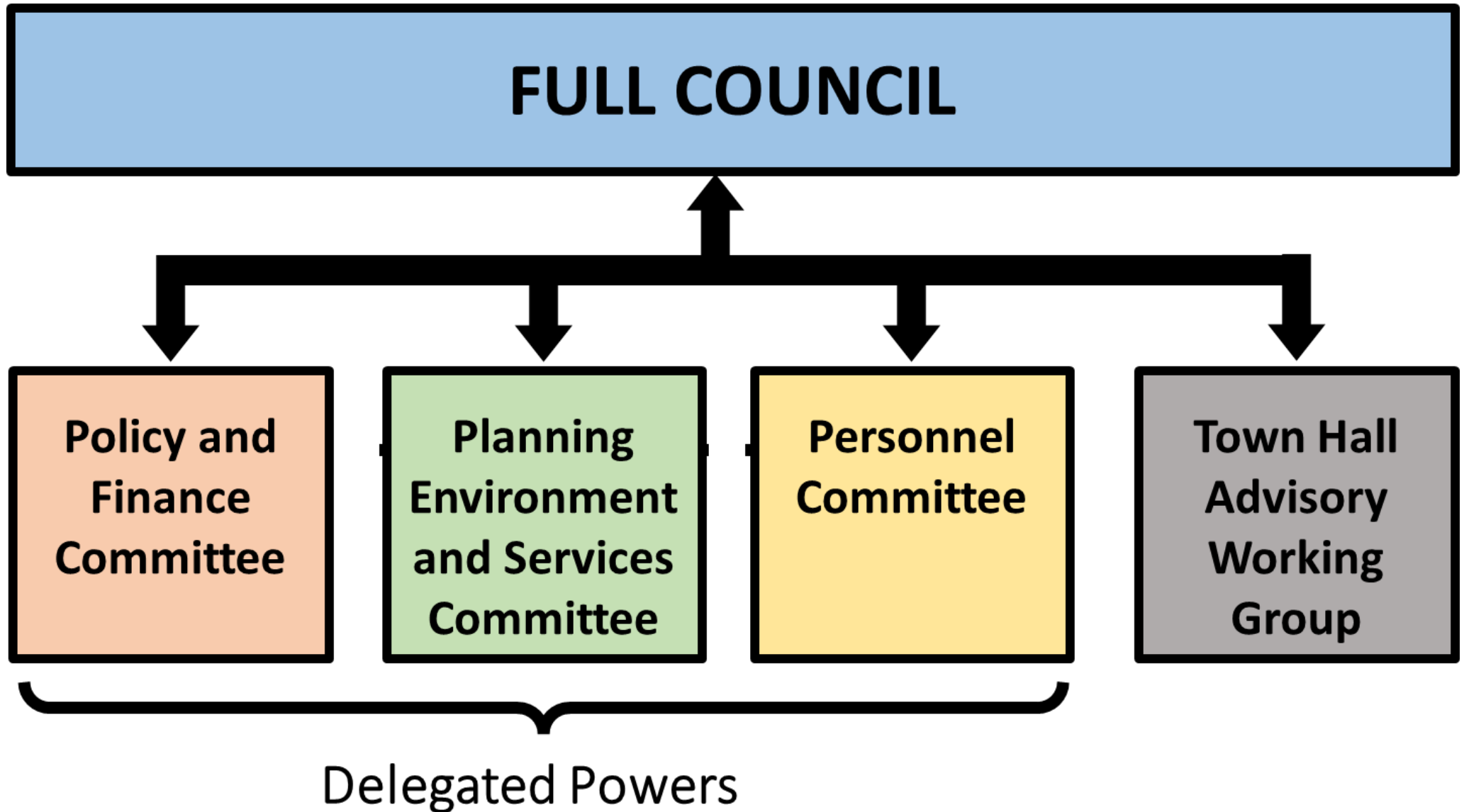
Signed 
Council Chairman

Date 27/03/23

Signed 
Town Town Clerk

Date 27/03/23

COMMITTEE STRUCTURE



Beverley Town Council Committees, Working Groups and External Representations 2023-2024

FULL COUNCIL

Items 9b, 10 and 11

Full Council 14 Members Quorum 5	Chair / Mayor	
	Deputy Chair Mayor	

COMMITTEES AND WORKING GROUPS

Policy and Finance 8 Members Quorum 4 Substitutes	Chair	Planning Environment & Services 8 Members Quorum 4 Substitutes	Chair
	Vice-chair		Vice-chair
Personnel 4 Members Quorum 3	Chair	Town Hall Advisory Working Group 5 Members Quorum 3	Chair
	Vice-chair		Vice-chair

PARTNERSHIP AMBASSADORS

Beverley Barge Preservation Society	
Beverley in Bloom	
Beverley Puppet Festival	
Beverley Rugby Union Football Club	
Cherry Tree Youth Project	
East Riding Theatre	
Stage4Beverley	
Two Churches One Town	

EXTERNAL BODIES

East Riding and North Lincolnshire Local Councils Association (ERNLLCA)	
ERYC Parish Planning Liaison Meetings	
Beverley Chamber of Trade	
Coronation Garden Project Group	

BEVERLEY TOWN COUNCIL MEETING CALENDAR 2022/2023

All meetings are at 6:30pm unless otherwise stated - All meetings on this calendar are preliminary and provisional - Meetings may be subject to change and are only legally binding once the official summons has been circulated.

Item 12

	May	June	July	August	September	October	November	December	January	February	March	April	May
Sat			1 Allotment Site Visits										
Sun			2			1							
Mon	1 Early May Bank Holiday		3			2			1 Bank Holiday New Years Day			1 Bank Holiday Easter Monday	
Tue	2 Internal Audit		4	1		3		2 Christmas Closure				2	
Wed	3		5	2		4	1	3 First Day Back After Christmas				3	1
Thu	4 Local Elections	1	6	3		5	2	4		1 Town Hall Advisory Working Group		4	2
Fri	5 Election Count	2	7	4	1	6	3	1	5	2	1	5	3
Sat	6	3	8	5	2	7	4	2	6	3	2	6	4
Sun	7	4	9	6	3	8	5	3	7	4	3	7	5
Mon	8 Bank Holiday Monday Coronation Event	5 Full Council (AGAR)	10 Full Council (Q1)	7	4	9	6	4 Full Council (Budget)	8 Policy and Finance	5	4	8 Full Council	6 Early May Bank Holiday
Tue	9 2019-2023 Councillors Officially Retire	6	11	8	5 Planning Environment and Services	10 Planning Environment and Services	7 Planning Environment and Services (Budget)	5	9	6	5	9	7
Wed	10 Meet and Greet / Sign-up for 2023-2027 Councillors(3pm-7pm)	7	12	9	6	11	8	6	10	7	6	10	8
Thu	11	8	13	10	7	12	9	7	11	8	7	11	9
Fri	12	9	14	11	8	13	10	8	12	9	8	12	10
Sat	13	10	15	12	9	14	11	9	13	10	9	13	11
Sun	14	11	16	13	10	15	12	10	14	11	10	14	12
Mon	15 Full Council (Mayor Making/Annual Meeting)	12 Training (Services and Projects)	17	14	11 Full Council	16	13	11	15 Full Council (Final Budget Approval)	12 Policy and Finance	11	15	13
Tue	16	13	18 Planning Environment and Services	15	12	17	14	12 Planning Environment and Services	16	13	12	16	14
Wed	17 Training (General - council, being a councillors, etc.)	14	19	16	13	18	15	13	17	14	13	17	15
Thu	18 6:30 AGAR (Councillors remote meeting with Internal Auditor)	15	20	17	14	19	16 Town Hall Advisory Working Group (Budget)	14	18	15	14 Town Hall Advisory Working Group	18	16 Town Hall Advisory Working Group
Fri	19	16	21	18	15	20	17	15	19	16	15	19	17
Sat	20	17	22	19	16	21	18	16	20	17	16	20	18
Sun	21	18	23	20	17	22	19	17	21	18	17	21	19
Mon	22 Training (Finance with Internal Auditor)	19 Policy and Finance	24 Policy and Finance	21	18	23 Full Council (First Draft Budget) Extra Full Council (Freemen/women)	20 Policy and Finance (Budget)	18	22	19	18	22	20 Full Council (Mayor Making/Annual Meeting)
Tue	23 Planning Environment and Services ERNLLCA COUNCILLOR TRAINING	20 Planning Environment and Services	25	22	19	24	21	19	23 Planning Environment and Services	20 Planning Environment and Services	19 Planning Environment and Services	23 Planning Environment and Services	21
Wed	24 ERNLLCA COUNCILLOR TRAINING	21	26	23	20	25	22	20 Last Day Before Christmas Closure	24	21	20	24	22
Thu	25	22	27 Town Hall Advisory Working Group	24	21 Town Hall Advisory Working Group	26	23	21	25	22	21	25	23
Fri	26	23	28 Personnel Committee (time TBC)	25	22	27 Personnel Committee (time TBC)	24	22 Christmas Closure	26 Personnel Committee (time TBC)	23	22 Personnel Committee (time TBC)	26	24
Sat	27	24	29	26	23	28	25	23	27	24	23	27	25
Sun	28	25	30	27	24	29	26	24 Christmas Eve	28	25	24	28	26
Mon	29 Spring Bank Holiday	26 Training (GDPR, etc)	31	28 Bank Holiday	25 Policy and Finance	30	27	25 Bank Holiday Christmas Day	29	26 Full Council (Q4)	25 Policy and Finance	29 Policy and Finance	27 Spring Bank Holiday
Tue	30	27		29	26	31	28	26 Bank Holiday Boxing Day	30	27	26	30	28 Planning Environment and Services
Wed	31 Annual Parish Meeting	28		30	27		29	27	31	28	27		29
Thu		29 Town Hall Advisory Working Group		31	28		30	28 Christmas Closure		29	28		30
Fri		30			29			29			29 Bank Holiday Good Friday		31
Sat					30			30			30		
Sun								31 New Years Eve			31 Easter Sunday		

Beverley Town Council Asset Register - April 2023



12 Well Lane, Beverley HU17 9BL
Tel: 01482 874096
Email: clerk@beverley.gov.uk

			Description	More Info	Purchase Cost	Page 74 of 119 Location	Custodian	Acquired Date	Insurance Value	Assessment Replacement Cost
1	Land/Building/Street furniture	How many			£					
			.273 acres allotment gardens – Kitchen Lane			Kitchen Lane	BTC/Clerk			
			5.067 acres allotment gardens – Sparkmill			Sparkmill	BTC/Clerk			
			Plot 1 Building			Queensgate	BTC/Clerk	01/11/2013	£6,000.00	
			93 Wilbert Lane		£235,000.00	93 Wilbert Lane	BTC/Clerk	28/09/2022	£235,000.00	
2	Handyman/Town equipment									
		1	10ft x 10ft container			Kitchen Lane Compound	BTC/Clerk			
		1	Tractor and trailer	Petrol	£4,000.00	Kitchen Lane Container	BTC/Clerk		£4,000.00	
		1	Viking Push Mower	Petrol	£1,023.74	Kitchen Lane Container	BTC/Clerk			
		1	Strimmer	Petrol		Kitchen Lane Container	BTC/Clerk		£375,650.00	
		1	Weedholder for spraying			Kitchen Lane Container	BTC/Clerk			
		1	Tree Lopper			Unit 2	BTC/Clerk			
		1	Chain Saw and sharpener	Petrol		Unit 2	BTC/Clerk			
		1	Pressure Washer			Unit 2	BTC/Clerk			
		1	Rotivator PRT 5043 partner electrolux	Petrol		Unit 2	BTC/Clerk	01/06/2012		
		1	Electric Air Compressor			Unit 2	BTC/Clerk			
		1	Leaf Blower	Petrol		Unit 2	BTC/Clerk			
		1	Sack Barrow			Unit 2	BTC/Clerk			
		1	Electric Generator	Petrol		Unit 2	BTC/Clerk			
		1	Power Washer	Petrol		Unit 2	BTC/Clerk			
		1	Fire Hydrant	Petrol		Unit 2	BTC/Clerk			
		1	Professional flame gum			Unit 2	BTC/Clerk			
			Drain Rods			Unit 2	BTC/Clerk			
		37	Litter bins	Litter Bins tab	£6,542.00	Around town	ERYC as emptied by them and maintained by BTC			
		18	Dog Waste Dispensers	Dog Dispensers tab	£2,223.00	In Garage - 12 Well Lane	BTC/Clerk			
		1	Salt Gritter			Unit 2	BTC/Clerk	various		
		19	Grit Bins	Grit Bin tab	£1,084.00	Around town	ERYC as filled by them and maintained by BTC			Removed from lamp posts due to budget constraints
		50	Pedestrian Barriers		£612.00	Unit 2	BTC/Clerk			
		200	Flag Poles		£750.00	Unit 2	BTC/Clerk			
		10	Notice Boards	Notice board tab	£6,500.00	Around town/Allotments	BTC/Clerk	11/02/2020		
		175	Standard Street Lighting Columns for locations	Street Lighting tab	Pre 1999	Around town	ERYC as maintained by them			
		40	Listed Building Street Lighting Columns for locations	Street Lighting tab	Pre 1999	Around Town	ERYC/Civic Soc/BT	01/09/2014		
			Netting and Fruit Tunnel Supports			Unit 2	BTC/Clerk			
			Three Tier Planters	Bev in Bloom tab	£2,136.00	Around town	BTC/Clerk			
			Hanging Baskets	Bev in Bloom tab	£2,108.00	Around town	BTC/Clerk			
			Barrels	Bev in Bloom tab	£800.00	Around town	BTC/Clerk	Spring 2021		
			Holsters	Bev in Bloom tab	£2,000.00	Around town	BTC/Clerk	Spring 2021		
			Large Barrels	Bev in Bloom tab	£1,050.00	Around town	BTC/Clerk	Spring 2021		

