

FULL COUNCIL AGENDA PACK

Monday 10th July 2023
6:30am at East Riding College

CONTENT	PAGE
Agenda	1
Item 6	5
Item 7a	12
Item 7b	17
Item 7c	22
Item 8	25
Item 10	26
Item 11a	27
Item 11b	51
Item 11c	68
Item 11d	77
Item 11e	82
Item 12	85
Item 13a	94
Item 13b	100
Item 16b	101
Item 16d	102



Town Clerk: Matthew Snowden

Office Address: 12 Well Lane, Beverley, East Yorkshire, HU17 9BL

Tel: 01482 874096 **Email:** clerk@beverley.gov.uk **Website:** www.beverley.gov.uk

Tuesday 4th July 2023

To all members of Beverley Town Council

Dear Councillor,

FULL COUNCIL MEETING OF BEVERLEY TOWN COUNCIL

You are hereby summoned to attend the Full Council Meeting of Beverley Town Council to be held at **East Riding College Beverley on Monday 10th July 2023 to commence at 6.30pm.**

Yours faithfully,

Matthew Snowden
Town Clerk

Notes About the Meeting

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. **Public Forum**
An opportunity for members of the public to address the Town Council (should there be any members of the public present to do so).
2. **Apologies**
To Receive Apologies for Absence.
3. **Declarations of Interest:**
 - (a) **Declarations:** 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) **Dispensations:** To note dispensations given to any member of the council and officers in respect of the agenda items below.
4. **Dogger Bank South**
To receive information from a representative from RWE Renewables UK regarding the Dogger Bank South Offshore Wind Farm and for Councillors to raise any questions with the company regarding the project.
5. **Cherry Tree Community Association Youth Centre Project**
To receive an update on the Youth Centre Project from Cherry Tree Community Association Manager Jo Ramsay.

6. Minutes from the Previous Meeting

To confirm and sign minutes from the meeting of Full Council held on Monday 5th June 2023 (see attached).

7. Minutes from Committee Meetings

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

- (a) Policy and Finance Committee held on Monday 19th June 2023.
- (b) Planning Environment and Services Committee held on Tuesday 20th June 2023.
- (c) Town Hall Advisory Working Group held on Thursday 29th June 2023.

8. Mayor's Announcements and Correspondence

To receive information about and consider any potential future Mayoral Events.

9. Reports from Councillors on External Bodies

To receive (if any) reports from Councillors representing the Town Council to external bodies.

10. ERNLLCA Conference

To select delegates to attend the ERNLLCA Conference (see attached).

11. Policies

To approve revisions to the following policies, as recommended by Policy and Finance Committee held on Monday 19th June 2023 (see attached - recommended deletions are in blue with a strikethrough and recommended revisions in red):

- (a) Standing Orders
- (b) Financial Regulations
- (c) Scheme of Delegation
- (d) Publication Scheme
- (e) Internet Banking Policy

12. East Riding Theatre (ERT) Partnership Grant

To approve the second round of ERT's Partnership Grant payments (see attached annual feedback).

13. AGAR 2021-2022

- (a) **Documents:** To consider matters raised in the final report from PFK Littlejohn (External Auditor) for the 2021-2022 AGAR (see attached and Town Clerk to report – in particular pages 98 and 99 of the agenda pack).
- (b) **Costs:** To consider officer recommendations to vire £1,000 from the "Cycle Racks" budget line and £3,720 from the "Street Furniture" budget line, to cover the additional audit cost of £4,720 (see attached and Town Clerk to report).

14. Budget Virement

To consider and resolve the following recommendations from the Planning Environment and Services Committee held on Tuesday 20th June 2023 (officers to report on all):

- (a) **Recommendation 1: Japanese Knotweed:** To vire £3,000 from the 'Match Funding' budget line to the "Allotment Maintenance" budget line, to pay for vital work to combat Japanese Knotweed on the Keldgate Allotments.
- (b) **Recommendation 2: Asbestos Removal:** To vire £600 from the 'Match Funding' budget line to the "Allotment Maintenance" budget line, to pay for the removal of asbestos uncovered on the allotments.

15. Town Council Grants Scheme

To consider and resolve the following six recommendations from the Policy and Finance Committee held on Monday 19th June 2023:

- (a) Recommendation 1:** *To recommend to Full Council that the two funding streams (General and Small) are merged into one fund "Community Grant" up to £1,000.*
- (b) Recommendation 2:** *To recommend to Full Council that the grant application forms, guidance notes and grants policy are revised to reflect the changes.*
- (c) Recommendation 3:** *To recommend to Full Council that for new organisations evidence of a bank account is required; for organisations over two years old audited accounts are also required by an independent and suitably qualified person.*
- (d) Recommendation 4:** *To recommend to Full Council that organisations should be able to assure the Council that they have suitable documentation although not usually necessary to provide it. other than organisations must provide evidence of a constitution, bank account and adequate and appropriate insurance.*
- (e) Recommendation 5:** *To recommend to Full Council that Community Grant fund applications are managed by a rolling programme.*
- (f) Recommendation 6:** *To recommend to Full Council that the Policy and Finance Committee is given delegated authority to determine Community Grants (Full Council to retain control of Partnership Grants).*

16. Town Hall Project

To consider and resolve the following updates and recommendations from the Town Hall Advisory Working Group on Thursday 29th June 2023:

- (a) Recommendation 1:** *To recommend to Full Council that Mr D Jack and Mr I Gow become members of the Town Hall Advisory Working Group and that Register of Interest forms are completed by them in order that they have a vote on matters under discussion by that Working Group.*
- (b) Recommendation 2:** *To recommend to Full Council that the timescale is delayed and that the Project Manager consults with SALT and J Smith in (once the VAT registration is complete) in the sums of £1200 and £2500 respectively as previously quoted (revised timescale attached).*
- (c) Recommendation 3:** *To recommend to Full Council that the Town Hall Working Group of 21st September 2023 becomes a Full Council meeting in order to receive and consider indicative designs from the Architects.*
- (d) Recommendation 4:** *That Delaney Marling Partnership considers the current office lease and that the findings and recommendations on dilapidations and timescale are considered by Full Council (see attached).*
- (e) Recommendation 5:** *To recommend that Full Council at the meeting of 11th September 2023 approves the brief and appointment of a Business Consultant to comply with the requirements of Internal Audit and Public Works Loan Board.*
- (f) Recommendation 6:** *To recommend to Full Council that the Council contracts a fundraiser for a percentage fee to assist with funding the project.*
- (g) Recommendation 7:** *The Working Group felt that Full Council should consider consultation with the community via a newsletter delivered to every household prior to submission of an application for a public works loan and as part of the required application process*

17. Beverley RUFC Pride Event

To consider and resolve the following recommendation from Policy and Finance Committee held on Monday 19th June 2023:

Recommendation: *That following scrutiny of financial aspects, the Policy and Finance Committee recommends that Full Council does not financially support the Beverley Pride event due to the current financial commitments of the Council.*

18. North Bar Without / New Walk Posts

To consider exploring the feasibility of providing replacement or maintaining the wooden posts with metal link chains along the highway, from North Bar Within and along New Walk until the Parish Boundary. This will also include ascertaining what responsibility ERYC for these items. (Cllr D. Healy and Town Clerk to report).

19. Meeting of Committee Chairs

To consider a meeting (either in-person or remote) of the Committee Chairs, Council Chairman and Officers, to discuss council priorities and related financial issues, and to report discussions back to Full Council in due course (Town Clerk to report).

20. To consider the exclusion of the press and public from the meeting on the grounds that confidential information in relation to staffing shall be disclosed (Public Bodies (Admission of Meetings) Act 1960).

Motion: 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).

21. Finance and Support Service Assistant

To consider and approve the following matters (see attached and Town Clerk to report):

(a) Job Description.

(b) Person Specification.

(c) Job Advert Wording.

(d) Job Advert Costs.

(e) Appointment of Interview Panel to agree a time scales, set interview questions and carry out interviews.



BEVERLEY
TOWN COUNCIL
WORKING AS A COMMUNITY

Item 6

Minutes of the Full Council Meeting

5th June 2023

6:30pm at the East Riding College, Beverley

Present: Councillors T Astell (in the Chair), P Astell, D Boynton, C Giles, A Healy, D Healy, D Horsley, G Johnson, L Johnson, A Ramsdale, J Rebecchi, P Regina and E Whitaker

In Attendance: Matthew Snowden (Town Clerk),
Libby Woodhouse (Assistant Town Clerk and Civic Officer)
No members of the public

21/23: Public Forum

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

There were no members of the public present.

22/23: Apologies

To Receive Apologies for Absence.

The Council received apologies for absence from Councillor B Morgan.

23/23: Declarations of Interest:

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

Councillor D Horsley declared a non-pecuniary interest in agenda item 13 regarding the RAF 47 Squadron in so far as his father and grandfather were members.

Councillor L Johnson declared a non-pecuniary interest in agenda item 18 regarding the Park and Ride in so far as she has promoted the park and ride in her role at ERYC.

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

No dispensations were received or given.

24/23: Minutes from the Previous Meeting

To confirm and sign minutes from the meeting of Full Council (Annual Meeting of the Town Council) on Monday 15th May 2023.

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

Resolved: *That the Minutes of the Annual Meeting of Full Council on 15th May 2023 are approved and signed as a true and correct record.*

25/23: Minutes from Committee Meetings

To confirm and sign minutes from the meeting of Planning Environment and Services Committee held on Tuesday 23rd May 2023.

Proposed: Councillor A Healy **Seconded:** Councillor G Johnson

Resolved: *That the Minutes of the Planning Environment and Services Committee held on 23rd May 2023 are approved and signed as a true and correct record.*

26/23: Mayor's Announcements and Correspondence

To receive information about and consider any potential future Mayoral Events.

The Mayor outlined recent and upcoming engagements.

The Mayor brought the Council's attention to the Wednesday Market Christmas Tree story which had been on the local and national news due to the pigeon making a nest in it resulting in the Council not being able to remove the tree.

27/23: Reports from Councillors on External Bodies

To receive (if any) reports from Councillors representing the Town Council to external bodies.

