

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

Item 4c.iii

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>
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 Clrs 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.

<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/Helpine
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 strikethrough 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 *P. F. Boylston* Date *10/07/23*

A.K. Boykin