		20	Little Blizzard purchases	Christmas Lights tab	£6,253.00	Unit 2	BTC/Clerk	01/09/2018	£67,760.00	
		3	String Light Sets	Christmas Lights tab	£712.00	Unit 2	BTC/Clerk	01/12/2019		
		20	spheres	Christmas Lights tab	£3,168.00	Unit 2	BTC/Clerk	01/12/2019		
		4	New Snowfalls	Christmas Lights tab	£6,392.00	Unit 2	BTC/Clerk	01/12/2019		
		1	Joy Light	Christmas Lights tab	£387.00	Unit 2	BTC/Clerk	Purchased for Christmas 2021		
		21	Spheres	Christmas Lights tab	£2,772.00	Unit 2	BTC/Clerk			
		1	Memorial Hall lights	Christmas Lights tab	£450.00	Unit 2	BTC/Clerk			
		1	Station Square	Christmas Lights tab	£1,400.00	Unit 2	BTC/Clerk			
		1	Cherry Tree Centre	Christmas Lights tab	£1,900.00	Unit 2	BTC/Clerk			
		3	Lamp Post fittings	Christmas Lights tab	£675.00	Unit 2	BTC/Clerk			
		1	3D parcel/christmas tree	Christmas Lights tab	£12,550.00	Unit 2	BTC/Clerk			
		1	3d christmas tree lamp post	Christmas Lights tab	£250.00	Unit 2	BTC/Clerk			
					£467,582.94					

Equipment/Item		Age in Years (updated)
Ladders		
Steps		
Large Drill		
Banding Machine		
She Bolts for Bins		
Locks		
Heaters		
Rack and Rack bolts		
Safety Helmets		
Hard Hat and ear defenders		
Bolt Croppers		
Vice		
Tool box with various tools:		
	Moving Spanners	
	Chisels	
	Small battery drill	
	Steel Coils	
	Screwdrivers	
	Hammers	
	Pliers	
	Measurig Wheel	
	Nuts and Bolts	

Litter Bins

£400 (plus VAT) for replacement bin and siting by ERYC

37 Bins in total

P & S

2006/2007	Blucher Lane/Holmechurch Lane Morton Lane - old Bev Baths Norwood Lady Le Gros Central Avenue/Admiral Walker Road St Nicholas Church - M intfield Swinemoor All Weather Pitch Martin Street - near open space North Bar Without Highfield Road Norwood - corner of Corporation Road
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2008/2009	Model Farm – Road into estate Kings Square
-----------	---

2007/2008	Wilberforce Crescent Wellington Road Garages Causeway Estate Admiral Walker Road Norwood – corner of Mill Lane Admiral Walker Road
-----------	---

2009/2010	Wilbert Lane
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2012/2013	Norwood snicket near railway crossing Cherry Tree Lane/ Grovehill Road junction Skatepark
-----------	---

2013/2014	Samman Road Sample Avenue Friary Walk Eastgate
-----------	--

PPS

2013/2014	Kitchen Lane
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2014/2015	Mariners Court/Anderson Minster Avenue
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2015/2016	Figham top end Hull Road - opposite Co-Op
-----------	--

2016/2017	Cherry Lane/Goths Lane Beverley Carpets Swinemoor Lane Bielby Drive Figham Springs/Long Lane
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2017/2018	Grovehill Road - near Annie Reed depot North End Wylies Road Temporary Armstrongs (College paid contr)
-----------	--

2018/2019	Windsor Cres Hull Bridge Road footpath near roundabout Nolleth Cres
-----------	---

2019/2020	Cherry Lane near crossing Barmston Lane/Long Lane
-----------	--

2020/2021	Kilvin Drive Armstrong Way - bottom of Railway Bridge Grovehill Road-Holderness Cres Swinemoor - to Barmston Drain Sigston Road/Goodfell
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DOG DISPENSER UNITS

How Many		Item	Purchase Date	Cost
1	Maple Drive	The Maple Drive end of the passage by shops - Lamp column 1 Maple Drive footpath to Lime Tree Avenue	July 2021	£108.35
1	Hull Bridge Road	The corner of Hull Bridge Road and Goodfell - Lamp column 4 Goodfell Road	July 2021	£108.35
1	Brooklands Close	Anywhere appropriate - Lamp column 1 Sigston Road	July 2021	£108.35
1	Swinemoor Gatehouse	Near a road crossing point - Lamp column 32 Swinemoor Lane	July 2021	£108.35
1	Swinemoor Lane	Lamp Column 22	July 2021	£108.35
1	Swinemoor Lane	Near the Swinemoor Lane/Grovehill Road corner - Lamp column x2 Grovehill Road roundabout	July 2021	£108.35
1	Burden Road	Nearest cutthrough to football pitch (Lamp Column 9)	July 2021	£108.35
1	Burden Road	By the edge of the grassed areas (Lamp Column 20)	July 2021	£108.35
1	Wilberforce Crescent	By the edge of the grassed areas (Lamp Column 6)	July 2021	£108.35
1	Queens Road	On the grassed area that is at the Queens Road end of Middleton Close - Lamp column 8 Queens Road	July 2021	£108.35
1	Holmechuch Lane	The start of the narrow section of Jack Taylor Lane (down the side of St Nicholas Church Hall and past the business units) - Lamp column 16 Holme Churuch Lane	July 2021	£108.35
1	St Nicholas Green	Near the diagonal path - Lamp column 1 St Nichoals Road	July 2021	£108.35
1	Grove Park	Before entering the park at the end of Grove Park (most of the park is Molescroft Parish, so it has to be within the Beverley parish bounds) - Lamp column 20 Grove Park	July 2021	£108.35
1	Manor Road	The stretch that has trees one side of the path and the High School fence on the other - Lamp column 1x Manor Road roundabout	July 2021	£108.35
1	Wylies Road	Near Town Council noticeboard on Wylies Road/North Bar without corner, by Conservative Club - Lamp column 8 Wylies Road	July 2021	£108.35
1	Minster School	Start of passage onto Westwood that runs along the side of the school - Lamp column 2 outside the school	July 2021	£108.35
1	Woodlands	Anywhere appropriate - Sign post with parking information sign on (approved by parking enforcement team)	July 2021	£108.35
1	Ashmole Walk	Anywhere appropriate - Lamp column 18 Sigston Road	July 2021	£108.35

No longer on lamp posts due to budget constraints

Inventory Salt Bins				
How Many	Item		Cost	
	£400 (plus VAT) for replacement bin and siting by ERYC 18 BINS IN TOTAL			
1	ALBERT TERRACE	WS: Winter Maintained	12174	Surgery Car Park
1	BURDEN ROAD	WS: Winter Maintained	17/013	O/S Rita Hunt Court Flats
1	CHERRY TREE LANE	WS: Winter Maintained	10495	
1	DUESBURY CLOSE	WS: Winter Maintained	10493	
1	DURHAM MEWS	WS: Winter Maintained	10105	
1	FIGHAM ROAD	WS: Winter Maintained	10498	
1	GREENWOOD AVENUE	WS: Winter Maintained	12068	o/s No 54
1	GROVEHILL ROAD	WS: Winter Maintained	17009	Outside Beverley News
1	HOLME CHURCH LANE	WS: Winter Maintained	18/001	Corner of Kirkholme Lane
1	MAPLE DRIVE	WS: Winter Maintained	19/01	Next to Town Council Notice Board
1	QUEENS ROAD	WS: Winter Maintained	10497	Opp Neville Avenue
1	RAMSDEN COURT	WS: Winter Maintained	12070	O/S No 42
1	SIGSTON ROAD	WS: Winter Maintained	20/007	Junction of Goodfell Road
1	WALTHAM LANE	WS: Winter Maintained	10499	
1	WELL LANE	WS: Winter Maintained	10494	

1 Samman Road

WS: Winter maintained

22/03/2023

Notice Boards			
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How many		Purchase Date	Cost
1	Queensgate Allotments	Jun-18	£ 650.00
1	Kitchen Lane	Jun-18	£ 650.00
1	Sparkmill	Jun-18	£ 650.00
1	Wednesday Market	Jun-14	£ 650.00
1	Goths Lane/Cherry Tree Lane	Jun-14	£ 650.00
1	Grovehill Road - St Nicholas Green	Jun-14	£ 650.00
1	Eden Road	Jun-14	£ 650.00
1	Wylies Road/New Walk Corner	Jun-14	£ 650.00
1	Norwood Crossing	Jun-14	£ 650.00
1	Maple Drive Shops	Jun-14	£ 650.00

Street Shrines

How many	location	Purchase Date	Cost
1	74/76 Norwood	Sep-15	£200.00
1	Keldgate	Sep-15	£200.00
1	2 Grovehill Road	Sep-15	£200.00
1	St Nicholas Church Holme Church Lane	Sep-15	£200.00
1	Crane Hill, Beckside	Sep-15	£200.00
1	St Andrew Street	Sep-15	£200.00
1	Molescroft Pavilion	Sep-15	£200.00

Beverley Town Council - Bloom Asset Register

1	Bench	Tesco Garden
1	Litter Bin	Tesco Garden
13	Promenade Barrels	Railway Station/North Bar Within
2	1200 self watering octagonal planter	Minster
4	900mm length self watering barrier basket	
18	630mm barrel planters	Railway Station
1	1500mm self watering promenade	
2	crest plaques	
2	Planters	Champney Road
2	Railing Planters	Lairgate
3	Planters	North Bar Within
4	Railing Planters	The Bar
	Railing Planters	York Road
	Railing Planters	Outside the Bar
4	Railing Planters	North Bar Within
	Planters	Hengate
4	Railing Planters	Norwood
1	Railing Planter	Norwood - outside dentist
3	Railing Planters	Corner House
4	Railing Planers	New Walkergate
4	Railing Planters	Nellies
1	Railing Planter	Centre of Zebra crossing New Walkergate
2	Planters	Tesco Garden
3	Planters	Alcove near Tesco
4	Railing Planters	Sow Hill
3	Planters	Wednesday Market
2	Planters	Lord Roberts Road
3	Planters	outside Mags Court
3	Barrels	ERT
3	Barrels	Wednesday Market
3	3 tier planter	Town Centre
50	Lamp Post baskets (Ex ERYC)	
80	Hanging Baskets (stored at BTC BBP)	
1	Poly Tunnel sited on Sparkmill Lane Allotment (now used by R-evolution)	
174		
	Numerous Liners	
	Numerous Brackets	
405	Various plaques attached to planters	
	Various small hand tools	