Councillor Rebecchi – outlined the difficulties that Cherry Tree Youth Club are experiencing finding a venue and with the Rugby Club and that a new planning application would be required. Jo Ramsey would be at the next Full Council meeting in July to speak about the issues concerning the young people.

Councillor A Healy – reported on the recent Chamber of Trade meeting attended by herself and Cllrs D Healy and L Johnson. ERYC Officers had given the same speech regarding the Park and Ride as to the Town Council however on more of a consultative basis and updates were given.

28/23: Finances

To consider and resolve the following financial matters (documents attached):

(a) Past Audit and AGAR Matters: To receive updates on Audit and AGAR matters relating to previous years:

- i. **External Auditor Report regarding Objections to the 2021-2022 AGAR: To receive and consider a report from PKF Littlejohn regarding objections raised with them by a member of the public regarding the Town Council's 2021-2022 AGAR.**

It was explained that members of the public can make objections to the AGAR and accounts in any year to the external auditors, PKF Littlejohn, which had happened in 2020/2021 and 2021/2022. The investigation into objections in 2020/2021 had been completed last year. The investigation into objections in 2021/2022 had now been completed.

The external auditors did not uphold objection 1 into the quoting for the handwaving flags for the platinum jubilee event. The external auditors partly upheld objection 2 in that not all of the internal audit points raised had been completed (explained below).

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

Resolved: *That the Council notes the report and refers all of the Action Plans to the Policy and Finance Committee for review.*

- ii. **Internal Audit Recommendations Action Plan Updates: To receive updates on the Internal Audit Recommendation Action Plans (2020-2021, 2021-2022 and 2022-2023).**

The Council noted that since the new Internal Auditor had started in 2020/2021, there had been 82 recommendations. 68 had been completed and 14 were still ongoing. The Town Clerk gave an explanation of the work undertaken and the current position.

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

Resolved: *That the Council thanks the current Officers for their work over the last three years to correct the inherited failures that had been unearthed. The recommendations had been whittled down and good progress made during the process of continual improvement.*

(b) Internal Control Systems 2022-2023: To review the effectiveness of the Internal Control:

i. To review the effectiveness of the Internal Control System.

The quarterly internal control system was explained – where two Councillors review procedures, and accounting systems etc using a check list form which is then reported to Full Council. An annual review of the systems of internal control is required by the Council by law to determine its effectiveness.

Proposed: Councillor L Johnson **Seconded:** Councillor Whitaker

Resolved: *That the Council considers that the system is working well and that it should continue.*

ii. To nominate two Councillors to review the internal control quarterly (cannot be members of the Policy and Finance Committee or bank account signatories).

Councillors C Giles and E Whitaker will be the Councillors to undertake the quarterly internal control review.

(c) Year End Accounts 2022-2023: To approve the Year End Accounts to 31st March 2023:

i. To consider 2022-2023 income and expenditure against budget.

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

Resolved: *To approve the income and expenditure against budget to 31st March 2023.*

ii. Income and Expenditure Accounts.

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

Resolved: *To approve the income and expenditure accounts to 31st March 2023.*

iii. Balance Sheet and Earmarked Reserves.

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

Resolved: *To approve the balance sheet and earmarked reserves to 31st March 2023.*

(d) Internal Audit Report 2022-2023: To receive and approve the End of Year Internal Audit documents:

i. End of Year Final Internal Audit Report 2022-2023.

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

Resolved: *That the Council receives and approves the final year-end Internal Audit Report undertaken by Internal Audit Yorkshire.*

ii. Annual Internal Audit Report 2022-2023 (page 3 of AGAR).

The Council noted the Annual Internal Audit Report 2022-2023 Page 3 of AGAR undertaken by Internal Audit Yorkshire.

iii. Explanation of “no” in the Annual Internal Audit Report.

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

Resolved: *To approve the explanation of “no” responses in the Annual Internal Audit Report 2022-2023 (page 3 of AGAR) as given by the Town Clerk.*

iv. Recommendations to the Action Plans from the Internal Auditor's Reports 2022-2023.

The recommendations to the actions plan from the Internal Audit report 2022-2023 will be reviewed by the Policy and Finance Committee, and any recommendations brought to Full Council.

(e) Annual Governance and Accountability Return (AGAR) 2022-2023: To receive and approve AGAR 2022-2023 Part 3 (see all attached):

i. Annual Governance Statement 2022-2023 Section 1 and explanations for items classified as "no".

A proposal by Councillor D Healy to provide "yes" responses to sections 1-6 and 8, and "no" to section 7 at the Officer's recommendation was withdrawn.

Proposed: Councillor T Astell **Seconded:** Councillor E Whitaker

Resolved: *To approve Section 1 AGAR (Annual Governance Statement) 2022-2023 with all "yes" responses as the vast majority of the action plan had been completed and all of the actions had been commenced.*

ii. Accounting Statements 2022-2023 Section 2.

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

Resolved: *To approve Section 2 AGAR (Accounting Statements) 2022-2023.*

iii. Cash and Investment Reconciliation as at 31st March 2023.

Proposed: Councillor T Astell **Seconded:** Councillor P Astell

Resolved: *To approve the Cash Investment Reconciliation as at 31st March 2023.*

iv. Explanation of any significant variances.

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

Resolved: *To approve the explanation of significant variances.*

v. Difference between Boxes 7 and 8 of the Annual Return 2022-2023.

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

Resolved: *To approve the differences between Boxes 7 and 8 of the AGAR 2023-2023.*

vi. To approve dates for the period of public inspection of accounts.

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

Resolved: *To approve the period of public inspection of accounts as 30 days to take place from 8th June 2023 until 20th July 2023.*

29/23: Councillor Training

To consider approving bespoke whole-council training by ERNLLCA (Town Clerk to report).

Councillors received a report outlining two bespoke whole-Council training sessions by ERNLLCA. Firstly, Good Councillor Training and secondly, Action Planning training.

Proposed: Councillor E Whitaker **Seconded:** Councillor P Astell

Resolved: *To approve £400 for these two bespoke whole-Council training sessions and for the Town Clerk is to organise these with ERNLLCA at a suitable location.*

30/23: Town Hall Project

To consider the following matters relating to the Town Hall Project (Town Clerk to report and attached):

- (a) VAT Report: To consider and resolve VAT registration issues, following the completion of the VAT report commissioned from DCK Accounting Solutions Ltd in relation to the Town Hall Project**

It was explained that the project was on hold on the advice of VAT specialists DCK Accounting Solutions until VAT registration has taken place, in order to allow the correct VAT correlations in the accounts.

Proposed: Councillor P Astell **Seconded:** Councillor A Healy

Resolved: *To approve the report by DCK Accounting Solutions and that the Town Council applies to become registered for VAT.*

- (b) Updates: To receive any other updates regarding the Town Hall Project.**

The Town Clerk reported that an action plan had been formulated in consultation with Delaney Marling Partnership so that following VAT registration, the Council continues with two architects to provide indicative designs. Hopefully there will be an extra Full Council meeting in August to consider indicative designs with a view to one architect and full designs being approved in September/October.

Concern was raised as to the delay in moving forward in terms of the lease remaining at the current offices and this will be discussed at the next Town Hall Working Group meeting.

31/23: Beverley Minster Eco Fair

To consider a request for the Town Council to support in principle Beverley Minster's Eco Fair, thereby helping to evidence local enthusiasm for this project to potential funders (Town Clerk to report).

Proposed: Councillor G Johnson **Seconded:** Councillor A Healy

Resolved: *That although the Council does not have the power to provide financial support, to provide support in principle for Beverley Minster's Eco Fair.*

32/23: Beverley Pride at Beverley Rugby Union Football Club (RUFC)

To consider a request for support from Beverley RUFC regarding their forthcoming Beverley Pride event (Cllr Tom Astell to report).

The Mayor, Cllr Tom Astell, provided a report regarding recent discussions with Beverley RUFC regarding a forthcoming Pride event. The event will be on 5th August 2023 at the Rugby Club but organised by a newly created committee. The Rugby Club has made applications for funding to ERYC but only one was successful and is now requesting assistance from the Town Council. It would be possible to vire £4,700 from the match funding budget line to the Pride budget line so that £5,000 could be considered for funding.

Proposed: Councillor Rebecchi **Seconded:** Councillor D Healy

Resolved: *That this funding of the Pride event is referred to the Policy and Finance Committee for a recommendation to be made to Full Council.*

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

Resolved: *Using Standing Order 25a, to suspend Standing Order 3w to allow the meeting to continue for a further 15 minutes.*

33/23: RAF Squadron 47

To consider the following matters (Town Clerk to report and see attached):

- (a) Project Information: To receive information about a project to commemorate RAF Squadron 47, which was founded in Beverley on 1st March 1916.**

The Council received information regarding this project.

- (b) Meeting: To selected two Councillors to join the Town Clerk at a meeting with the project organiser and report back to the next appropriate meeting.**

The Town Clerk will organise a meeting with Graham Stuart MP with Councillor D Horsley and Councillor D Boynton to support the project.

34/23: Town Entry Signs

To selected up to four Councillors to join the Town Clerk at a meeting with students at East Riding College at 10am on Thursday 15th June, for updates on the new Town Entry Signs Project.

Councillors T Astell, P Astell, A Ramsdale will attend with the Town Clerk.

35/23: What's On Event

To provide Councillors with information about an opportunity for them to have a stall at the What's On event, organised by ERYC Active Communities Team at Beverley Leisure Complex on Sunday 25th July – this could be an opportunity for Councillors to meet and speak with members of the community (see attached).

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

Resolved: *That the Town Council has a stall at the What's on Event as an opportunity to meet and speak with members of the community, and as an opportunity to consult on the Town Hall Project.*

36/23: Dogger Bank Consultation

To receive and consider information regarding consultation events regarding the Dogger Bank South Offshore Wind Farm project (see attached).

The Town Clerk reported that he had requested assistance with the Town Hall project from the Dogger Bank South Offshore Wind Farm Project however they were not in a position to assist as funding streams were not open yet.

Councillor D Boynton will attend the consultation event.

37/23: Hedgehogs R Us Project

To consider correspondence from Hedgehogs R Us – an environmental project to support hedgehogs – through the purchase and distribution of highway surrounds (see attached).

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

Resolved: *That this project is considered by the Planning Environment and Services Committee.*

38/23: Park and Ride Update

To receive and consider an update from ERYC following the Town Council's correspondence to them expressing concerns regarding the potential cancelling of this scheme (see attached).

The Town Clerk provided an update and stated that the ERYC Ward Councillors would provide a further report in due course.

39/23: 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 T Astell **Seconded:** Councillor D 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 matters shall be disclosed (Public Bodies (Admission of Meetings) Act 1960).*

40/23: Employment Matters

To consider and resolve matters relating to an employment matter.

Councillor D Healy, Chairman of the Personnel Committee, reported the latest situation to the Council with regard to an employment matter.

Meeting finished at 8.45 pm

Signed:_____

Dated:_____



Minutes of the Policy and Finance Committee Meeting

On 19th June 2023

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

Present: Councillors L Johnson (in the Chair), P Astell, G Johnson, D Healy, A Ramsdale, J Rebecchi, P Regina.

In Attendance: Matthew Snowden (Town Clerk) and Libby Woodhouse (Assistant Town Clerk & Civic Officer)
Councillors D Boynton and D Horsley

1/23: To receive Apologies for Absence:

Apologies of absence were received from Councillor T Astell

2/23: Declarations:

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

No declarations of interest were received.

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

No dispensations were requested or given.

3/23: Minutes from Last Meeting

To note the minutes of the Policy and Finance Committee Meeting held 6th March 2023, previously circulated, approved and signed at Full Council 27th March 2023.

The Committee noted the minutes of the Policy and Finance Committee held on 6th March 2023, previously approved and signed at Full Council on 27th March 2023.

4/23: Finances:

(a) 2021/22 Finances from Full Council - 5th June 2023

- (i) To consider the External Audit PKF Littlejohn responses to the objections raised by a member of the public (see attached)

It was explained that two objections had been raised by a member of the public and considered by the external auditors. Objection 1 with regard to the procurement of the handwaving flags for the platinum jubilee celebrations was not upheld by the auditors. Objection 2 with regard to the complaint that internal audit recommendations were not being completed in a timely manner was partially upheld as some items had not yet been completed. The Town Clerk provided a report into the position, as Full Council had required greater scrutiny, which was discussed.

- (ii) To review the Action Plans from the internal auditor from 2020/21 to 2022/23 (see attached)

Proposed: Councillor D Healy

Seconded: Councillor P Astell

Resolved: That the Committee is happy with the progress being made and the objection 2 being partially upheld has been noted. The Officers will continue to work to resolve outstanding issues.

(b) 2022/23 Finances from Full Council - 5th June 2023

- (i) To review the Income and Expenditure for 2022/23 spend against budget and provide explanations for over spend (see attached)

Proposed: Councillor L Johnson **Seconded:** Councillor Rebecchi

Resolved: That the Town Clerk provides a plan for future projected spend this year and virements for the next meeting.

(c) 2023/24 Finances

- (i) To note the Bank Balances as at 14th June 2023 (see attached)

Resolved: To note and approve the bank balances as at 14th June 2023.

- (ii) To receive an update on the on the insurance policies (see attached)

The RFO had provided a report that there was only one quote for insurance as due to an outstanding claim, other insurance companies were not prepared to quote. The Council's insurance is £3,956.69, volunteer insurance is £437.66 and Town Hall insurance is £3544.15. Total £7,938.50. The Committee noted the report.

- (iii) To approve the payments made in May 2023 (see attached)

Date: 01/06/2023

Beverley Town Council Current Year

Page 1

Time: 12:53

Current Account

List of Payments made between 01/05/2023 and 31/05/2023

Item 4c.iii

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2023	Geoff Simpson Holdings	SO	-529.60		Incorrect entry
01/05/2023	kcom	DD	-143.36		Incorrect entry
01/05/2023	Geoff Simpson Holdings	SO	529.20	Lease	Unit 2 - monthly rent
01/05/2023	kcom	DD	146.36	Contract	Internet monthly
02/05/2023	Amazon Business	DEBIT CARD	60.96	Budget Jan 2023	Stationery
02/05/2023	Amazon Business	DEBIT CARD	60.83	Clerk	Stationery
02/05/2023	Geoff Simpson Holdings	SO	529.60	Lease	Unit 2 - monthly rent
02/05/2023	kcom	DD	143.36	Contract	Internet monthly
02/05/2023	Three.co.uk	DD	15.00	Contract	Staff Mobiles x 5 monthly
03/05/2023	Trademark UK	DEBIT CARD	200.00	Full Coun Feb 23	10 year - Food Festival Trademark
03/05/2023	Zoom Video Comms	DEBIT CARD	143.88	Clerk	1 year's fee
05/05/2023	British Gas	DD	184.51	Contract	Monthly Contract
05/05/2023	Hallbeck IT	DD	204.84	Contract	Monthly IT support
09/05/2023	KRL Group Limited	DD	71.10	Contract	Monthly Photocopier usage/helpline
11/05/2023	PeacFin Enreach	DD	57.07	Contract	Monthly Telephone Equipment Lease
11/05/2023	Marks & Spencer	DEBIT CARD	19.53		Refreshments new Cllrs meeting
12/05/2023	Amazon Business	DEBIT CARD	14.92	Budget	Stationery
12/05/2023	Amazon Business	DEBIT CARD	44.17	Budget	Lap Top Bags x 3
12/05/2023	Amazon Business	DEBIT CARD	32.17	Budget	Lap top pouch/clips/files/dividers
12/05/2023	Amazon Business	DEBIT CARD	8.73	Budget	Pens/Lanyards
12/05/2023	Amazon Business	DEBIT CARD	-44.17	Budget	Error
12/05/2023	Amazon Business	DEBIT CARD	44.97	Budget	Laptop bags x 3
15/05/2023	Marks and Spencers	DEBIT CARD	75.80	Budget	Mayor Making Refreshments
15/05/2023	W Boyes & Co Limited	DEBIT CARD	39.91	Budget	Mayor Making tableware
15/05/2023	Minster Cleaning	DD	230.58	Contract	Monthly Cleaning Contract
18/05/2023	Business Stream	DD	599.28	Utility	Sparkmill Water(under discussion with BS)
22/05/2023	Enreach UK Ltd	DD	88.80	Contract	Monthly Contract for Telephone
24/05/2023	British Gas	DD	107.79	Contract	April 2023 Gas
24/05/2023	East Riding Council	DD	161.00	Utility	Monthly Rates for Town Hall

26/05/2023 James Hallam Ltd	EP	126.00 Clerk	Insurance Assessment of Town Hall
26/05/2023 The Play Inspection Company	EP	105.00 Contract	Annual Skatepark Inspection
26/05/2023 East Riding Council	EP	724.24 Contract	3 Allot Pest Control annual contracts
26/05/2023 RBS Software Solutions	EP	906.00 Contract	Year End shutdown and updates
26/05/2023 East Riding Council	EP	161.92 Contract	Stationery
26/05/2023 Internal Audit Yorkshire	EP	462.50 Contract	Final 2022 23 audit
26/05/2023 DCK Accounting Solutions	EP	854.64 Full Coun Mar 23	VAT advice-Town Hall
26/05/2023 UK Safety Management	EP	283.54 Contract	Annual PAT testing
26/05/2023 MKM Building Supplies	EP	18.50 Contract	Lagging for Union Flag poles - in town
26/05/2023 MKM Building Supplies	EP	107.64 Contract	Dowels for Flags-Minster
26/05/2023 Cherry Tree Centre	EP	1,000.00 Full Coun Apr 23	Youth Bud for comp equipment
26/05/2023 Allotment Holder	EP	50.00	Q16B bond refund
26/05/2023 East Riding Council	EP	540.00 SLA	Annual SLA Agreement Data Prot
26/05/2023 Humberside Police Band	EP	250.00 Full Coun Aug 21	For Jubilee Event June 2022
26/05/2023 Monk Walks Inn	EP	661.50 Full Coun Mar 23	Buffet for Coronation for Civic Guest
26/05/2023 Mayor's allowance	EP	1,145.76 Full Coun Jan 23	Mayor's allowance

Continued on Page 2

Date: 01/06/2023

Beverley Town Council Current Year

Page 2

Time: 12:53

Current Account

List of Payments made between 01/05/2023 and 31/05/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/05/2023	Salaries	EP	5,311.58	Fin Reg 7	Salaries
26/05/2023	East Riding Pension	EP	1,747.09	Fin Reg 7	May pension contributions
26/05/2023	HMRC	EP	2,811.35	Fin Reg 7	Tax and NI
26/05/2023	WorkNest Limited	EP	3,691.60	Full Coun Apr 23	HR Contract
26/05/2023	Cole's Kitchen	EP	425.00	Full Coun Jan 23	Coronation Buffet
26/05/2023	Internal Audit Yorkshire	EP	375.00	Full Coun Apr 23	Finance/Audit Training
26/05/2023	Allot Holder	EP	19.80		Paid BTC in error for ERYC service
26/05/2023	Public Sector Deposit Fund	5050	100,000.00		Transfer
26/05/2023	East Riding Council	EP	458.40	PES/FC 2022	Samman Road Grit Bin
30/05/2023	Virgin Money	DD	63.75	Bank Charges	Bank Charges
30/05/2023	kcom	DD	146.23	Contract	Internet Services
31/05/2023	Linley Simpson	DD	80.00	Lease	Well Lane Garage rent
Total Payments			125,624.27		

Proposed: Councillor L Johnson **Seconded:** Councillor A Ramsdale**Resolved:** To approve payments from 1st May 2023 to 31st May 2023.(iv) **To approve the payments to be made in June 2023 (see attached)****Proposed:** Councillor L Johnson **Seconded:** Councillor A Ramsdale**Resolved:** To approve payments from 1st June 2023 to 30th June 2023.