8	three tier planters
68	hanging baskets
74	barriers
51	holsters
28	barrels

CHRISTMAS LIGHTS			
12	Cross Pieces		North Bar Within/Sat Market
1			Outside former cook shop
1			Outside Yorkshire Building Society
1			Outside Optician
1			Outside HSBC
1			Outside Nat West
1			Outside Vyella
1			outside Green Dragon
1			Outside Lakeland
1			Outside former Burtons
1			Outside Yorkshire Bank
1			Outside Joules/Sugar Bird
1			Outside Grapes (near call box)
1			Outside Guest & Phillips
1			Outside TSB
1			Side of TSB
1			Outside Dee & Atkinson
12	Blizzards/Spheres		Middle of Saturday Market
			Sowhill:
1			Outside Vanilla
1	Cross Piece		Dyer Lane
4	Pieces		Toll Gavel
1	Cone Tree	7m	Toll Gavel/Cross Street
5	Pieces		Toll Gavel/Cross Street
1	Cone Tree	6m	Angel Square
3	Cross Pieces		Cross Street
1	Star of Bethlehem		Marks & Spencers
2	Cross pieces		Above Marks & Spencers
1	Cross Piece		Figaro
1	Cross Piece		Ranch
1	Cone Tree	6m	Near Lockings
1	Cross Piece		On Lockings
4	Sets of Tree Lights		County Hall Trees
60	3 metres of static white icicle		
40	Twinkleys for Snowflakes		
8	Lights for Cone tree repair		
	Strobes		
20	60cm cool white blizzards		
30	Set of Tree Lights		
20	45 cm spheres		
4	Snow Falls		
1	Joy Light		Blachere July 2021 £387
21	Spheres		Fest Lite Nov 2021
20m	Static white icicle		Fest Lite Nov 2021
1	Motif Cherry Tree		Fest Lite Nov 2021
1	Motif Railway Square		Fest Lite Nov 2021
3	Lamp Post Fittings Railway Street		Fest Lite Nov 2021
1	Parcel Tree Cross Street		Blachere March 2022
2	3d Christmas Tree Lamp Post Fittings		Fest Lite Nov 2021

white bayonet fitting Bulbs Ref: ac 230v/50Hz/0.8W/B foto diastasi

lighting strip for piece Ref: LED E27 FT300 85-265V 4W

Stress Testing Oct 2017
PAT Testing checked by ERYC

Snowflakes dimensions	1.00m x 1.80m
	8kg 64w
Cross Pieces	7m wide x1.5m high

CCTV

23 0000 1105 724	Camera 1 Wed Market
23 8000 2024 323	1: Saturday Market
23 0000 1093 859	Camera 3 Toll Gavel
23 0000 1093 868	Camera 4 Sat Market
23 0000 1105 742	Camera CCTV Town Centre
23 8000 2024 323	North Bar/Sowhill
23 8000 2047 613	Toll Gavel/Sat Market
	42 Saturday Market

4 mobile cameras	£2468 each
Estates	
4 mobile cameras	£2648 each
around town	

STREET LIGHTING survey by ERYC

feature_type_name	site_name	cost_code	cost_code_name	feature_id	feature_location
SL: Lamp Column - Low <10m	ADMIRAL WALKER ROAD	1R2828	BEVERLEY TOWN COUNCIL	9	O/S 21
SL: Lamp Column - Low <10m	ALBERT TERRACE	1R2828	BEVERLEY TOWN COUNCIL	6	JN WESTWOOD RD
SL: Lamp Column - Low <10m	BARTLETT AVENUE	1R2828	BEVERLEY TOWN COUNCIL	1	O/S 8
SL: Lamp Column - Low <10m	BECKSIDE SOUTH	1R2828	BEVERLEY TOWN COUNCIL	4	
SL: Lamp Column - Low <10m	BECKSIDE SOUTH	1R2828	BEVERLEY TOWN COUNCIL	5	
SL: Lamp Column - High >=10m	BELPRIN ROAD	1R2828	BEVERLEY TOWN COUNCIL	1	
SL: Lamp Column - High >=10m	BELPRIN ROAD	1R2828	BEVERLEY TOWN COUNCIL	2	
SL: Lamp Column - Low <10m	BLACKFRIARS COURT	1R2828	BEVERLEY TOWN COUNCIL	2	Off Eastgate USRN 45900980
SL: Lamp Column - Low <10m	BLACKFRIARS COURT	1R2828	BEVERLEY TOWN COUNCIL	3	Off Eastgate USRN 45900980
SL: Lamp Column - Low <10m	BLACKFRIARS COURT	1R2828	BEVERLEY TOWN COUNCIL	1	Off Eastgate USRN 45900980
SL: Lamp Column - Low <10m	BLEACH YARD LANE PATH	1R2828	BEVERLEY TOWN COUNCIL	5	R/O 5 - BEVERLEY TC LIGHT
SL: Lamp Column - Low <10m	BLEACH YARD LANE PATH	1R2828	BEVERLEY TOWN COUNCIL	1	BEVERLEY TC LIGHT
SL: Lamp Column - Low <10m	BLEACH YARD LANE PATH	1R2828	BEVERLEY TOWN COUNCIL	2	BEVERLEY TC LIGHT
SL: Lamp Column - Low <10m	BLEACH YARD LANE PATH	1R2828	BEVERLEY TOWN COUNCIL	3	BEVERLEY TC LIGHT
SL: Lamp Column - Low <10m	BLEACH YARD LANE PATH	1R2828	BEVERLEY TOWN COUNCIL	4	BEVERLEY TC LIGHT
SL: Lamp Column - Low <10m	BLEACH YARD LANE PATH FROM THE PADDOCK	1R2828	BEVERLEY TOWN COUNCIL	2	R/O 4 ORCHARD CL - BEVERLEY TC LIGHT **** LADDERS REQUIRED*****
SL: Lamp Column - Low <10m	BLEACH YARD LANE PATH FROM THE PADDOCK	1R2828	BEVERLEY TOWN COUNCIL	3	### LADDERS REQUIRED ### S/O GLENESK WOODHALL - BEVERLEY TC LIGHT
SL: Lamp Column - Low <10m	BLEACH YARD LANE PATH FROM THE PADDOCK	1R2828	BEVERLEY TOWN COUNCIL	1	S/O 26 - BEVERLEY TC LIGHT
SL: Lamp Column - Low <10m	BURNABY CLOSE FOOTPATH TO LAUGHTON ROAD	1R2828	BEVERLEY TOWN COUNCIL	2	S/O 20 Off Laughton Road USRN 45903987 - BEVERLEY TC LIGHT PAINTED WITH ANTI CLIMB PAINT & SIGN FIXED - LADDERS REQ
SL: Lamp Column - Low <10m	BURNABY CLOSE FOOTPATH TO LAUGHTON ROAD	1R2828	BEVERLEY TOWN COUNCIL	1	S/O 11 Off Laughton Road USRN 45903987 - BEVERLEY TC LIGHT - PAINTED WITH ANTI CLIMB PAINT & SIGN FIXED
SL: Lamp Column - Low <10m	BUTCHER ROW	1R2828	BEVERLEY TOWN COUNCIL	5	O/S COLLECTIONS *** H & S -- 2 MAN GANG PEDESTRIAN AREA **** +++++ NO VEHICLE ACCESS BETWEEN 11.00 - 15.00 +++++
SL: Lamp Column - Low <10m	BUTCHER ROW	1R2828	BEVERLEY TOWN COUNCIL	3	O/S BOOKSTORE *** H & S -- 2 MAN GANG PEDESTRIAN AREA **** +++++ NO VEHICLE ACCESS BETWEEN 11.00 - 15.00 +++++
SL: Lamp Column - Low <10m	CHERRY TREE LANE	1R2828	BEVERLEY TOWN COUNCIL	1	O/S 118 *** FOLDING COLUMN - 2 MAN GANG ****
SL: Lamp Column - Low <10m	CHURCH VIEW FOOTPATH TO GROVEHILL ROAD	1R2828	BEVERLEY TOWN COUNCIL	1	S/O 142 GROVEHIL RD - ON FOOTPATH TO MINTFIELDS RD - **** 2 MAN GANG LADDERS REQ ****

SL: Lamp Column - Low <10m	CHURCH VIEW FOOTPATH TO GROVEHILL ROAD	1R2828	BEVERLEY TOWN COUNCIL	2	O/S 103 MINFIELDS ROAD - ON FOOTPATH TO GROVEHILL RD - **** 2 MAN GANG LADDERS REQ ****
SL: Lamp Column - Low <10m	CRAB TREE WALK	1R2828	BEVERLEY TOWN COUNCIL	1	++++ FOLDING COLUMN - 2 MAN JOB +++++
SL: Wall Mounted Light	DOG AND DUCK LANE	1R2828	BEVERLEY TOWN COUNCIL	1	O/S 11
SL: Lamp Column - Low <10m	DOMINICAN WALK	1R2828	BEVERLEY TOWN COUNCIL	1	O/S 2 This column supports lamps 1 to 4.
SL: Wall Mounted Light	DOMINICAN WALK	1R2828	BEVERLEY TOWN COUNCIL	5	ON 1/3
SL: Wall Mounted Light	DOMINICAN WALK	1R2828	BEVERLEY TOWN COUNCIL	6	ON 8 - Lamps 1 to 4 are on column 1.
SL: Lamp Column - Low <10m	DUESBURY CLOSE	1R2828	BEVERLEY TOWN COUNCIL	1	
SL: Lamp Column - Low <10m	DUESBURY CLOSE	1R2828	BEVERLEY TOWN COUNCIL	2	O/S 66 *****FOLDING COLUMN 2 MAN GANG REQUIRED *****
SL: Lamp Column - Low <10m	DUESBURY CLOSE	1R2828	BEVERLEY TOWN COUNCIL	3	O/S 7 *****FOLDING COLUMN 2 MAN GANG REQUIRED *****
SL: Lamp Column - Low <10m	DYER LANE	1R2828	BEVERLEY TOWN COUNCIL	4	O/S KINGS HEAD - FED FROM TOILET BLOCK
SL: Lamp Column - Low <10m	DYER LANE	1R2828	BEVERLEY TOWN COUNCIL	3	OPP 1 - FED FROM TOILET BLOCK
SL: Lamp Column - Low <10m	ELLERKER ROAD	1R2828	BEVERLEY TOWN COUNCIL	2	OPP 5
SL: Lamp Column - Low <10m	ELLERKER ROAD	1R2828	BEVERLEY TOWN COUNCIL	1	O/S 2
SL: Lamp Column - Low <10m	ELLERKER ROAD FOOTPATH TO WESTWOOD	1R2828	BEVERLEY TOWN COUNCIL	2	
SL: Lamp Column - Low <10m	ELLERKER ROAD FOOTPATH TO WESTWOOD	1R2828	BEVERLEY TOWN COUNCIL	1	
SL: Wall Mounted Light	EMPSON TERRACE	1R2828	BEVERLEY TOWN COUNCIL	1	ON 4/5
SL: Wall Mounted Light	FOSTERS YARD	1R2828	BEVERLEY TOWN COUNCIL	1	ON 3 --- 2 MAN GANG REQUIRED ----
SL: Lamp Column - Low <10m	FRIARY WALK	1R2828	BEVERLEY TOWN COUNCIL	1	
SL: Lamp Column - Low <10m	FRIARY WALK	1R2828	BEVERLEY TOWN COUNCIL	3	O/S 4
SL: Lamp Column - Low <10m	FRIARY WALK	1R2828	BEVERLEY TOWN COUNCIL	2	O/S 2
SL: Lamp Column - Low <10m	GEORGE STREET	1R2828	BEVERLEY TOWN COUNCIL	1	
SL: Lamp Column - Low <10m	GLOBE MEWS	1R2828	BEVERLEY TOWN COUNCIL	1	WALL UNDER ENTRANCE ARCH
SL: Lamp Column - Low <10m	GODBOLD CLOSE	1R2828	BEVERLEY TOWN COUNCIL	3	O/S 16
SL: Lamp Column - Low <10m	GODBOLD CLOSE	1R2828	BEVERLEY TOWN COUNCIL	1	
SL: Lamp Column - Low <10m	GODBOLD CLOSE	1R2828	BEVERLEY TOWN COUNCIL	2	O/S 19/20
SL: Lamp Column - Low <10m	GRAYBURN LANE	1R2828	BEVERLEY TOWN COUNCIL	4	O/S 45
SL: Lamp Column - Low <10m	GRAYBURN LANE	1R2828	BEVERLEY TOWN COUNCIL	3	O/S 27