Date: 14/06/2023

Time: 11:32

Beverley Town Council Current Year

Current Account

List of Payments made between 01/06/2023 and 30/06/2023

Page 1

Item 4c.iv

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2023	Three.co.uk	DD	15.00	Personnel Jan 21	Monthly staff mobiles
01/06/2023	Geoff Simpson Holdings	DD	529.20	Lease	Unit 2 monthly rent
01/06/2023	Hallbeck IT	DD	209.60	Contract	IT support, licences, backup
08/06/2023	PeacFin Enreach	DD	57.07	Contract	Monthly hire of tel equip
08/06/2023	Ace Dry Cleaners	DEBIT CARD	17.50	Clerk	Bertie mascot cleaning
09/06/2023	KRL Group Limited	DD	163.75	Contract	Photocopier Use/Helpline
21/06/2023	James Hallam Insurance Brokers	EP	7,938.50	Contract	Insurance-Town Hall/Comm/Vol
21/06/2023	The Armstrong Centre	EP	87.50	Clerk	Room Hire for Town Meeting
21/06/2023	Geoff Simpson Holdings	EP	92.68	Contract	Power to Unit 2 storage
21/06/2023	Beverley Minster	EP	1,350.00	Full Counc Jan 23	Hire of Minster for Coronation
21/06/2023	Chubb Fire & Security	EP	164.47	Contract	Annual Charge CCTV - Office
21/06/2023	Anti Freeze (York) Limited	EP	16,800.00	Contract	Summer Planters
21/06/2023	Countrywise Water Coolers Ltd	EP	108.28	Contract	3 months water cooler
21/06/2023	SSE Electricity	EP	66.87	Contract	Town Hall Electricity
Total Payments			27,635.42		

- (v) **To confirm completion of a new bank mandate for Policy and Finance Councillors**
Bank Mandate will be available to sign at the meeting

Resolved: *That members of the Policy & Finance Committee will sign the bank mandate (excluding Councillor A Ramsdale).*

5/23: **Beverley RUFC Pride Event from Full Council – 5th June 2023**

- (a) **To consider supporting financially the Beverley Pride Event organised by Beverley RUFC – funding application to East Riding of Yorkshire Council attached**

The Committee Chairman permitted Councillor D Boynton to speak on this agenda item and this was discussed in detail by the Committee.

Proposed: Councillor D Healy **Seconded:** Councillor J Rebecchi

Resolved: *That following scrutiny of financial aspects, the Policy and Finance Committee recommends that Full Council does not financially support the Beverley Pride event due to the current financial commitments of the Council.*

- (b) **If support is approved, to consider which budget line a virement can be made into the Pride Budget currently at £300 of £4700.**

Consideration of this agenda item was not required.

6/23: **Town Council Grants Scheme**

To discuss and consider the revisions to the Town Council's Grants Scheme (Town Clerk to report and see attached)

Proposed: Councillor P Astell

Seconded: Councillor J Rebecchi

Resolved: *To recommend to Full Council that the two funding streams (General and Small) are merged into one fund "Community Grant" up to £1,000.*

Proposed: Councillor L Johnson

Seconded: Councillor J Rebecchi

Resolved: To recommend to Full Council that the grant application forms, guidance notes and grants policy are revised to reflect the changes.

Resolved: To recommend to Full Council that for new organisations evidence of a bank account is required; for organisations over two years old audited accounts are also required by an independent and suitably qualified person.

Resolved: To recommend to Full Council that organisations should be able to assure the Council that they have suitable documentation although not usually necessary to provide it. other than organisations must provide evidence of a constitution, bank account and adequate and appropriate insurance.

Resolved: To recommend to Full Council that Community Grant fund applications are managed by a rolling programme.

Resolved: To recommend to Full Council that the Policy and Finance Committee is given delegated authority to determine Community Grants (Full Council to retain control of Partnership Grants).

7/23: Policies

To review and approve the following policies (see all attached - suggested deletions are in blue with a ~~strike through~~ and suggested revisions in red):

(a) Standing Orders

Proposed: Councillor P Astell

Seconded: Councillor J Rebecchi

Resolved: To recommend to Full Council that Standing Orders as submitted are approved.

(b) Financial Regulations

Proposed: Councillor P Astell

Seconded: Councillor L Johnson

Resolved: To recommend to Full Council that Financial Regulations as amended are approved.

(c) Scheme of Delegation

Proposed: Councillor P Astell

Seconded: Councillor L Johnson

Resolved: To recommend to Full Council that the Scheme of Delegation as amended is approved.

(d) Publication Scheme

Resolved: To recommend to Full Council that the Publication Scheme as amended is approved.

(e) Internet Banking Policy

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

Meeting finished at 8.05 pm

Signed Date



Minutes of the Planning, Environment & Services Committee

20th June 2023

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

Present: Councillors B Morgan (in the Chair), D Boynton, C Giles, D Horsley, A Ramsdale and E Whitaker

In Attendance: Matt Snowden (Town Clerk) and Libby Woodhouse (Assistant Town Clerk and Civic Officer)
A member of the public to speak in respect of planning application 22/03284/PLF.

9/23: To Receive Apologies for Absence

The Committee received apologies for absence from Councillor A Healy. Vice Chairman Councillor B Morgan took the Chair and wished to send Councillor A Healy very best wishes for a speedy recovery from the Committee.

10/23: 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.**

Councillor Whitaker – declared a pecuniary interest in agenda item 5b, planning application 22/03732/PLF as this is where she works. Councillor Whitaker did not take part in discussion and did not vote on this planning matter.

Councillor A Ramsdale – declared a non-pecuniary interest in agenda item 5b planning application 22/03284/PLF as he knows someone who lives on Grayburn Lane.

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

There were no dispensations requested or given.

11/23: Previous Minutes

To note the previous minutes for the meeting held 23rd May 2023, previously circulated, approved and signed at Full Council on 5th June 2023

The Committee noted the minutes of the meeting held on 23rd May 2023 which had been approved and signed at the Full Council meeting on 5th June 2023.

12/23: Delegated Planning Applications

To note the delegated planning responses (see attached).

The Committee noted the following delegated planning responses made by the Town Clerk.

Item	Planning Ref	Address	Application Details	Delegated Response
(a)	23/00261/REG3	Charlton House Grovehill Road Beverley	<u>Installation of automated swing gates to undercroft and pedestrian access gate to front elevation</u>	Beverley Town Council reconfirms its support for this application, which will enhance the security and wellbeing of residents.
(b)	23/00930/PLF	8 Landress Lane Beverley HU17 8HA	<u>Reconstruction of front elevation and installation of a timber window and composite door following demolition of existing</u>	Beverley Town Council has no objection to this application and is pleased to see the comments of the Conservation Officer have been positively addressed.
(c)	23/01337/PAD	Soju By Sumo 36 - 40 Toll Gavel Beverley HU17 9AR	<u>Display of internally illuminated fascia sign (revised scheme of 22/03332/PAD) (retrospective application)</u>	Beverley Town Council expresses concern that the sign has been installed before seeking or gaining permission to do so. Whilst the applicant has carried out improvements to the property to ensure it becomes a viable business, the Town Council objects to the sign in question. The Town Council agrees with the Conservation Officer and Civic Society comments that the sign detracts from the attractive design features of the windows. In addition, the Town Council suggests that removal of the sign will not negatively affect the business, due to other prominent signs already in place providing ample promotion for the restaurant.
(d)	23/01027/PLF	Mount Pleasant Cottages York Road Beverley	<u>Erection of single storey extensions to side and rear and attached double garage to front with associated external alterations</u>	Beverley Town Council has no objection to this application.
(e)	23/01336/PLF	7 Acklam Court Beverley HU17 0FN	<u>Conversion of integral garage to additional living accommodation</u>	Beverley Town Council has no objection to this application.
(f)	23/00974/PLB and 23/00973/PLF	Nannini 17 North Bar Within Beverley HU17 8AP	<u>Internal and external alterations including replacement of existing ground floor window to side (Wood Lane) with a new entrance door and glazed panel above, installation of new internal staircase from ground to first floor level, installation of new partition walls and installation of two rooflights in connection with the change of use of part of ground, first and second floors from retail to residential (one bedroom apartment)</u>	Beverley Town Council has no objection to this application, but would welcome reassurance that the apartment will be for permanent residential use (small apartments of this kind are much needed in Beverley to address housing issues), rather than occasional holiday lettings.

13/23: Planning and Environment Applications

The Committee's views are sought on the following planning and environmental planning applications on which the Town Council has been consulted by the Local Planning and Environment Authority.

Resolves: That the Committee submits the following responses to the planning applications given below.

Item	Planning Ref	Address	Application Details	Suggested Responses/Notes (if any)
(a)	22/03284/PLF	25 Grayburn Lane Beverley HU17 8JR	<u>Erection of 6 dwellings comprising of two blocks of three terraced houses with associated access following demolition of existing dwelling and outbuildings</u>	Beverley Town Council has no objection to this application in view of the alterations made to it.
(b)	22/03732/PLF	Manor Road Surgery Beverley Health Centre Manor Road Beverley HU17 7BZ	<u>Installation of 1 air conditioning unit (Retrospective Application)</u>	Beverley Town Council has no objection to this application.
(c)	23/01359/PLF	156 Grovehill Road Beverley HU17 0ES	<u>Construction of vehicular access to front</u>	Beverley Town Council has no objection to this application.
(d)	23/01380/PLF	24 St Martins Court Beverley HU17 8JB	<u>Erection of a single storey extension to rear following demolition of existing conservatory (revised scheme to 22/00475/PLF)</u>	Beverley Town Council has no objection to this application.
(e)	23/01404/PLF and 23/01405/PLB	63 Keldgate Beverley HU17 8HU	<u>Erection of two storey and single storey extension to rear following removal of existing projection, construction of brick wall with piers and timber gate, construction of dormer windows to front and replacement of existing door and windows</u>	Beverley Town Council has no objection to this application, noting the attention to detail to ensure new dormer windows match neighbouring ones and brickwork matches established patterns, etc.
(f)	23/01133/PLF	6 Norwood Dale Beverley HU17 9HE	<u>Erection of two storey extension to rear following demolition of existing single storey extension</u>	Beverley Town Council has no objection to this application.
(g)	23/01431/PLF	2 Sage Close Beverley HU17 8WH	<u>Erection of detached two storey outbuilding to side/front</u>	Beverley Town Council has no objection to this application.
(h)	23/01430/PLB	Browns Of Beverley 6 Wednesday Market Beverley HU17 0DG	<u>Installation of a new access door to side, erection of stud partition walls to create 2 disabled/unisex WC's and erection of a stud partition wall to separate the stairwell and ground floor shop unit</u>	Beverley Town Council has no objection to this application.
(i)	23/01472/PLF	110 Highfield Road Beverley HU17 9QS	<u>Erection of single storey extension to side and rear</u>	Beverley Town Council has no objection to this application.
(j)	23/01690/TPO	The Old Fire Station	<u>TPO - BEVERLEY NO. 30 -</u>	Beverley Town Council has

		Surgery Albert Terrace Beverley HU17 8JW	<u>2002 (REF 688) T2 - Crown thin 1no Beech tree (T1) by 10% to account for natural shedding</u>	no objection to this application, on the condition work is carried out at a time that will have the least negative impact on wildlife.
--	--	------------------------------------------	------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------

- 14/23: Hedgehogs R Us Project: To consider correspondence from Hedgehogs R Us – an environmental project to support hedgehogs – through the purchase and distribution of highway surrounds (Town Clerk to report and see attached).**

Proposed: Councillor Whitaker

Seconded: Councillor Ramsdale

Resolved: *That due to the financial commitments of the Council in this current year, the Council reviews the project at budget time for next year.*

- 15/23: Skate Park Inspection Report**
To receive the annual Skate Park Inspection Report (Town Clerk to report and see attached).

Proposed: Councillor D Boynton

Seconded: Councillor C Giles

Resolved: *That the Committee notes the report, that there is no major work required and that the Town Clerk prepares a programme of works for the maintenance contractor to undertake minor work required.*

- 16/23: East Riding Town and Parish Council Planning Liaison Meeting**
To receive information regarding this forthcoming event and delegate Councillors to attend (see attached).

Councillor A Ramsdale will attend on 4th July 2023, via Teams.

Councillor D Horsley will attend on 12th July 2023, via Teams.

- 17/23: 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 Boynton

Seconded: Councillor Horsley

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).*

- 18/23: Japanese Knotwood**
To consider quotes from contractors to implement measures to remedy Japanese Knotwood growth on the allotments (Officers to reports and see attached).

Proposed: Councillor E Whitaker

Seconded: Councillor D Horsley

Resolved: *To approve work to remedy the Japanese Knotweed on the allotments and approve the specifications and price by Japanese Knotweed Solutions in the sum of £2,860 plus VAT for a 5-year period of work and 2 years of monitoring, and that the Town Clerk pursues ERYC for assistance with the costs of this remedy.*

Proposed: Councillor E Whitaker

Seconded: Councillor D Boynton

Resolved: *To recommend to Full Council that the cost of £3,000 is vired from the Match Funding budget line to pay for this work.*

19/23: Asbestos Removal

To consider quotes from contractors to remove asbestos from the allotments (Officers to reports and see attached).

Proposed: Councillor D Boynton

Seconded: Councillor A Ramsdale

Resolved: *To approve the work to remove asbestos from the allotments in the sum of £285 plus VAT by Grade 3 Ltd, a local company, and to request that additional asbestos subsequently found is also removed. To recommend to Full Council that £600 is vired from the Match Funding Budget line.*

20/23: Summer Watering Contract

To consider virement of funds to afford additional watering of planters over summer (Officers to report).

Proposed: Councillor E Whitaker

Seconded: Councillor D Horsley

Resolved: *That the additional watering of the Beverley in Bloom planters over the summer is approved in the sum of £2,300 by Antifreeze (extension of existing contract) to be funded from the watering contingency budget line.*

Meeting finished at 7.30 pm.

Signed Date



Minutes of the Town Hall Advisory Working Group

29th June 2023

6.30 pm at the Town Council Offices, Well Lane, Beverley

Present: Councillors D. Boynton (in the Chair), P Astell, A Healy, J Rebecchi and E Whitaker.

Matthew Snowden (Town Clerk) and Libby Woodhouse (Assistant Town Clerk and Civic Officer).
Simon Delaney and Kevin Marling, Delaney Marling Partnership
Councillors, D Horsley and A Ramsdale
Mr D Jack and Mr I Gow

**1/23: Apologies:
To Receive Apologies for Absence.**

There were no apologies for absence.

2/23: 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.

3/23 Updates:

- (a) Project Update: For the benefit of new Councillors, the Working Group Chairman and Town Clerk will give a short project explanation and update.**

The Town Clerk outlined the project and history for the benefit of new Councillors.
Delaney Marling Partnership – outlined their involvement in the process as Project Managers.

- (b) VAT Update: To provide an update on the contract with DCK Accounting Solutions to represent the Town Council on matters relating to VAT (Town Clerk to report).**

It was reported that DCK Accounting Solutions had been appointed to conduct the Council's VAT matters. At their advice, The Town Hall project is on hold until the Council has been registered for VAT which is currently being completed.

4/23: Committee Membership

To make recommendations to Full Council that former Town Councillors Mr Duncan Jack and Mr Ian Gow be invited to officially join the Town Hall Advisory Working Group.

Proposed: Councillor P Astell

Seconded: Councillor A Healy

Resolved: *To recommend to Full Council that Mr D Jack and Mr I Gow become members of the Town Hall Advisory Working Group and that Register of Interest forms are completed by them in order that they have a vote on matters under discussion by that Working Group.*

5/23: Next Steps:

(a) Architects: To receive an update on potential architects from the Project Manager.

Simon Delaney and Kevin Marling updated the Working Group with regard to the position of the architects and timescale. The Working Group felt that the initial two architects previously discussed should be approached and given time to undertake the initial indicative designs.

Proposed: Cllr E Whitaker

Seconded: Councillor A Healy

Resolved: *To recommend to Full Council that the timescale is delayed and that the Project Manager consults with SALT and J Smith in (once the VAT registration is complete) in the sums of £1200 and £2500 respectively as previously quoted.*

Resolved: *To recommend to Full Council that the Town Hall Working Group of 21st September 2023 becomes a Full Council meeting in order to receive and consider indicative designs from the Architects.*

Resolved: *That Delaney Marling Partnership considers the current office lease and that the findings and recommendations on dilapidations and timescale are considered by Full Council.*

(b) Action Plan: To consider and where necessary revise the next steps action plan (Town Clerk to report and see attached).

The Action Plan and timescales will be revised with the above.

6/23: Business Specialist Consultant

To consider the following recommendation made by the Town Council's Internal Auditor as part of their 2022-2023 report:

"That the council considers the appointment of a specialist business consultant to prepare a business plan to incorporate the delivery and management of the project following the purchase of St Johns Building. The business plan should record details of budgets and timeframes and appropriate income and expenditure details following completion of the project. Further comments relating to this project are included under the risk management section of the internal audit report."

Proposed: Councillor E Whitaker

Seconded: Councillor P Astell

Resolved: *To recommend that Full Council at the meeting of 11th September 2023 approves the brief and appointment of a Business Consultant to comply with the requirements of Internal Audit and Public Works Loan Board.*

7/23: Public Works Loan

To consider the best approach to applying for a Public Works Loan (Town Clerk to report).

Councillors were given ERNLLCA and NALC Guidance and received a presentation on repayment scenarios.

Proposed: Councillor E Whitaker

Seconded: Councillor P Astell

Resolved: *To recommend to Full Council that the Council contracts a fundraiser for a percentage fee to assist with funding the project.*

8/23: Consultation:

(a) What's On Event Feedback: To receive feedback from consultation carried out by Councillors at the What's On event at Beverley Leisure Complex on Sunday 25th June 2023 (Cllr David Boynton to report).

Councillor D Boynton reported on the event and that positive feedback forms had been received for the Town Hall project.

(b) Further Consultation: To consider how best to carry out further, official consultation with the wider community. Matters to consider include:

- **Questions**
- **Method (e.g. survey, open evening, paper-based survey, online survey, etc).**
- **Timescale**
- **Potential Costs**
- **Etcetera**

The Working Group felt that Full Council should consider consultation with the community via a newsletter delivered to every household prior to submission of an application for a public works loan as part of the required application process.

The Working Group decided that the meeting of 27th July 2023 is not required.

Meeting finished at 8 pm

Signed Date



Item 8

Mayor's Announcements for the Full Council Meeting of 10th July 2023

Civic Engagements from 15th May 2023 to 10th July 2023

1. Mayor's Civic Engagements

Date	Event	Venue/Organisation
08/06/2023	German Exchange Visit	Beverley High School
08/06/2023	Yorkshire Reception of New Paths Music	Sledmere House
09/06/2023	Mayor of Pocklington's Mayor Making Event	
15/06/2023	East Riding Lieutenancy Reception	Treasure House
16/06/2023	The Addams Family Musical	The Beverley Memorial Hall
17/06/2023	OPSA 25th Anniversary Fundraising Event	Lazaat Hotel
01/07/2023	Beverley Armed Forces Day	DST Leconfield

2. Deputy Mayor's Civic Engagements

25/05/2023	University Centre Bishop Burton's Graduate Showcase 2023	University Centre
11/06/2023	Mayor of Brigg's Civic Service	St John's Church

Item 10

ERNLLCA CONFERENCE

Good afternoon,

I hope you are well. I just wanted to send a quick reminder about a few important things.

On **Friday 15 September 2023** ERNLLCA will be holding its joint Conference and Annual General Meeting (AGM). [If you have not had a chance to book a place for the Conference, you can do so today through our website.](#)

Anyone from a Member Council can attend the AGM. However, only the two named delegates can vote on an issue during the meeting. It is possible for one of the delegates to be the Clerk.

It is essential that that Member Councils notify us about who their two delegates. [Let us know who your delegates are today by completing this online form.](#)

At the AGM motions put forward by Member Councils and the District Committees are considered. The motions are often used to highlight an issue, call for change at a national level or to ask bodies such as NALC to adopt a certain position.

At the next round of District Committees in July I will provide an opportunity for each Committee to consider putting forward a motion.