SL: Lamp Column - Low <10m	GRAYBURN LANE	1R2828	BEVERLEY TOWN COUNCIL	2	O/S 9
SL: Lamp Column - Low <10m	GRAYBURN LANE	1R2828	BEVERLEY TOWN COUNCIL	1	
SL: Lamp Column - Low <10m	GROVEHILL ROAD FPTH TO MINTFIELDS ROAD	1R2828	BEVERLEY TOWN COUNCIL	8	R/O 1-9 MINTFIELDS Off Mintfield Road
SL: Lamp Column - Low <10m	GROVEHILL ROAD FPTH TO MINTFIELDS ROAD	1R2828	BEVERLEY TOWN COUNCIL	4	END OF GODBOLD CL
SL: Lamp Column - Low <10m	GROVEHILL ROAD FPTH TO MINTFIELDS ROAD	1R2828	BEVERLEY TOWN COUNCIL	5	END OF TAN DYKE
SL: Lamp Column - Low <10m	GROVEHILL ROAD FPTH TO MINTFIELDS ROAD	1R2828	BEVERLEY TOWN COUNCIL	1	NR GROVEHILL RD
SL: Lamp Column - Low <10m	GROVEHILL ROAD FPTH TO MINTFIELDS ROAD	1R2828	BEVERLEY TOWN COUNCIL	2	R/O VICARAGE ON GROVEHILL ROAD
SL: Lamp Column - Low <10m	GROVEHILL ROAD FPTH TO MINTFIELDS ROAD	1R2828	BEVERLEY TOWN COUNCIL	3	R/O 9 GODBOLD CL
SL: Lamp Column - Low <10m	GROVEHILL ROAD FPTH TO MINTFIELDS ROAD	1R2828	BEVERLEY TOWN COUNCIL	7	OFF MINTFIELD ROAD - **** FOLDING COLUMN - 2 MAN JOB ****
SL: Lamp Column - Low <10m	GROVEHILL ROAD FPTH TO MINTFIELDS ROAD	1R2828	BEVERLEY TOWN COUNCIL	6	O/S 12 TAN DYKE Off Mintfield Road - **** FOLDING COLUMN - 2 MAN JOB ****
SL: Lamp Column - Low <10m	HENGATE	1R2828	BEVERLEY TOWN COUNCIL	2	OPP JN LADYGATE
SL: Wall Mounted Light	HENGATE	1R2828	BEVERLEY TOWN COUNCIL	6	O/S 16
SL: Lamp Column - Low <10m	HENGATE	1R2828	BEVERLEY TOWN COUNCIL	1	Parish Owned Floodlights in Memorial Gardens
SL: Lamp Column - Low <10m	HENGATE	1R2828	BEVERLEY TOWN COUNCIL	2	Parish owned floodlight in Memorial Gardens
SL: Lamp Column - Low <10m	HURN VIEW	1R2828	BEVERLEY TOWN COUNCIL	1	O/S 6
SL: Lamp Column - Low <10m	JACK TAYLOR LANE	1R2828	BEVERLEY TOWN COUNCIL	1	++++ FOLDING COLUMN - 2 MAN JOB +++++
SL: Lamp Column - Low <10m	JACK TAYLOR LANE	1R2828	BEVERLEY TOWN COUNCIL	2	++++ FOLDING COLUMN - 2 MAN JOB +++++
SL: Lamp Column - Low <10m	JACK TAYLOR LANE	1R2828	BEVERLEY TOWN COUNCIL	3	++++ FOLDING COLUMN - 2 MAN JOB +++++
SL: Lamp Column - Low <10m	JACK TAYLOR LANE	1R2828	BEVERLEY TOWN COUNCIL	4	++++ FOLDING COLUMN - 2 MAN JOB +++++
SL: Lamp Column - Low <10m	JACK TAYLOR LANE	1R2828	BEVERLEY TOWN COUNCIL	5	++++ FOLDING COLUMN - 2 MAN JOB +++++
SL: Lamp Column - Low <10m	JACK TAYLOR LANE	1R2828	BEVERLEY TOWN COUNCIL	6	++++ FOLDING COLUMN - 2 MAN JOB +++++
SL: Lamp Column - Low <10m	KNIGHTS WAY COURTYARD	1R2828	BEVERLEY TOWN COUNCIL	3	
SL: Lamp Column - Low <10m	KNIGHTS WAY COURTYARD	1R2828	BEVERLEY TOWN COUNCIL	1	S/O 12
SL: Lamp Column - Low <10m	KNIGHTS WAY COURTYARD	1R2828	BEVERLEY TOWN COUNCIL	2	R/O 5
SL: Wall Mounted Light	LAIRGATE	1R2828	BEVERLEY TOWN COUNCIL	3	ON 99
SL: Lamp Column - Low <10m	LAIRGATE	1R2828	BEVERLEY TOWN COUNCIL	2	OPP 115
SL: Lamp Column - Low <10m	LANDRESS LANE	1R2828	BEVERLEY TOWN COUNCIL	1	ORNATE COLUMN NR TOLL GAVEL
SL: Lamp Column - Low <10m	LOVE LANE	1R2828	BEVERLEY TOWN COUNCIL	2	

SL: Lamp Column - Low <10m	LOVE LANE	1R2828	BEVERLEY TOWN COUNCIL	1	
SL: Wall Mounted Light	LURK LANE	1R2828	BEVERLEY TOWN COUNCIL	3	
SL: Lamp Column - Low <10m	MAPLE DRIVE FOOTPATH TO LIME TREE AVENUE	1R2828	BEVERLEY TOWN COUNCIL	2	
SL: Lamp Column - Low <10m	MAPLE DRIVE FOOTPATH TO LIME TREE AVENUE	1R2828	BEVERLEY TOWN COUNCIL	1	
SL: Lamp Column - Low <10m	MINSTER YARD NORTH	1R2828	BEVERLEY TOWN COUNCIL	6	OPP 2 MINSTER MOORGATE
SL: Lamp Column - Low <10m	MINSTER YARD NORTH	1R2828	BEVERLEY TOWN COUNCIL	3	
SL: Lamp Column - Low <10m	MINSTER YARD NORTH	1R2828	BEVERLEY TOWN COUNCIL	2	
SL: Lamp Column - Low <10m	MINSTER YARD NORTH	1R2828	BEVERLEY TOWN COUNCIL	5	
SL: Lamp Column - Low <10m	MINSTER YARD NORTH	1R2828	BEVERLEY TOWN COUNCIL	1	JN EASTGATE
SL: Lamp Column - Low <10m	MINSTER YARD NORTH	1R2828	BEVERLEY TOWN COUNCIL	4	
SL: Lamp Column - Low <10m	MINSTER YARD SOUTH	1R2828	BEVERLEY TOWN COUNCIL	4	OPP JN HALLGARTH WAY
SL: Lamp Column - Low <10m	MINSTER YARD SOUTH	1R2828	BEVERLEY TOWN COUNCIL	6	
SL: Lamp Column - Low <10m	MINSTER YARD SOUTH	1R2828	BEVERLEY TOWN COUNCIL	3	
SL: Lamp Column - Low <10m	MINSTER YARD SOUTH	1R2828	BEVERLEY TOWN COUNCIL	2	
SL: Lamp Column - Low <10m	MINSTER YARD SOUTH	1R2828	BEVERLEY TOWN COUNCIL	5	
SL: Lamp Column - Low <10m	MINSTER YARD SOUTH	1R2828	BEVERLEY TOWN COUNCIL	8	O/S 8/9 - fitted with Celestar N1 18w LED (as used in Refuge Beacons)
SL: Lamp Column - Low <10m	MINSTER YARD SOUTH	1R2828	BEVERLEY TOWN COUNCIL	7	
SL: Lamp Column - Low <10m	MINSTER YARD SOUTH	1R2828	BEVERLEY TOWN COUNCIL	1	NR JN LONG LA
SL: Lamp Column - Low <10m	MINTFIELDS ROAD	1R2828	BEVERLEY TOWN COUNCIL	3	JN SMEDLEY CLOSE
SL: Lamp Column - Low <10m	MINTFIELDS ROAD	1R2828	BEVERLEY TOWN COUNCIL	4	O/S 1-9
SL: Wall Mounted Light	MORLEYS YARD	1R2828	BEVERLEY TOWN COUNCIL	1	
SL: Wall Mounted Light	NARROW RACKET	1R2828	BEVERLEY TOWN COUNCIL	1	**** BULK CHANGED & CLEANED JULY 2014 ****
SL: Wall Mounted Light	NARROW RACKET	1R2828	BEVERLEY TOWN COUNCIL	2	**** BULK CHANGED & CLEANED JULY 2014 ****
SL: Wall Mounted Light	NARROW RACKET	1R2828	BEVERLEY TOWN COUNCIL	3	**** BULK CHANGED & CLEANED JULY 2014 ****
SL: Wall Mounted Light	NARROW RACKET	1R2828	BEVERLEY TOWN COUNCIL	4	**** BULK CHANGED & CLEANED JULY 2014 ****
SL: Wall Mounted Light	NARROW RACKET	1R2828	BEVERLEY TOWN COUNCIL	5	**** BULK CHANGED & CLEANED JULY 2014 ****
SL: Lamp Column - Low <10m	NEW WALK	1R2828	BEVERLEY TOWN COUNCIL	7	O/S 15 - fitted with Venture Lighting Kit
SL: Lamp Column - Low <10m	NEW WALK	1R2828	BEVERLEY TOWN COUNCIL	16	O/S 16 - fitted with Venture Lighting Kit

SL: Lamp Column - Low <10m	NEW WALK	1R2828	BEVERLEY TOWN COUNCIL	10	O/S 18 - fitted with Venture Lighting Kit
SL: Lamp Column - Low <10m	NEW WALK	1R2828	BEVERLEY TOWN COUNCIL	5	O/S 10 - fitted with Venture Lighting Kit
SL: Lamp Column - Low <10m	NEW WALK	1R2828	BEVERLEY TOWN COUNCIL	13	O/S POLICE STATION - fitted with Venture Lighting Kit
SL: Lamp Column - Low <10m	NEW WALK	1R2828	BEVERLEY TOWN COUNCIL	11	OPP 20 - fitted with Venture Lighting Kit - with Time Clock
SL: Lamp Column - Low <10m	NEW WALK	1R2828	BEVERLEY TOWN COUNCIL	4	O/S 9 - fitted with Venture Lighting Kit
SL: Lamp Column - Low <10m	NEW WALK	1R2828	BEVERLEY TOWN COUNCIL	2	O/S 1 - fitted with Venture Lighting Kit
SL: Lamp Column - Low <10m	NOLLOTH WALK	1R2828	BEVERLEY TOWN COUNCIL	1	++++ FOLDING COLUMN - 2 MAN JOB +++++
SL: Lamp Column - Low <10m	NOLLOTH WALK	1R2828	BEVERLEY TOWN COUNCIL	2	++++ FOLDING COLUMN - 2 MAN JOB +++++
SL: Lamp Column - Low <10m	NOLLOTH WALK	1R2828	BEVERLEY TOWN COUNCIL	3	++++ FOLDING COLUMN - 2 MAN JOB +++++
SL: Wall Mounted Light	NORTH BAR WITHIN	1R2828	BEVERLEY TOWN COUNCIL	17	UNDER STONE ARCH
SL: Lamp Column - Low <10m	NORTH BAR WITHOUT	1R2828	BEVERLEY TOWN COUNCIL	19	O/S 51 - fitted with Venture Lighting Kit
SL: Lamp Column - Low <10m	NORTH BAR WITHOUT	1R2828	BEVERLEY TOWN COUNCIL	17	O/S47 - fitted with Venture Lighting Kit
SL: Lamp Column - Low <10m	NORTH BAR WITHOUT	1R2828	BEVERLEY TOWN COUNCIL	14	O/S 43 - fitted with Venture Lighting Kit
SL: Lamp Column - Low <10m	NORTH BAR WITHOUT	1R2828	BEVERLEY TOWN COUNCIL	15	O/S 56 - fitted with Venture Lighting Kit
SL: Lamp Column - Low <10m	NORTH BAR WITHOUT	1R2828	BEVERLEY TOWN COUNCIL	20	O/S 62 - fitted with Venture Lighting Kit
SL: Lamp Column - Low <10m	NORTON STREET	1R2828	BEVERLEY TOWN COUNCIL	1	
SL: Wall Mounted Light	NORWOOD DALE	1R2828	BEVERLEY TOWN COUNCIL	1	O/S 4
SL: Lamp Column - Low <10m	NORWOOD FAR GROVE	1R2828	BEVERLEY TOWN COUNCIL	4	O/S 48
SL: Lamp Column - Low <10m	NORWOOD FAR GROVE	1R2828	BEVERLEY TOWN COUNCIL	6	OPP 55
SL: Lamp Column - Low <10m	NORWOOD FAR GROVE	1R2828	BEVERLEY TOWN COUNCIL	2	O/S 6
SL: Lamp Column - Low <10m	NORWOOD FAR GROVE	1R2828	BEVERLEY TOWN COUNCIL	1	ADJ 2
SL: Wall Mounted Light	OUTER TRINITIES	1R2828	BEVERLEY TOWN COUNCIL	7	O/S 36
SL: Lamp Column - Low <10m	OUTER TRINITIES	1R2828	BEVERLEY TOWN COUNCIL	2	O/S 15
SL: Lamp Column - Low <10m	OUTER TRINITIES	1R2828	BEVERLEY TOWN COUNCIL	1	O/S 7
SL: Lamp Column - Low <10m	OUTER TRINITIES	1R2828	BEVERLEY TOWN COUNCIL	4	O/S 25
SL: Wall Mounted Light	OUTER TRINITIES	1R2828	BEVERLEY TOWN COUNCIL	6	O/S 32
SL: Lamp Column - Low <10m	OUTER TRINITIES	1R2828	BEVERLEY TOWN COUNCIL	5	R/O 29
SL: Wall Mounted Light	OUTER TRINITIES	1R2828	BEVERLEY TOWN COUNCIL	3	OPP 25

SL: Lamp Column - Low <10m	PARADISE SQUARE	1R2828	BEVERLEY TOWN COUNCIL	2	
SL: Lamp Column - Low <10m	PARADISE SQUARE	1R2828	BEVERLEY TOWN COUNCIL	1	
SL: Lamp Column - Low <10m	PASTURE TERRACE	1R2828	BEVERLEY TOWN COUNCIL	1	
SL: Lamp Column - Low <10m	PASTURE TERRACE	1R2828	BEVERLEY TOWN COUNCIL	5	OPP 35
SL: Lamp Column - Low <10m	PASTURE TERRACE	1R2828	BEVERLEY TOWN COUNCIL	2	O/S 11
SL: Wall Mounted Light	PASTURE TERRACE	1R2828	BEVERLEY TOWN COUNCIL	3	O/S PASTUREMEWS
SL: Wall Mounted Light	PASTURE TERRACE	1R2828	BEVERLEY TOWN COUNCIL	4	W/B ON 21
SL: Lamp Column - Low <10m	RAMSDEN COURT	1R2828	BEVERLEY TOWN COUNCIL	1	
SL: Lamp Column - Low <10m	RAMSDEN COURT	1R2828	BEVERLEY TOWN COUNCIL	2	
SL: Lamp Column - Low <10m	SAMPLE AVENUE	1R2828	BEVERLEY TOWN COUNCIL	1	
SL: Lamp Column - Low <10m	SATURDAY MARKET	1R2828	BEVERLEY TOWN COUNCIL	1	ORNATE COLUMN **** COLUMN AND LANTERN REFURBISHED 2013 *****
SL: Wall Mounted Light	SATURDAY MARKET	1R2828	BEVERLEY TOWN COUNCIL		WALL BRACKETT ON BRIGGS & POWELL
SL: Lamp Column - Low <10m	SEVEN CORNERS LANE	1R2828	BEVERLEY TOWN COUNCIL	1	
SL: Lamp Column - Low <10m	SEVEN CORNERS LANE	1R2828	BEVERLEY TOWN COUNCIL	2	
SL: Lamp Column - Low <10m	SEVEN CORNERS LANE	1R2828	BEVERLEY TOWN COUNCIL	3	O/S 1
SL: Lamp Column - Low <10m	SEVEN CORNERS LANE	1R2828	BEVERLEY TOWN COUNCIL	4	
SL: Lamp Column - Low <10m	SPARK MILL LANE	1R2828	BEVERLEY TOWN COUNCIL	1	S/O 90
SL: Wall Mounted Light	ST ELLENS COURT	1R2828	BEVERLEY TOWN COUNCIL	1	
SL: Lamp Column - Low <10m	ST ELLENS COURT	1R2828	BEVERLEY TOWN COUNCIL	2	
SL: Lamp Column - Low <10m	ST ELLENS COURT	1R2828	BEVERLEY TOWN COUNCIL	3	
SL: Lamp Column - Low <10m	ST JOHN STREET	1R2828	BEVERLEY TOWN COUNCIL	1	OPP 4
SL: Lamp Column - Low <10m	ST JOHN STREET	1R2828	BEVERLEY TOWN COUNCIL	2	OPP 7
SL: Lamp Column - Low <10m	ST JOHN STREET	1R2828	BEVERLEY TOWN COUNCIL	3	OPP 13
SL: Lamp Column - Low <10m	ST MARYS TERRACE	1R2828	BEVERLEY TOWN COUNCIL	1	O/S 14
SL: Lamp Column - Low <10m	SWABYS YARD	1R2828	BEVERLEY TOWN COUNCIL	2	S/O 15
SL: Lamp Column - Low <10m	SWABYS YARD	1R2828	BEVERLEY TOWN COUNCIL	3	O/S 14
SL: Lamp Column - Low <10m	SWABYS YARD	1R2828	BEVERLEY TOWN COUNCIL	1	S/O 80 WALKERGATE
SL: Lamp Column - Low <10m	SYLVESTER LANE	1R2828	BEVERLEY TOWN COUNCIL	5	SYLVESTER COURT - gate keys held by Glovers Estate Agents - YE Supply in bin store cupboard - Keys with Stanifords

SL: Lamp Column - Low <10m	SYLVESTER LANE	1R2828	BEVERLEY TOWN COUNCIL	9	SYLVESTER COURT - gate keys held by Glovers Estate Agents - YE Supply in bin store cupboard - Keys with Stanifords
SL: Lamp Column - Low <10m	SYLVESTER LANE	1R2828	BEVERLEY TOWN COUNCIL	1	SYLVESTER COURT - gate keys held by Glovers Estate Agents - YE Supply in bin store cupboard - Keys with Stanifords
SL: Lamp Column - Low <10m	SYLVESTER LANE	1R2828	BEVERLEY TOWN COUNCIL	2	SYLVESTER COURT - gate keys held by Glovers Estate Agents - YE Supply in bin store cupboard - Keys with Stanifords
SL: Lamp Column - Low <10m	SYLVESTER LANE	1R2828	BEVERLEY TOWN COUNCIL	8	SYLVESTER COURT - gate keys held by Glovers Estate Agents - YE Supply in bin store cupboard - Keys with Stanifords
SL: Lamp Column - Low <10m	SYLVESTER LANE	1R2828	BEVERLEY TOWN COUNCIL	4	SYLVESTER COURT - gate keys held by Glovers Estate Agents - YE Supply in bin store cupboard - Keys with Stanifords
SL: Lamp Column - Low <10m	SYLVESTER LANE	1R2828	BEVERLEY TOWN COUNCIL	6	SYLVESTER COURT - gate keys held by Glovers Estate Agents - YE Supply in bin store cupboard - Keys with Stanifords
SL: Lamp Column - Low <10m	SYLVESTER LANE	1R2828	BEVERLEY TOWN COUNCIL	7	SYLVESTER COURT - gate keys held by Glovers Estate Agents - YE Supply in bin store cupboard - Keys with Staniford
SL: Lamp Column - Low <10m	SYLVESTER LANE	1R2828	BEVERLEY TOWN COUNCIL	3	SYLVESTER COURT - gate keys held by Glovers Estate Agents - YE Supply in bin store cupboard - Keys with Stanifords
SL: Lamp Column - Low <10m	TAN DYKE WAY	1R2828	BEVERLEY TOWN COUNCIL	3	S/O 7
SL: Lamp Column - Low <10m	TAN DYKE WAY	1R2828	BEVERLEY TOWN COUNCIL	1	S/O 49/53 MINTFIELD DR
SL: Lamp Column - Low <10m	TAN DYKE WAY	1R2828	BEVERLEY TOWN COUNCIL	2	O/S 1-6
SL: Lamp Column - Low <10m	THURSTAN CLOSE	1R2828	BEVERLEY TOWN COUNCIL	1	O/S LINDSEY
SL: Lamp Column - Low <10m	THURSTAN CLOSE	1R2828	BEVERLEY TOWN COUNCIL	2	O/S THE CHALET
SL: Wall Mounted Light	TIGER LANE	1R2828	BEVERLEY TOWN COUNCIL	4	O/S 33
SL: Lamp Column - Low <10m	TIGER LANE	1R2828	BEVERLEY TOWN COUNCIL	3	OPP 18
SL: Wall Mounted Light	TIGER LANE	1R2828	BEVERLEY TOWN COUNCIL	2	OPP 7
SL: Wall Mounted Light	TIGER LANE	1R2828	BEVERLEY TOWN COUNCIL	1	S/O 47 NORTH BAR WITHIN
SL: Wall Mounted Light	TINDALL LANE	1R2828	BEVERLEY TOWN COUNCIL	1	*** requires Genie Boom for access to lantern only - feeder box at low level *****
SL: Lamp Column - Low <10m	TOLL GAVEL	1R2828	BEVERLEY TOWN COUNCIL	2	OPP 9 - *** H & S -- 2 MAN GANG PEDESTRIAN AREA ***** ++ NO VEHICLE ACCESS BETWEEN 11.00 - 15.00 ++
SL: Lamp Column - Low <10m	TOLL GAVEL	1R2828	BEVERLEY TOWN COUNCIL	6	O/S 48 *** H & S -- 2 MAN GANG PEDESTRIAN AREA **** ++ NO VEHICLE ACCESS BETWEEN 11.00 - 15.00 ++
SL: Lamp Column - Low <10m	TOLL GAVEL	1R2828	BEVERLEY TOWN COUNCIL	5	O/S 42 *** H & S -- 2 MAN GANG PEDESTRIAN AREA **** ++ NO VEHICLE ACCESS BETWEEN 11.00 - 15.00 ++
SL: Lamp Column - Low <10m	TOLL GAVEL	1R2828	BEVERLEY TOWN COUNCIL	4	O/S HALIFAX BS *** H & S -- 2 MAN GANG PEDESTRIAN AREA **** ++ NO VEHICLE ACCESS BETWEEN 11.00 - 15.00 ++
SL: Lamp Column - Low <10m	TOLL GAVEL	1R2828	BEVERLEY TOWN COUNCIL	3	O/S THOMAS COOK *** H & S -- 2 MAN GANG PEDESTRIAN AREA **** ++ NO VEHICLE ACCESS BETWEEN 11.00 - 15.00 ++
SL: Wall Mounted Light	TOLL GAVEL	1R2828	BEVERLEY TOWN COUNCIL	1	ON KENNINGHAM COTTAGES ** H & S -- 2 MAN GANG PEDESTRIAN AREA** ++ NO VEHICLE ACCESS BETWEEN 11.00 - 15.00 ++
SL: Wall Mounted Light	TURNERS YARD	1R2828	BEVERLEY TOWN COUNCIL	2	R/O42 *****LADDERS REQ*****
SL: Wall Mounted Light	TURNERS YARD	1R2828	BEVERLEY TOWN COUNCIL	1	R/O42
SL: Lamp Column - Low <10m	VICAR LANE	1R2828	BEVERLEY TOWN COUNCIL	3	O/S 20
SL: Wall Mounted Light	VICAR LANE	1R2828	BEVERLEY TOWN COUNCIL	1	O/S 2
SL: Lamp Column - Low <10m	WALTHAM LANE	1R2828	BEVERLEY TOWN COUNCIL	4	R/O 6