If a member council wishes to put forward a motion for consideration at the AGM, we could do to know by **Tuesday 1 August 2023**. This is because the agenda needs to go out well in advance of the AGM.

In previous years, motions have been sent to NALC where they are considered by the relevant committee. NALC have set out certain requirements in terms of the information they need.

Motions appear to be less likely to be taken forward unless the information is provided. This includes:

- Confirm which of the NALC Prospectus themes your county association's motion falls under
- The reason why the motion has been submitted for the consideration and attention of NALC
- How the issue is affecting parish councils in the area (with case study evidence)
- How this issue is affecting local councils nationally and why this is a national issue requiring NALC policy formulation (with case study evidence)
- What aspect of national parish policy you would like NALC to lobby Government on
- Which part of primary or secondary legislation (or secondary regulation/ Statutory Instrument) you would like to be changed
- What other action your County Association would like NALC and its Policy Committee to take if the motion was adopted

Member councils can submit their motions for consideration to the AGM by [completing this form.](#)

Please complete the form before **Tuesday 1 August 2023**.



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

020 7637 1865 | nalc@nalc.gov.uk | www.nalc.gov.uk

© NALC 2022. All rights are reserved.

No part of this publication may be reproduced or used for commercial purposes without the written permission of NALC save those councils in membership of NALC have permission to edit and use the model standing orders in this publication for their governance purposes.

Introduction	3
Rules of debate at meetings.....	4
Disorderly conduct at meetings	6
Meetings generally	6
Committees and sub-committees	9
Ordinary council meetings	10
Extraordinary meetings of the council, committees and sub-committees	12
Previous resolutions	12
Voting on appointments.....	12
Motions for a meeting that require written notice to be given to the proper officer	13
Motions at a meeting that do not require written notice.....	13
Management of information	14
Draft minutes.....	15
Code of conduct and dispensations.....	16
Code of conduct complaints	17
Proper officer.....	18
Responsible financial officer	19
Accounts and accounting statements	19
Financial controls and procurement.....	20
Handling staff matters	21
Responsibilities to provide information	22
Responsibilities under data protection legislation	23
Relations with the press/media.....	23
Execution and sealing of legal deeds	23
Communicating with district and county or unitary councillors	Error! Bookmark not defined.
Restrictions on councillor activities	24
Standing orders generally	24

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.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her/their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her/their right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of two hours. However, if budget setting is an agenda item, the meeting shall not exceed two and a half hours.

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.**
-
-
- 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 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

Signed, Chairman

Signed, Clerk to the Council



BEVERLEY
TOWN COUNCIL

WORKING AS A COMMUNITY

Item 11b

FINANCIAL REGULATIONS

1. General	2
2. Accounting and audit (internal and external)	4
3. Annual estimates (budget) and forward planning	6
4. Budgetary control and authority to spend	6
5. Banking arrangements and authorisation of payments	8
6. Instructions for the making of payments	9
7. Payment of salaries	12
8. Loans and investments	13
9. Income	13
10. Orders for work, goods and services	14
11. Contracts	15
12. Payments under contracts for building or other construction works	17
13. Stores and equipment	17
14. Assets, properties and estates	17
15. Insurance	18
16. Risk management	19
17. Suspension and revision of Financial Regulations	19

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~~ up to £5,000; 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 £2,000.
- Emergency expenditure up to £2,000
- The Town Clerk has authority to spend for any items up to £2,000 on the town hall project for a limit of one year which will be reviewed in a year's time, in conjunction with the Chairman of Council and/or appropriate Committee Chairman.

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~~ £3,000 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. Loans and Investments

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

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)

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 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.

This Scheme of Delegation was adopted by Full Council on _____

Signed _____

Date _____

Council Chairman

Signed _____

Date _____

Town Clerk



BEVERLEY
TOWN COUNCIL

WORKING AS A COMMUNITY

Item 11c

Beverley Town Council Scheme of Delegation

1. Responsible Financial Officer - Duties and Powers	1
2. Proper Officer - Duties and Powers	1
3. The Council	2
4. About Standing Committees	2
5. Beverley Town Council's Standing Committees	3
5.1. Policy and Finance Committee	3
5.2. Planning, Environment and Services Committee	4
5.3. Personnel Committee	7
5.4. Appeals Committee	8
6. Other Committees	8
7. Workings Groups	8
8. Urgent Matters	9

NOTE: Revise content list page numbers once any changes to document have been approved, as this may effect numbering.

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 up to £2,000 in accordance with Financial Regulations and in conjunction with the Chairman of Council and/or appropriate Committee Chairman;
 - i. ~~Emergency expenditure up to £2000 in accordance with Financial Regulations~~
 - ii. ~~Authorisation of routine expenditure, for example 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 **from the Annual Meeting of the Town Council**;
- (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.~~
The determination of minor planning (e.g. replacement windows, small extensions within the curtilage of the property, signages, etc.) and time limited applications, consulting where necessary with the 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 **Full Council consists of 14 members and has a Quorum of 5.** 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 **or virement** not provided within the approved budget;
- (i) Any proposed new undertakings;
- (j) 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~~ **Partnership Grant** or single commitment in excess of £3000, **including virements to facilitate this;**
- (s) **Approve accounts for payment in accordance with Financial Regulation 5.2;**
- (t) **Reviews Quarterly Budget Monitoring Statements.**

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.~~

- 4.12** 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~~ **8 member of the Council (with 2 Substitutes) and a Quorum of 3** 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 and strategy development~~ 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 receive, consider and make recommendations of the allocation of Grants Fund in accordance with the Grants Policy;~~
Receive, consider and make financial allocation of Community Grants in according 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~~ **8 member of the Council (with 2 Substitutes) and a Quorum of 3** 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.
- (a) Management and control of the Council's allotment sites, including all grounds maintenance/improvement works;
- (b) Management of the provision and maintenance of the Council's Footway Lighting (in cooperation with East Riding of Yorkshire Council);
- (c) Management of the provision and maintenance of the Council's Noticeboards;
- (d) Management of the provision and maintenance of the Council's Litter Bins (in cooperation with East Riding of Yorkshire Council);
- (e) 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);
- (f) Maintenance and repair of all the buildings and other property owned by the Council;
- (g) Environmental Matters e.g. recycling, encouragement of sustainable development in the Parish, highlighting good environmental practice, etc;

- (h) Maintenance and upkeep of all vehicles and equipment used for grounds maintenance purposes;
- (i) 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);
- (j) Actively consider acquisition of services and facilities which are deemed to improve the long-term facilities of the Town;
- (k) Oversee any capital projects which are deemed to improve the long-term facilities of the Town;
- (l) 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;
- (m) Street naming consultation;
- (n) Any other matter which may be delegated to it by the Council from time to time;
- (o) The Committee may refer specific matters to the Council for a final decision if it so wishes;
- (p) Management of Christmas lights by:
 - (i) Selection and purchase of Christmas Lighting;
 - (ii) Selection and purchase of all-year-round lighting;
 - (iii) 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.;
 - (iv) Management and maintenance of the Lights infrastructure, including PAT testing, electrical checks and repairs, bulb replacements, etc.;
 - (v) Liaising with partner groups, such as Beverley Lions, regarding the Christmas Lights switch-on events.
- (q) 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.
- (o) 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 _____

Signed _____

Council Chairman

Date _____

Signed _____

Town Clerk

Date _____



BEVERLEY TOWN COUNCIL
SCHEME OF PUBLICATION 2023/24

Item 11d

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
CLASS1 - WHO WE ARE AND WHAT WE DO Organisational information, structures, locations and contacts This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.		
Who's who on the Council and its Committees	hard copy and/or website	10p per sheet
Contact details for Parish Clerk and Council members named contacts where possible with telephone number and email address if used	hard copy and/or website	10p per sheet
Location of main Council office and accessibility details	hard copy and/or website	10p per sheet
Staffing structure	hard copy and/or website	10p per sheet
CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit Current and previous financial year as a minimum		
Annual return form and report by auditor	hard copy and/or website	10p per sheet
Finalised budget	hard copy and/or website	10p per sheet
Precept	hard copy and/or website	10p per sheet
Borrowing Approval letter	hard copy	10p per sheet

Financial Standing Orders and Regulations	hard copy and/or website	10p per sheet
Grants given and received	hard copy and/or website	10p per sheet
List of current contracts awarded and value of contract	hard copy and/or website	10p per sheet
Members' allowances and expenses	hard copy and/or website	10p per sheet
CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING		
Strategies and plans, performance indicators, audits, inspections and reviews		
Renovation of new Town Hall, 93 Wilbert Lane		10p per sheet
Ensuring comply with all the legislation relating to local government and Town Councils.		
Preparing a vision strategy for next 4 years following elections		Free
Working in partnership with strategic partners, ie grant recipients, other local councils, contractors,		10p per sheet
Ensuring continuity of service to allotment tenants, grass cutting and maintenance of other services, Christmas Lights, Bloom, Notice Boards and website		
Civic presence in town and surrounding area		

CLASS 4 – HOW WE MAKE DECISIONS		
Decision making processes and records of decisions		
Current and previous council year as a minimum		
Timetable of meetings Council, any committee/sub-committee meetings and parish meetings	hard copy and/or website	10p per sheet
Agendas of meetings as above	hard copy and/or website	10p per sheet
Minutes of meetings as above – NB this will exclude information that is properly regarded as private to the meeting.	hard copy and/or website	10p per sheet
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Website and/or hard copy of minutes at Beverley Reference Library/Treasure House	10p per sheet
Responses to consultation papers	hard copy and/or website	10p per sheet

Responses to planning applications	website and ERYC Planning Portal	10p per sheet
Bye-laws	N/A	

Class 5 – Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities

Current information only

<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	hard copy and/or website	10p per sheet
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies including current vacancies Policies and procedures for handling requests for information Complaints procedures including those covering requests for information and operating the publication scheme</p>	hard copy and/or website	10p per sheet
Information security policy	hard copy and/or website	10p per sheet
Records management policies records retention, destruction and archive	hard copy and/or website	10p per sheet
Data protection policies GDPR	hard copy and/or website	10p per sheet
Schedule of charges for the publication of information	hard copy and/or website	10p per sheet