SL: Lamp Column - Low <10m	WALTHAM LANE	1R2828	BEVERLEY TOWN COUNCIL	3	S/O 27
SL: Lamp Column - Low <10m	WALTHAM LANE	1R2828	BEVERLEY TOWN COUNCIL	2	
SL: Lamp Column - Low <10m	WILLOW GROVE	1R2828	BEVERLEY TOWN COUNCIL	1	JN PASTURE TERR
SL: Lamp Column - Low <10m	WILLOW GROVE	1R2828	BEVERLEY TOWN COUNCIL	2	***** OPP 7 *****LADDERS REQ*****
SL: Lamp Column - Low <10m	WILLOW GROVE	1R2828	BEVERLEY TOWN COUNCIL	3	*** OPP 17 ***** 2 MAN GANG *** LADDERS REQUIRED *****
SL: Wall Mounted Light	WINDMILL WALK	1R2828	BEVERLEY TOWN COUNCIL	1	**** LADDERS REQUIRED****
SL: Lamp Column - Low <10m	WINDSOR CLOSE	1R2828	BEVERLEY TOWN COUNCIL	1	S/O 2 SIGSTON RD
SL: Lamp Column - Low <10m	WINDSOR CLOSE	1R2828	BEVERLEY TOWN COUNCIL	4	O/S 5/6
SL: Lamp Column - Low <10m	WINDSOR CLOSE	1R2828	BEVERLEY TOWN COUNCIL	3	O/S 3/4
SL: Lamp Column - Low <10m	WINDSOR CLOSE	1R2828	BEVERLEY TOWN COUNCIL	7	O/S 21/22
SL: Lamp Column - Low <10m	WINDSOR CLOSE	1R2828	BEVERLEY TOWN COUNCIL	6	O/S 28
SL: Lamp Column - Low <10m	WINDSOR CLOSE	1R2828	BEVERLEY TOWN COUNCIL	2	ADJ 1
SL: Lamp Column - Low <10m	WINDSOR CLOSE	1R2828	BEVERLEY TOWN COUNCIL	5	O/S 12
SL: Lamp Column - Low <10m	WOOD LANE	1R2828	BEVERLEY TOWN COUNCIL	6	O/S 60
SL: Lamp Column - Low <10m	WOOD LANE	1R2828	BEVERLEY TOWN COUNCIL	2	OPP 5
SL: Wall Mounted Light	WOOD LANE	1R2828	BEVERLEY TOWN COUNCIL	1	OPP 1 ****LADDERS REQUIRED - 2 MAN GANG *****
SL: Wall Mounted Light	WOOD LANE	1R2828	BEVERLEY TOWN COUNCIL	3	O/S 16
SL: Lamp Column - Low <10m	WOOD LANE	1R2828	BEVERLEY TOWN COUNCIL	5	O/S 44
SL: Wall Mounted Light	WOOD LANE	1R2828	BEVERLEY TOWN COUNCIL	4	O/S 35
SL: Lamp Column - Low <10m	WOODLANDS	1R2828	BEVERLEY TOWN COUNCIL	2	O/S 12**Currently a NPG Fault - taken temporarily out of patrol route - CM 14.10.15**
SL: Lamp Column - Low <10m	WOODLANDS	1R2828	BEVERLEY TOWN COUNCIL	5	O/S 38
SL: Lamp Column - Low <10m	WOODLANDS	1R2828	BEVERLEY TOWN COUNCIL	6	OPP 39
SL: Lamp Column - Low <10m	WOODLANDS	1R2828	BEVERLEY TOWN COUNCIL	1	OPP 18
SL: Lamp Column - Low <10m	WOODLANDS	1R2828	BEVERLEY TOWN COUNCIL	4	O/S 29
SL: Lamp Column - Low <10m	WOODLANDS	1R2828	BEVERLEY TOWN COUNCIL	3	O/S 18
Insured	40 LBC columns (£4000 each column replacement)	160000			
	175 standard columns (£1000 each column replacement)	175000			



Council Guard Schedule

Welcome to RSA.

You should read this Schedule in conjunction with your Policy Wording.

These details are a record of the information provided to RSA. It is also essential that you read all of the clauses applying to your Policy as these contain important information that may affect your Policy cover.

Policy Number: RTT284462/00187

Your Details:

Policyholder: Beverley Town Council
Correspondence Address: 12 Well Lane, Beverley, East Yorkshire, HU17 9BL
Business Description: Town Council

Your Intermediary's Details:

Intermediary Name: James Hallam Insurance Brokers
Address: Spargo House 10 Budshead Way, Devon, PL6 5FE

Your Policy Dates:

Period of Insurance: 27/03/2023 To: 31/05/2023

Renewal Date: 01/06/2023

Your Premium Information:

First Premium: £0.00
Insurance Premium Tax: £0.00

Total Amount Due: £0.00

Long Term Agreement Expiry Date: 31 May 2023

Low Claims Rebate: Yes

Reason for Issue: Add Plot 1 Queensgate, Beverley HU17 8NH

Royal & Sun Alliance Insurance Ltd (No. 93792).

Registered in England and Wales at St. Mark's Court, Chart Way, Horsham, West Sussex, RH12 1XL.
Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. For your protection, telephone calls will be recorded and may be monitored



If there are any additional Policy-level Clauses applicable, these are shown below

Rate Stability Agreement

Policyholder : Beverley Town Council

Policy No. : RTT284462/00187

Company : RSA

Period of Agreement : From 01/06/2020 to 31/05/2023

Initial Period : From 01/06/2020 to 31/05/2021

Second Period : From 01/06/2021 to 31/05/2022

Third Period : From 01/06/2022 to 31/05/2023

For the Period of Agreement shown above and subject to the Adjustment Provisions specified herein the Policyholder agrees to maintain the policy in force and the Company agree to calculate the premium on the sums insured applicable for the Initial Period and the following rates thereafter

Second Period : at the rates applicable for the Initial Period

Third Period : at the rates applicable for the Second Period

Provisos

Provided that

1. the Company may also vary the terms of the policy in accordance with the Special Provisions defined herein
2. any imposition of or increase in any levy or tax on premiums or contribution to governmental or non-governmental insurance schemes or pools will be borne by the Insured
3. all other terms definitions provisions extensions exclusions and conditions of the policy will continue to apply

Definitions

1. Loss Ratio shall mean the percentage which the total of paid claims outstanding reserves (as established by the Insurers) and related loss adjustment expenses incurred during the Initial Period or the Second Period bears to the Earned Premium for the same Initial or Second period
2. Prior Years Loss Ratio shall mean the percentage which the total of paid claims outstanding reserves (as established by or declared to the Insurers) and related loss adjustment expenses incurred during the three years prior to commencement of the agreement bears to the Prior Years Earned Premium

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3. Earned Premium means the total of the premiums paid or payable for the period including adjustments but excluding commission or any taxes or levies on premiums or contributions to governmental or non-governmental insurance schemes or pools

4. Prior Years Earned Premium means three times the total of the premium paid or payable to the Company for the Initial Period of the Agreement or three times the total of the Earned Premium for the first twelve months of the Agreement whichever is the less including adjustments but excluding commission or any taxes or levies on premiums or contributions to governmental or non-governmental insurance schemes or pools

Adjustment Provision

1 If at the expiry of the Initial Period

a) the Loss Ratio exceeds 40% for the Initial Period or

b) the Prior Years Loss Ratio exceeds 30%

the Company reserve the right to terminate the Agreement or re-negotiate the premium or rates for application to the Second Period

2 If at the expiry of the Second Period

a. the Loss Ratio exceeds 40% for each of the Initial and Second Periods or

b. the Prior Years Loss Ratio exceeds 30%

the Company reserve the right to terminate the Agreement or re-negotiate the premium or rates for application to the Third Period

3 Any premiums or claims in respect of any reinsurance to governmental or non-governmental insurance schemes or pools shall not be taken into account in arriving at the Loss Ratio or Earned Premium

Special Provisions

Declaration of Claims

A declaration of all paid and outstanding claims by the previous Insurer for the three years prior to the commencement of this agreement shall be provided to the Company prior to the expiry of the Initial Period and prior to the expiry of the Second Period for the purposes of calculating the Prior Years Loss Ratio

In respect of any class of business provided by the Policy that were placed with the Company for the full period of three years prior to the commencement of the Agreement a declaration of claims is not required

Rights of the Company

The Company reserve the right regardless of the Loss Ratio to:

1 adjust the premium or rates restrict the cover or vary the terms or conditions to reflect changes which have a material effect upon the scope of cover or indemnity provided by the policy or extent of risk being

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- a) acquisitions or disposals of property or companies or changes in the business carried on by the Policyholder
 - b) the Company adopting a change in the underwriting policy in respect of any class of business included in the policy or imposing limits of loss or liability to all policies in any class of business included in the policy
 - c) any limitation reduction in capacity or rate increase imposed by any re-insurer of the Company
 - d) any change in market practice
 - e) legislation being any enactment subordinate legislation law regulation decree treaty or instrument in force in any country or territory covered by the policy
 - f) judgements awards or decisions made by any court tribunal or arbitration any government or regulatory body or ombudsman
- 2 adjust the premium or rates restrict the cover or vary the terms or conditions or terminate the Agreement:
- a) to reflect a legal requirement to do so
 - b) if at any time the Policyholder shall be merged with acquired by or otherwise absorbed or controlled by any individual or corporation or other business entity of any kind
 - c) if at any time the Policyholder shall go into any form of liquidation bankruptcy receivership or administration or equivalent status or become the subject of an action in bankruptcy
 - d) if at any time the Policyholder fails to complete any requirements agreed with the Company within the agreed timescales
- 3 adjust the Building and Contents sums insured in line with the Insurers published index linking guides

Rights of the Policyholder

- 1 If the Company elect to change the terms in accordance with any of the Adjustment Provisions or Special Provisions then the Policyholder may at its option terminate the Agreement without penalty
- 2 The Policyholder may cancel the agreement at expiry of the Initial Period (or Second Period) without the Insurer activating its rights within the Adjustment Provisions or Special Provisions subject to a payment of 45% of the annual premium which would have been payable for the Second (or Third Period)

Memoranda

If at any time the Policyholder shall be merged with acquired by or otherwise absorbed or controlled by any individual or corporation or other business entity of any kind provided the entity continues to trade in the name stated within this agreement then the Agreement shall be considered to still be in force

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.
Profit Rebate Clause

For the purpose of this endorsement

Eligible lines of business are Material Damage, Business Interruption, Employers Liability and Public/Products Liability

'Cut Off Date' means the date at which the Loss Ratio will be calculated

Provided that the Loss Ratio for each Period of Insurance does not exceed 25% at the Cut Off Date on the Commercial Combined Policy the Company shall allow a return premium on the Net Earned Premium based on the following scale of rebate provided that the loss ratio does not exceed the amount shown at the Cut Off Date in respect of the Period of Insurance shown below

All claims outstanding at the Cut Off Date shall be regarded as paid for the purposes of this endorsement

The payment of the profit rebate is conditional on the renewal of the policy with the Company at the expiry of each period of insurance specified below

Period of Insurance 01/06/2020 - 31/05/2023

Cut Off Date 3 Months following renewal of this policy

Commercial Combined Policy

Loss Ratio % Return Premium %

< 25% 2.5%

< 20% 5.0%

< 15% 7.5%

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Difference in Conditions

In respect of any Claim or any circumstance which might reasonably be expected to produce a Claim notified to the Insurer during the Period of Insurance, within two years of expiry of the commercial combined policy immediately preceding (policy number 24694268 CCI "the Preceding Commercial Combined Policy") this Policy, the terms conditions exclusions and limitations of the Preceding Commercial Combined Policy shall take precedence over any terms Conditions Exclusions and limitations of this RSA Policy which are less favourable to the Insured except for the following specific restrictions

- The Limit of Indemnity and the Insured's Contribution applicable to any such Claim or Claim arising from such circumstance which might reasonably be expected to produce a Claim and notified under Claims Condition 1 shall be limited to those applicable under this Policy

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- The following insurances and services are excluded
 - A) Help advice or other telephone services
 - B) Legal Expenses or Legal Protection insurance
 - C) Terrorism Insurance

Virus, Disease and Pandemic Exclusion

(except Terrorism Insurance, Liability Insurance, Fidelity Insurance, Personal Accident Insurance and Legal Expenses Insurance)

Notwithstanding any provision to the contrary within the Policy, the Policy does not cover loss, destruction or damage, or any costs or expenses of whatsoever nature directly or indirectly occasioned by, arising from, caused by, happening through or in consequence of, or otherwise attributable to:

- A) Coronaviruses
- B) Coronavirus disease (COVID-19);
- C) Severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2);
- D) Any mutation of or variation of A), B) or C) above;
- E) any infectious disease that is designated or treated as a pandemic by the World Health Organisation
- F) Any fear or anticipation of A), B), C), D) or E) above.

Endorsement A - General Policy Exclusion

The following General Policy Exclusion is added to the policy and applies to the Personal Accident & Travel sections

The Company will not pay any claim

3 which is directly or indirectly as a result of or is contributed to by or is as a consequence of

- A. severe acute respiratory syndrome coronavirus 2 (SARS-COV-2) or
- B. coronavirus disease 2019 (COVID-19) or
- C. any derivative or mutation of either A. or B.

Noted Interest

In relation to the Enreach Telephony Solutions system, the interest of PEAC Finance c/o Acquis Insurance Management Limited under the finance agreement number of AALF241348 is noted.

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The Covers available for our Property Damage and Business Interruption Insurances are as follows:

- | | |
|--|----------------------------------|
| 1. Fire, Lightning, Aircraft and Explosion | 7. Sprinkler leakage |
| 2. Earthquake | 8. Theft |
| 3. Riot and malicious persons | 9. Subsidence |
| 4. Storm or flood | 10. Any other accident |
| 5. Escape of water | 11. Glass |
| 6. Impact | 12. Specified Items: 'All Risks' |

It is important to note that the actual Covers may vary for each Premises and the Covers excluded are specified on the following Premises pages of the Schedule.

For the full definition of the Policy coverage please refer to the Policy Wording.

In choosing this product and the level of cover you have not received any personal recommendations from RSA.

Occupation: **Town Council Offices**

Property Insured

Covers not insured:

- If there are any additional Policy-level Clauses applicable, these are shown below**

The Premises: **Unit S2, Beverley Business Park, Oldbeck Road,
Beverley, North Humberside, HU17 0JW**

Occupation: **Storage Facility**

Property Insured

Buildings - Buildings including Landlords Fixtures & Fittings	Not Insured
Rent Receivable &/or Payable	£4,200.00
Indemnity period	12 Months
General Contents	£551.00

Total sum insured:	£4,751.00
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Covers not insured:

7. Sprinkler leakage

If there are any additional Policy-level Clauses applicable, these are shown below

The Premises: **Garage A, Well Lane, Beverley, North
Humberside, HU17 9BL**

Occupation: **Storage Facility**

Property Insured

Buildings - Buildings including Landlords Fixtures & Fittings	Not Insured
Rent Receivable &/or Payable	£960.00
Indemnity period	12 Months
General Contents	£4,244.00

Total sum insured:	£5,204.00
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Covers not insured:

7. Sprinkler leakage

If there are any additional Policy-level Clauses applicable, these are shown below

The Premises: **Kitchen Lane Allotments, Beverley, North
Humberside, HU17 8NY**

Occupation: **Storage Facility**

Property Insured

Buildings - Buildings including Landlords Fixtures & Fittings	£4,507.00
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Total sum insured:	£4,507.00
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Covers not insured:

7. Sprinkler leakage

If there are any additional Policy-level Clauses applicable, these are shown below

The Premises: **93 Wilbert Lane, Beverley, East Yorkshire, HU17 0AJ**

Occupation: **Unoccupied Hall**

Property Insured

Buildings - Buildings including Landlords Fixtures & Fittings £235,000.00

Total sum insured: **£235,000.00**

Covers not insured:

7. Sprinkler leakage

If there are any additional Policy-level Clauses applicable, these are shown below

Security and Inspection - Condition Precedent

93 Wilbert Lane, Beverley, East Yorkshire, HU17 0AJ

This clause applies to the Property Damage Insurance section of this Policy

It is a condition precedent to any liability of the Company for Damage in respect of any Building that is empty disused unoccupied unfurnished untenanted or no longer in active use

A) All services and any fuel supplies as specified in this clause below be kept shut off at the switch or stopcock where such services enter the Building

B) all water and heating systems be kept drained

C) the Building be kept secured by

i) the use of mortise deadlocks conforming to British Standard 3621 or close-shackle padlocks with matching locking bar on all external doors or shutters

ii) the use of window locks - where locks are not fitted windows must be locked shut by other means

iii) repairing any broken or defective windows or boarding them externally using 19mm thickness shuttering grade plywood reasonably braced and secured against forced entry

iv) sealing all letterboxes or fitting a stout steel cage internally

D) the Building and external areas immediately surrounding the Building be kept free of all unfixed combustible materials

E) any additional requirements put forward by the Company are satisfied by the Policyholder within the timescale specified

F) the Building be inspected internally and externally by the Policyholder or their nominees at least in accordance with the interval as specified in this clause below to check that the requirements of this clause are in place In the event of a breach of requirements A) to F) the Policyholder or their nominees shall immediately

i) arrange to carry out the necessary work to satisfy the aforesaid requirements

ii) notify the Company of such a breach

except as otherwise agreed in writing by the Company

This clause applies to the following Premises: 93 Wilbert Lane, Beverley, East Yorkshire, HU17 0AJ

Services and fuel to be kept shut off: Water, Electricity, Gas and Oil supplies

Building inspection interval: Weekly

Restricted Perils

This Clause applies to the Property Damage Insurance section of this Policy

Perils 2 - 12 are excluded

Cover is restricted Peril 1 - Fire, Lightning, Aircraft and Explosion

This clause applies to the following Premises: 93 Wilbert Lane, Beverley, East Yorkshire, HU17 0AJ

The Premises: **Plot 1, Queensgate, Beverley, HU17 8NH**

Occupation: **Shed**

Property Insured

Buildings - Buildings including Landlords Fixtures & Fittings	£4,000.00
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Total sum insured:

£4,000.00

Covers not insured:

7. Sprinkler leakage

If there are any additional Policy-level Clauses applicable, these are shown below

The Premises: **Anywhere within the boundaries of Beverley**

Occupation: **Not Applicable**

Property Insured

Buildings - Infrastructure: Street Furniture, Benches, Bins, Shelters, Finger posts etc.	£375,650.00
Buildings - Infrastructure: Skate Park/BMX Track/Parkour Facilities	£32,181.00
Buildings - Infrastructure: Gates, Fences, Walls	£9,011.00
Buildings - Street shrines	£2,529.00

Total sum insured:	£419,371.00
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Covers not insured:

7. Sprinkler leakage

If there are any additional Policy-level Clauses applicable, these are shown below

**Specified Items All Risks
Property Insured**

Item	Territorial Limits	Sum Insured	Policyholder Contribution
Regalia	U.K Including up to 90 days Worldwide	£52,329.00	£50
Garden & Maintenance Machinery/tools & Associated equipment	U.K.	£5,625.00	£50
Laptop Computers & Portable Electronic Equipment	U.K.	£4,853.00	£50
Christmas Lights/Decorations	U.K.	£67,760.00	£50
Mower and ancillary items	U.K.	£2,320.00	£50
John Deere Mower & Trailer	U.K.	£5,506.00	£50
Mobile CCTV cameras	U.K.	£27,800.00	£50

Property Damage Insurance
Policyholder's Contribution

Cover (if insured)	Policyholder's Contribution
Subsidence	£1,000
All other Covers	£250
Fire, Lightning, Aircraft & Explosion	NIL

**If there are any additional Policy-level Clauses applicable, these are shown below
Trailer Condition**

All trailers must be secured by wheel clamps and hitch locks.

Business Interruption Insurance

Item	Sum Insured
Gross Revenue/Income	£0.00
Maximum Indemnity Period	0 months
Additional Increased Cost of Working	£50,000.00
Maximum Indemnity Period	12 months
Extensions	
Alternative Trading	£25,000
Savings	£25,000
Professional Accountants Charges	£25,000
Accumulated stocks	£25,000
Payments on Account	£25,000
Additional Metered Utility Charges	£25,000
Automatic Reinstatement after a loss	£25,000
Branded Goods	£25,000
Action by Police, Government or other Competent Authority	£25,000
Failure of Electricity supply	£25,000
Failure of Gas supply	£25,000
Failure of Water supply	£25,000
Failure of Telecommunications	£25,000
Essential Personnel	£25,000
Prevention of Access including Loss of Attraction	£250,000
Specified Diseases – Extension	£100,000
Murder and Suicide – Extension	£100,000
Vermin, Pest, Defective Drains and Sanitary Arrangements – Extension	£100,000
Property stored	£25,000

The total sum insured for Business Interruption insurance is deemed to be the total of the Sums Insured stated above.

If there are any additional Clauses applicable to Business Interruption Insurance, these are shown below

Terrorism Insurance

Not Insured

Money Insurance**Section 1 Money**

Item No		Limit of Liability any one loss
1A	Money in the Policyholder's Premises during Working Hours or in transit	£2,000
1B)1	Money in the Policyholder's Premises out of Working Hours in the following locked safes or strongrooms - Not Applicable	£0
1B)2	Money in all other locked safes or strongrooms at the Policyholder's Premises	£2,000
1B)3	Money in the policyholder's premises out of Working Hours not in a safe	£250
1C)1	Money in the residence of Employees or any of the Policyholders Officials or Council members in a locked safe or whilst adults in the residence	£500
1C)2	Money in the residence of Employees or any of the Policyholders Officials or Council members other than in a locked safe or adult in residence	£250

Section 2 Personal Injury (Robbery)

Refer to policy section for appropriate benefits

If there are any additional Clauses applicable to Money Insurance, these are shown below

Liability Insurance**Section 1**

Employers' Liability	Limit of Indemnity
Any one Event (excluding liability arising directly or indirectly out of Terrorism)	£10,000,000
Any one Event arising directly or indirectly out of Terrorism	£5,000,000

If there are any additional Clauses applicable to Employers' Liability Insurance, these are shown below

Section 2

Public / Products Liability	Limit of Indemnity
Any one Event	£15,000,000
All Events happening during the Period of Insurance in respect of products supplied	£15,000,000
All incidents considered by the Company to have occurred during the Period of Insurance in respect of all Sudden Pollution or Contamination Incidents	£15,000,000
Advertising Injury/Libel & Slander committed during the period of insurance	£250,000
Environmental Clean-up Costs	£1,000,000
Indemnity to Hirer	£2,000,000

Policyholder's Contribution

The indemnity provided by Section 2 is subject to a Policyholder's Contribution of £250 any one Event in respect of loss of or damage to Property

If there are any additional Clauses applicable to Public/Products Liability Insurance, these are shown below

Bona Fide Sub-Contractors (firework displays, inflatable devices & passenger carrying amusement devices)

This endorsement applies to Liability Insurance Section 2 Public/Products Liability section
It is a condition precedent to any liability of the Company arising from firework displays and inflatable devices and passenger carrying amusement devices that bona fide sub-contractors have Public Liability insurance in respect of their legal liability at law for injury or loss or damage to property arising in connection with the Business and that

A) the Limit of Indemnity of the Public Liability insurance is not less than £10,000,000 in respect of any one claim or number of claims arising out of any one Event.