Class 6 – Lists and Registers Currently maintained lists and registers only	hard copy or website; some information may only be available by inspection	
Any publicly available register or list if any are held this should be publicised; in most circumstances existing access provisions will suffice	for inspection only	
Assets Register	for inspection only	
Disclosure log indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils	for inspection and/or website	
Register of members' interests	hard copy and/or website	
Register of gifts and hospitality	for inspection only	

Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses Current information only		
Allotments	hard copy or website; some information may only be available by inspection	10p per sheet
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	hard copy or website; some information may only be available by inspection	10p per sheet
Seating, litter bins, clocks, memorials and lighting	hard copy or website; some information may only be available by inspection	10p per sheet
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	

Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees e.g. burial fees	N/A	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	N/A	

CONTACT DETAILS:

The Town Clerk
Beverley Town Council
12 Well Lane
Beverley
HU17 9BL

Tel 01482 874096

Email clerk@beverley.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet black & white	* the actual cost incurred by the public authority
	Photocopying @ 20p per sheet colour	* the actual cost incurred by the public authority
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation quote the actual statute



BEVERLEY
TOWN COUNCIL

WORKING AS A COMMUNITY

Item 11e

Beverley Town Council
Internet Banking Policy



Internet Banking Policy

1. Background

The Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014 came into effect on 12th March 2014. This Legislative Reform Order repeals the statutory requirement for 2 elected members to sign cheques and other orders for payment. The removal of this particular legal requirement will enable the Town Council to take an overall approach to how it controls its money as well as taking advantage of modern technology including internet banking.

The Town Council acknowledges the need to maintain robust controls on payments as an integrated part of its overall financial control system and Financial Regulation.

2. Account Details

The Town Council has a current account with Virgin Money and is an online account and all payments (Standing Orders, Direct Debits and other electronic payments) and all receipts (including precept, allotment rents, etc.) are made and received to the current account.

3. Internet Banking Procedures

Internet payments are approved by the following process:

- i) Two councillors and the Responsible Financial Officer (RFO) sign off the relevant invoices.
- ii) The RFO uploads electronic payments to the system.
- iii) The Town Clerk or in his absence, the Assistant Town Clerk and Civic Officer, give final authorisation and makes the payments.
- iv) The RFO prints of copies of all electronic records from the bank account to confirm payment.
- v) Policy and Finances Committee meet every six weeks and review all payments that have been made.
- vi) Quarter Finances, including all payments for the quarter, are reviewed quarterly by Full Council and inspected by two councillors who are not signatories or sit on Policy and Finance Committee, as part of the Internal Control procedures.

The system for electronic Bank Payments Approvals was approved at Policy and finances Committee on 17/05/21 (minutes number 7/21.3).

This Internet Banking Policy was adopted at Full Council on the

Day of 2023

Signed
Chair

Signed
Town Clerk

-

Beverley Town Council Partnership Grants Fund Feedback Form



**BEVERLEY
TOWN COUNCIL**
WORKING AS A COMMUNITY

This form needs to be returned for consideration and discussion by Beverley Town Council. The Town Council will contact you if they need any further information.

Beverley Town Council must under the law which it is governed by, ensure the Partnership Grant was spent by the organisation as per the signed Partnership Agreement.

If there are any unavoidable changes or delays which have been outside your control, please inform us to enable us to discuss this with you.

Please note that Beverley Town Council:

- (a) reserves the right to request the return of the Partnership Grant was not spent as per the agreement; and
- (b) not issue further partnership moneys and the agreement will end.

Organisation East Riding Theatre

Contact Name Susan Kirkman

Address 10 Lord Roberts Road, Beverley HU17 9BE

Email

Tel No

Amount of Grant:	£3,000
How much of the Grant has been spent?	£3000
Where has the Grant been spent?	<p>Funded provision of 20 free Theatre courses in July and August 2022 for 12-14 years and 14-19 years from disadvantaged backgrounds.</p> <p>3 Youth Ambassador Workshop Days with specialist theatre practitioners teaching multiple skills to young people.</p> <p>Youth ambassadors received a free ticket to ERT productions and wrote critical reviews that were placed on the website.</p> <p>Christmas 2022 and Spring 2023 in-house productions – support for supervision and training of a trainee stage manager, and 3 work experience students in technical, backstage and scenic painting roles.</p> <p>Summer course identified community casting for Christmas show which resulted in one young person playing in the Christmas show.</p> <p>Acting techniques and support was provided by the show director and actors.</p>
	Money has been spent for the period of Year

If there is money remaining, will it be spent by (end of Year 1 Partnership period)?	1,
Has the Partnership with Beverley Town Council enabled the organization to obtain: (a) Further grants? (b) Matched funding?	It has attracted partial funding towards Drama and a Technical course during Summer 2023. Other contributors now include Beverley Building Society and The Horncastle Family Trust.
Was the purpose of the funding supplied fully met?	The outcomes have been hugely successful and feedback from young people involved in the activities has been positive generating sign-ups for courses in 2023. ERT's Youth Ambassadors have grown to 10 and have expressed the importance of their continued role at ERT, and how they feel their voices are heard and their responses lead to further development of their creative futures. For example, they requested a playwrighting workshop which ERT provide, and which was received with enthusiasm and has led to further opportunities for this course to be developed.



Please give details of how your project has achieved one or more of the following aims: (100-250 words):

- (a) Contributed to cultural life, education, sporting opportunities or general wellbeing.
- (b) Promoted economic and commercial viability of the town.
- (c) Supported and contributed to the social life of the town.
- (d) Preserved the unique identity of the town and promote its heritage.
- (e) Created a socially inclusive and caring community, and increase dialogue among residents.
- (f) Protect and improve the town and promote a sustainable environment.
- (g) Provide a democratic, representational voice for the community.

(a)

The project has benefited the cultural education of young people and provided them with a sense of personal and civic pride by broadening their knowledge and expectations during summer courses and work experience programmes. 2 youth ambassadors have signed up as volunteers,

(b)

By providing training and work experience for young people in a place-based environment, ERT aims to increase job opportunities for local people, contributing to local economic development. Summer school public performances and in-house productions resulted in attendance of 3000+ people who also contributed to secondary spending in the town's hospitality hostelryes.

(e)

The summer courses in 2022 were attended by a diverse group of young people including 2 people with cerebral palsy and 3 with Autism. The leader altered the original choice of script on the first day to ensure everyone was included. Through development of collaborative skills that encouraged mutual support, increased confidence and trust within the group resulted in a joyous celebration of inclusion.

(g)

ERT's Youth Ambassadors have developed over the last year via workshops throughout the year, and their meetings with ERT's Artistic Director and Trustees. As a result, they have felt free to express themselves with the knowledge their opinions will be respected and ERT respond with positivity. A playwriting course has recently been introduced for this age group.

Work experience and young people undergoing training are encouraged to provide feedback in the assurance they are listened to and that ERT will respond in a professional and positive manner.



11-14 years

Can you please pass on our thanks to Mike and the team for giving Lottie such a great experience last week. The show on Saturday night was fantastic, all the performances were brilliant, and we're so happy that Lottie had the chance to demonstrate her talents - she was really excited and exhilarated before and after. Everyone involved has been very friendly, helpful and welcoming the whole time. Lottie has taken away so many positives, we couldn't have asked for more

Thank you

Best regards,

Laura

"Leigha thoroughly enjoyed it even though it was most definitely out of her comfort zone . Made good friendships and the performance was amazing . Thankyou for the opportunity "

I just wanted to thank ERT for a great week and say how much we enjoyed the performance. Gabby had a wonderful time and made good friends. It was brilliant to see how they all worked together.

Thank you so much. We really hope she could do something similar in the future,

Lisa



Good evening

I wanted to take this opportunity to say Thank you so much for Chloe's place on the summer school this passed week.

She has had an absolutely amazing week! My family and i were blown away by their performance tonight, really very impressed how they worked so well as a team.

We look forward to supporting the theatre in future events.

Thank you once again

Chloe and Megan

"I thought it was absolutely fantastic - thank you. Thomas, my son, enjoyed it so much and looked forward to each day more and more as the week progressed. The performance that the group delivered on the Saturday evening was remarkable given how little time they'd spent together. It really was inspiring.

Here is some feedback from Thomas: "Mike and Annie were brilliant. They made me feel included and I made new friends along the way. I absolutely loved having the roles of the queen's slave and the docker. I also loved exploring backstage and seeing all of the props. So overall, I had a great time and I really hope I can do it again next year." "

14-19 years



14-19

General Feedback



I was very impressed with ERT's sensitive support for my child. From the very start, when I made an enquiry, my questions were respected and treated with great compassion. I felt the summer school environment was an incredibly supportive and inclusive space for young people. Well done ERT - such a fabulous community resource!

Izzy had a wonderful time and it was definitely the highlight of her summer - she can't wait to be involved again in 2023! Family and friends who watched the performance commented on the professional staging and how everyone got a chance to shine - a true ensemble!

I thought it was incredible value for money and over the course of the week could really see my child increase in technical knowledge (and language), confidence and skills. I am confident that it will really help her when she starts her Drama GCSE.

"Zoe worked very very hard at her ERT SUMMER SCHOOL PERFORMANCE (14-19). The approach was not easy, however her perseverance has helped her tremendously with the days going by, and from the second day she couldn't wait to start in the morning and learn new challenges. For Zoe It was hard to say good bye to all those tremendous people that she worked with.

She learned so much from her Tutors Mike Friend (an international director extremely strict and funny according to Zoe) , and Annie Kirkman (from She Productions - I have seen her in many plays at ERT and I always thought she was brilliant and extremely talented . Zoe absolutely loves her . The school gave Zoe the opportunity to meet new friends and believe that one day her career will go towards this.

The final show was amazing " THE BORDER " , a story about refugees after the Apocalypse. An outstanding performance from all of students . A brilliant script , added to it a part with mix of languages from some of the actors. It was very emotional to seeing how well Zoe and all the students did . Loved every minute.

Thank you so much to ERT !!!

Simona "

Any other applicable information:

Signed *S Kirkman*.....

Date 17th June 2023.....

Contact Name Susan Kirkman.....

Thank you for completing this form.

Please return to Beverley Town Council, 12 Well Lane, Beverley HU17 9BL or email:
clerk@beverley.gov.uk

Beverley Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2022

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for Beverley Town Council for the year ended 31 March 2022 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Beverley Town Council on application to:</p> <p>(a) <u>CAROL OLIVER.</u> <u>RESPONSIBLE FINANCIAL OFFICER.</u> <u>12 WELL LANE</u> <u>BEVERLEY HU17 9BL</u></p> <p>(b) <u>EMAIL - clerk@beverley.gov.uk</u> <u>TEL - 01482 874098</u> <u>to make an appointment.</u></p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any person on payment of £_____ (c) for each copy of the Annual Governance & Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) <u>Carol Oliver.</u></p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) <u>29th June 2023.</u></p>	<p>(e) Insert the date of placing of the notice</p>

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Beverley Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		Yes	No*	Yes means that this authority:
	Yes	No*			
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓				<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓				<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓				<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.				✓	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓				<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓				<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓				<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓				<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A		<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
				✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

30/05/2022

and recorded as minute reference:

23/22. 23-1

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

R. J. Johnson
Matthew J. Smith

www.beverley.gov.uk

Section 2 – Accounting Statements 2021/22 for

BEVERLEY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	753579	794116	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	291414	272894	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	22344	14107	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	99272	106212	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	173949	264531	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	794116	710374	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	798173	742528	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	191496	251041	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓
			The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or Income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Matthew Jordan

Date 25th May 2022

I confirm that these Accounting Statements were approved by this authority on this date:

30/05/2022

as recorded in minute reference:

23/22 - 23.2

Signed by Chairman of the meeting where the Accounting Statements were approved

Mr J. Jones

Section 3 – External Auditor Report and Certificate 2021/22

In respect of **Beverley Town Council - HU0026**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

We are unable to complete our review work on the AGAR and supporting documentation as a result of correspondence received in relation to 2021/22 and/or prior years. Once we have finalised our review and completed any additional work arising from that correspondence, a final report will be provided with the certificate of completion detailing any qualifications and 'other' matters.

Our fee note for the limited assurance review will be issued when we certify completion.

Other matters not affecting our opinion which we draw to the attention of the authority:

Please see above.

3 External auditor certificate 2021/22

We do not certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022

We do not certify completion because:

We have received correspondence bringing information to our attention that we must consider before certifying the completion of our review and the discharging of our responsibilities.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

27/09/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Final External Auditor Report and Certificate 2021/22 in respect of Beverley Town Council HU0026

Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

External auditor report 2021/22

On 27 September 2022, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2022. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

1. The smaller authority has not fully addressed the 'except for' matter raised by the external auditor when qualifying the prior year AGAR. We note that staff working from home allowance was correctly included within Box 6 in the current year; however, the prior year Boxes 4 and 6 figures were not restated for this.
2. The smaller authority has not addressed the 'other' matter raised by the external auditor in respect of the prior year AGAR. Although the investment strategy was updated in November 2022, we had reported the fact that it had not been updated during the 2021/22 financial year, as was required by the statutory guidance on local authority investments. The Council therefore should have considered amending its responses to Assertions 1, 2 and 3 on the 2021/22 Annual Governance Statement as a result of this. In our view, they should have been 'No'.
3. Section 1, Assertion 2 has been incorrectly completed, the correct response should have been 'No'. This is consistent with the Internal Auditor's response to Internal Control Objectives B and H in relation to non-compliance with financial regulations, and improvements required to the fixed asset register.



Page 2 of 2

Other matters not affecting our opinion which we draw to the attention of the authority:

1. We received challenge correspondence in relation to the 2021/22 AGAR which we considered before completing our work. The authority will receive an invoice in relation to this additional work.
2. The smaller authority should ensure that the office based risk assessment is accurate, and errors within the document which have been discussed with the Clerk are corrected.
3. In the completion of the Annual Internal Audit Report, the internal auditor has drawn attention to significant weakness in relation to the fact that the Notice of conclusion of audit was not published on the authority's website by the dates specified in the Accounts and Audit Regulations 2015. The smaller authority correctly responded 'No' to Assertion 4.

External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

PKF Littlejohn LLP

PKF Littlejohn LLP
21/06/2023

AGAR 2021-2022 – Costs

For the current Financial Year (2023-2024), Beverley Town Council has budgeted £2,900 to cover audit fees, which is a statutory obligation.

This is broken down to cover the following:

- **£1,850** = Internal Audit (paid in two instalments later in the Financial Year, first £1,387.50 for the Interim Report and then £462.50 at End of Year).
- **£800** = External Audit (Littlejohn's basic annual charge for the 2022-2023 Annual Return, which is reviewed, reported on and paid in the current 2023-2024 Financial year).
- **£250** = To allow some flexibility if the External Audit is slightly more than expected.

Members of the electorate are entitled to challenge the AGAR when Beverley Town Council submits it to the External Auditor PKF Littlejohn. However, this comes at a cost, as the extra charge Littlejohn imposes is £350 for every additional hour spent investigating such challenges.

Due to the high number of challenges to the AGAR 2021-2022, it has taken over a year for Littlejohn to finalise their report for that year.

Despite Littlejohn not upholding the majority of challenges, with only relatively minor comments being made in their final report, the Town Council is still charged for all hours spent coming to these conclusions.

For the AGAR 2021-2022, the additional charge for investigating the challenges is £4,970.

This is additional to the expected and budgeted £800 basic annual charge.

If Council takes into account the £250 budgeted to allow flexibility, it still needs to find an additional £4,720.

Because there is nothing allocated in the budget to cover this unexpected cost, the amount will have to be sourced by Council by approving the virement of funds from one or more budget lines to cover this.

In essence, this means other budget lines will have to be reduced or cut to pay the Auditor to cover the cost of the challenges.

RECOMMENDATION

Officers recommend that councillors consider the virement of £1,000 from the "Cycle Racks" budget line and £3,720 from the "Street Furniture" budget line, to cover the additional audit cost of £4,720.

Town Hall Project Action Plan

July 2023 to October 2023

Item 16b

1. Monday 10th July 2023

Full Council: To consider and make resolutions based on the recommendations from the Town Hall Advisory Working Group held on 29th June 2023.

2. Tuesday 11th July 2023

Delany Marling Partnership informed of result of resolutions approved at Full Council on Monday 10th July and to carry out any relevant actions (e.g. architects).

3. From Wednesday 13th July 2023

If resolved, architects carry out indicative design work and the Town Council to produce draft brief for appointment of Business Consultant, investigate potential funding bid writers, research newsletter printing and delivery costs, etc.

4. Monday 4th September 2023

Deadline for any reports, documents and briefs to go into the agenda pack for Full Council on Monday 11th September.

5. Monday 11th September 2023

Full Council: To consider and approve the brief to appoint a Business Consultant to comply with the requirements of Internal Audit and the Public Works Loan Board (item 16.e of Full Council agenda on Monday 10th July). To also consider reports regarding potential funding bid writers and newsletter.

6. Thursday 14th September 2023

Deadline to receive designs from the architects to go into the agenda pack for the additional Full Council meeting on Thursday 21st September.

7. Thursday 21st September 2023

Additional Full Council Meeting: To receive and consider indicative designs from the architects and approve which architect will be commissioned to produce the final designs.

8. Monday 23rd October 2023

Full Council: To consider next level designs from the preferred architects, to enable Delaney Marling Partnership to begin fully costing the related works. To make final decisions on newsletter printing, publication, content and distribution.

CURRENT LEASE TERMINATION MATTERS

Recommendation from Town Hall Advisory Working Group on 29th June 2023

That Delaney Marling Partnership consider the current office lease and that the findings and recommendations on dilapidation and timescale are considered by Full Council.

I have had a very quick look at the original lease and the renewal lease and the highlights with regards to your covenants are as follows:

- Lease dates started 7th July 2004 – 7th July 2014 on the original lease and 7th July 2014 for 10 years so presume 7th July 2024 will be the termination date. This will need confirming as solicitors sometime move this a day or two either side.
- Clause 4.5 is repairs – nothing major here very basic maintain and keep in good condition. Keep clean inside and out and clean windows and maintain trees and shrubs. This will include all external areas to the gates.
- Clause 4.6 is decoration – decorate inside and outside in last 3 months of the lease so there will be a need to decorate fully between April – July 2024. Not that the landlord needs to agree the tints/colours.
- Clause 4.7 is alterations – in the 20 years have you made any changes to the layout either internally or externally? If so, the landlord can ask you to return to how it was originally which can be seen in the lease drawings. The plan isn't much good as it doesn't even show the building on there.
- Clause 4.12 is compliance – you need to start gathering together items such as the following – gas safe certificates/fire alarm testing/emergency light testing/electrical testing/asbestos management details (if applicable) these should be packaged up so the landlord's surveyor can see that you have been complying with statutory requirement.
- Clause 4.17 is firefighting equipment – you should have installed and be maintaining fire extinguishers etc.
- 4.20.2 is costs – in any claim there will be fees for the landlord's surveyor to survey and prepare the schedule, even if you are up to date there will be a survey and schedule. You are also required to pay for the landlord's solicitor to serve the claim on you. Nothing further than that although it is very common for the claim to include costs of negotiations and management of works. These are not allowed for in the lease.
- 4.23 is Yield up – hidden in this clause is 4.23.5 which states that at the end of the term you have to replace all carpets with a similar carpet colour as with the decoration to be agreed with the landlord.

With good preparation you could plan most of this. You should have the paperwork for the compliance works but I'd be tempted to get 3 competitive quotes for the decoration and carpet replacement as if you leave for the landlord to do these works the costs could be exaggerated. If doing the works yourselves the key is to make sure the works carried out are of a high standard as the landlord's surveyor may pick at quality and you don't want to have to redo or spend fees for your surveyor (if you go that way) arguing this.

I hope this gives a good idea of what is likely to come up on termination.

Kind regards

Simon

Simon Delaney BSc (Hons), FRICS, C.Build E. FCABE, aAps
Director