B) such insurance have been extended to indemnify the Policyholder as principal against all liability for such injury or loss of or damage to property

Section 3

Legal Defence Costs	Limit of Indemnity
Part A The total amount payable by the Company in respect of all costs and expenses arising out of all claims during any Period of Insurance	£250,000

Part B

The total amount payable by the Company in respect of all costs and expenses arising out of all claims during any Period of Insurance

£250,000

If there are any additional Clauses applicable to Legal Defence Costs Insurance, these are shown below

Fidelity Insurance

Fidelity	Limit of Indemnity
Limit of Indemnity for Any One Claim	£900,000
Aggregate Limit of Indemnity	£900,000
Policyholder's Contribution	£1,000

Name or category of Employee: All Council Members and Employees of the Policyholder

Geographical Limits: Great Britain Northern Ireland the Isle of Man or the Channel Islands

Legal Expenses Insurance

	Limit of Indemnity
Any One Event	£200,000
All claims and legal proceedings notified during any Period of Insurance	£1,000,000

If there are any additional Clauses applicable to Legal Expenses Insurance, these are shown Below

Third Party Provider

This clause applies to the Legal Expenses Insurance section of this Policy

For the purposes of Definition 14 We/Us/Our the third party provider approved by Royal & Sun Alliance Insurance plc is

Arc Legal Assistance which administers this insurance on the Company's behalf

24 Hour Helpline 0345 078 7543 – quoting code 70201

Claims

Any notification of a claim must be addressed to

Arc Legal Assistance
 Lodge Lane
 Langham
 Colchester
 CO4 5NE
 Tel: 0344 770 9000
claims@arclegal.co.uk
<https://claims.arclegal.co.uk/home>

Officials Liability Insurance

Limit of Indemnity

Officials Liability All events happening during any period of insurance	£250,000
Employment Practice Insurance	Not Insured

Policyholder's Contribution

The indemnity provided by Officials Indemnity is subject to a Policyholder's Contribution of £0 any one Event

If there are any additional Clauses applicable to Officials Liability Insurance, these are shown below

Personal Accident & Travel

Insured Person(s)		Operative Time	
Category	Description	PA Insurance	Travel
A	Any Employee of the insured resident in Britain	24 Hour	Internal Journey & External Journey
B	Any Council Member or Employee of the Insured resident in Britain and their accompanying Spouse	24 Hour	Internal Journey & External Journey
C	Any council member of the Insured resident in Britain	24 Hour	Internal Journey & External Journey
D	Any volunteer of the Insured resident in Britain	Occupational Including Commuting	Internal Journey & External Journey

Personal Accident

Category of Insured Person				
Benefit	Cat A	Cat B	Cat C	Cat D
1-4	£20,000	Nil	£20,000	£20,000
5	£400	Nil	£400	£200
6	£200	Nil	£200	£100
7	30% of benefits 1-6	Nil	30% of benefits 1-6	30% of benefits 1-6

Payment Period

Benefit 5 and 6 are payable per week for a maximum of 104 weeks in all not necessarily consecutive

Deferment Period

Benefits 5 and 6 are not payable for the first nil days of any Period of Disablement

Subject otherwise to the Terms, Definitions, Conditions and Exclusions of the Policy.

Travel Insurance

Insured Journey	External Journey	Included
	Internal Journey	Included

Maximum Journey Length

The Maximum Journey length must not exceed 31 days duration.

Endorsements attaching to and forming part of Travel Insurance Policy No.

Subject otherwise to the Terms, Definitions, Conditions and Exclusions of the Policy.

2023-2024 BUDGET				Item 20a
	Items	Reserves	Precept	Officer Comment
101	Staff Costs - Personnel			
4000	Salaries (104 staff hours 37 TC, 22 ATC, 20 RFO and 25 SSA)		£95,000.00	Includes revised staffing structure of Town Clerk, RFO, Assistant Town Clerk and Support Service Assistant and potential NJC annual increment
4001	Employers NI (not all staff)		£14,060.00	Employers contribution for NI 14.8%
4002	Employers Pension 19.3%		£18,335.00	The employer contribution is under review and notification is expected at end of January 2023 Currently 19.3%
4005	Staff Contingency/Human Resources Contract	£7,500.00		This contingency for sickness and overtime. Working from Home Allowance if required and Human Resources Contract (approx £2500) to be taken from this budget line
4006	Working from home Allowance			Removed budget line
4025	Officer Training Memberships		£1,750.00	Training of ILCA and CiLCA, Membership SLCC and more face to face training by ERNLLCA and Conferences. New member of staff
4030	Officer Travel		£250.00	Reduced travel due to remote training
102	Administration - Full Council			
4130	Insurance		£6,000.00	End of 3 years agreement in May 2023 - source 3 quotes. Includes building insurance for Well Lane office with the Landlord.
4400	Stationery		£500.00	
4405	Photocopier		£2,000.00	5 year lease ends in 2024
4440	Telephone		£1,300.00	Enreach system
4441	New telephone line			Remove budget line now Enreach system installed.
4442	Internet Access		£780.00	Kingston Communications contract renewed for 3 years to 2026
4443	Staff Mobiles		£300.00	Reduce this line as £15 per month for 5 sims - 2 spare sim cards for new staff.
4455	Postage		£400.00	Budget sum remained the same - annual allotment rent letters
4460	Subscriptions		£3,200.00	NALC, ERNLLCA, RBS financial package, National Allotment Magazine, Chamber of Trade
4465	Publicity and Promotion		£0.00	Kingfisher Media book in hotel rooms across UK advertising Beverley.
4480	Computer Equipment	£1,000.00		New line for IT purchases.
4481	IT support, 365 + back up		£2,800.00	IT support for office,18 x 365 Licences and remote back up.
4490	Website		£1,250.00	Annual Hosting Fee and support
4555	Legal Expenses	£15,000.00		Potential future legal fees as recommended by Personnel Committee
4560	Data Protection Fees		£500.00	ERYC assistance with requests from public.
4580	Audit Fees		£2,900.00	21/22 audit challenge awaited for 2 objections (£2000 to be taken from potential general reserves left at year end of 22/23)
4581	Bank Charges/annual cred card		£360.00	Increased this line as bank charges are approx £30 per month but have free internet banking.
4582	Payroll Processing Fees		£450.00	Reduced pay roll fees as did not set up the payroll company paying staff directly.
105	Accommodation - Full Council			
4100	Office Rent		£14,000.00	Lease ends in June 2024.
4105	Room Hire		£1,000.00	Full Council, Annual Town Meeting and Mayor Making
4110	Business Rates Office			No rates payable as 12 Well Lane has a business rate relief as advised by the ERYC and Valuation Agency
4120	Utilities and Office Maintenance		£4,200.00	PAT testing, general repairs of building e.g. toilet leak, lock repairs, cleaning equipment/refreshments
4175	Alarm Maintenance		£500.00	Annual Maintenance charge for CCTV camera and alarm system
4180	Storage Rent		£5,700.00	Unit 2 and Well Lane garage
110	Civic and Democratic - Full Council			
4010	Mace Bearer		£1,200.00	Annual Honorarium
4026	Councillor Training Conference		£2,000.00	Increased training due to elections in 2023.
4090	Twinning		£1,000.00	Hospitality for Civic visitors from Twin Towns
4500	Mayoral Allowance		£1,500.00	
4505	Mayoral Ticket Events		£200.00	
4510	Members Allowances			Budget for potential of all councillors' claiming
4511	Councillors Travel		£400.00	Increase Travel due to training following elections in 2023.
4520	Maintenance and upgrades		£500.00	Maintenance of robes/chains
4530	Civic Budget		£4,000.00	
4535	Election Provision	£12,000.00	£12,000.00	Increased due to elections in 2023 - £24000 for 4 by- elections and £2000 for polling cards.
4830	Awards Evening	£3,000.00		
115	Grants - Full Council			
4808	Partnership Grants Ongoing		£22,080.00	8 partnership grants.
4810	Grants Fund	£29,340.00		
201	Town Maintenance Services - Planning Environment & Services			
4230	Skatepark	£41,419.00		Skatepark annual rental of £73, annual skatepark inspection and maintenance costs
4245	Plant barrier/brick container			Line to be removed as all floral under Centre 205 Floral.
4265	Street Furniture	£3,998.00		EMR used for bench repair and additional street lighting SLA due to increased power costs.
4266	Cycle Racks	£1,000.00		Keep and run competiton for coronation bike racks/Library Gardens
4267	Town Entry Signs	£15,000.00		Acting Clerk liaising on project with East Riding College.
4270	Grit Bins New	£935.00		3 bins ordered and will spend 2022/23 budget - Potentially 4 repair and new grit bins in 2023/24.
4271	Litter Bins New			3 bins ordered and will spend 2022/23 budget - Potentially 4 new litter bins in 2023/24.
4274	Grit Bins Refills		£1,500.00	£1400 - billed in March 2023.
4285	Maintenance Contractors	£2,000.00	£15,000.00	JB Rural Maintenance services - allotments and town. Half of allotment income allocated to this for JB work on allotments
4291	Dog Waste Dispensers Scheme			Two more orders required (in total £2500) together with maintenance costs for dispenser units
4300	Transport costs-Van	£1,654.14		Fuel if van is used but covers Service, MOT, Tax and Insurance from EMR
4306	Flag Poles	£1,500.00		Site plan awaited from Councillor - potential to place a flagpole on the Town Hall site and allocate full amount to that (and to include purchase of various flags)
4307	Tree Project - St John			To be removed
4635	Beverley Beck Project	£1,500.00		Town Council's contribution to Commuted Sums application - Acting Clerk liaising with Team.
4650	Streetlighting SLA		£27,000.00	Increased SLA Street Lighting cost to £23500 in 2022/23 by virements
4651	Streetlighting Improvements			Moneys vired from this line to pay for increased costs of SLA - Street Lighting
4625	Historic Lamps	£1,000.00		To build for a fund for maintenance costs of the Historic Lamps
4670	Toilet Campaign			Was £10000 - Moneys vired from this line for other projects - reallocate to Town Hall FROM pes
4675	Benches Project			To be removed? Merge with Street Furniture
205	Town Events and Projects - Full Council			
	Pancake Race			If Council does not plan the Pancake Race in 2024, budget line to be removed.
4603	Great Get Together			
	Jubilee			
4806	Beverley Event			£10,000 Beverley Bash

4807	Pride	£300.00		Pride - Moneys vired from this line to pay for other costs.
4815	Youth Support	£1,000.00		Before end of 22/23 Council to decide what to do with this budget line
4820	Matched Funding	£7,750.00		To support external grant applications made by the Council
206	Christmas Displays - Planning Environment & Services			
4640	Christmas Lights Infracstructure	£2,000.00		
4641	Christmas Lights NEW	£5,000.00		To cover costs of real tree, replacement of any broken items and build reserve for future major purchase
4642	Christmas Lights POWER		£1,000.00	Increase due to power costs - awaited.
4643	Christmas Lights SLA		£6,000.00	Awaiting ERYC's invoice
207	Floral Displays - Planning Environment & Services			
4647	Summer Displays includes hanging baskets		£17,500.00	Floral Quote resolved PES 4.10.22 with a contingency for watering of £5000 (to be added).
4648	Winter Displays		£10,000.00	
4649	Watering Continency	£5,000.00		
4650	Beverley Minster Mangers		£300.00	Previously agreed by PES
4651	Saturday Market Planters			ERYC request for BTC to provide floral displays in planters around new pedestrian zone
208	TOWN HALL			
4700	Capital Purchase	£107,500.00		£50000 has been allocated to the project management and professional fees and £50000 to the redevelopment and renovation of the property and costs for toilet project added
4701	Disbursements re purchase			Spent £9541 to purchase the Town Hall
4702	Surveys/Scoping			Spent £1450 on condition survey and asbestos survey
4703	Utilities (WATER ELECTRICITY AND RATES)		£3,500.00	Future utility and rates bills
209	CCTV - Planning Environment & Services			
4660	Town Centre Cameras			This line has been split further to show maintenance and power cost separately
4661	Wider Community Cameras			Potential purchase of 2 new Cameras
4663	Monitoring		£15,000.00	Increased - Monitoring as things currently stand anticipated rise from £12,000 to £15,000. Any new cameras will require a further additional £3,000 per year due to current monitoring system now at capacity. Therefore total of £18,000 to encompass the anticipated rise and the potential for additional need if additional cameras are purchased
4666	Maintenance		£6,500.00	
4667	Power		£1,200.00	
210	Allotments - Planning Environment & Services			
4200	Allotments Upkeep		£2,500.00	Balance of upkeep to be taken from allotments income.
4201	Allotments Rental Cost Queensgate		£1,200.00	
4202	Allotments Rent Keldgate Lairgate		£200.00	Rental to East Riding of Yorkshire Council for Keldgate Lairgate allotments
4204	Allotment Water Taps		£100.00	Potential Repair costs for taps.
	Total Expendiure		£330,915.00	Proposed expenditure 2023/2024
Income				
1470	Income Photocopying			
	Allotment Income		£7,700.00	
1870	Interest Received/predicted underspend		£30,522.00	
			£38,222.00	
1900	Precept		£292,693.00	
	Total Ear Marked Reserves	£266,396.14		
	Total General Reserves	£68,250.00		
	Total Reserves	£334,646.14		