



Minutes of the Policy and Finance Committee Meeting

On 31st July 2023

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

Present: Councillors P Regina (in the Chair), P Astell, T Astell, A Healy, G Johnson, A Ramsdale, J Rebecchi,
In Attendance: Libby Woodhouse (Assistant Town Clerk & Civic Officer)
Carol Oliver, RFO, had sent apologies to the meeting due to illness.
Councillor D Horsley

8/23: To receive Apologies for Absence:

Apologies of absence were received from Councillors D Healy and L Johnson.
Councillor A Healy substituted for Councillor D Healy.
Vice-Chairman Councillor P Regina took the Chair in the absence of the Chairman of the Committee.

9/23: 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.**

There were no declarations of interest.

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

There were no dispensations.

10/23: To note the minutes of the Policy and Finance Committee Meeting held on the 19th June 2023 (and approved at Full Council 10th July 2023).

The Committee noted the Minutes of the Policy and Finance Meeting of 19th June 2023 had been approved at Full Council on 10th July 2023.

11/23: Finances:

(a) To note the Bank Balances (attached)

The RFO had informed Councillors of fraudulent activity on the bank account prior to the meeting. An update was given informing Councillors that the bank had refunded all fraudulent activity and an investigation was taking place by the bank. The RFO would update Councillors when more information was available.

The Committee noted the bank balances to 25th July 2023.

Councillor Regina requested more information in terms of cashflow/bank reconciliation which will be discussed with the RFO to add to the agendas moving forward.

Councillor Regina requested to visit the RFO to understand more about the finances and arrangements will be made for him to visit the RFO.

(b) To approve the payments from 20th June 2023 to 31st July 2023 (attached)

Date: 24/07/2023		Beverley Town Council Current Year			Page 1
Time: 12:58		Current Account			
List of Payments made between 17/06/2023 and 31/07/2023					
<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/06/2023	Eon next	DD	123.04	Contract	CCTV Cam 3 Toll Gavel 2 months
20/06/2023	Enreach UK Ltd	DD	68.80	Contract	Telephone usage monthly
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 Council 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	66.67	Contract	Town Hall Electricity
21/06/2023	Eon next	DD	523.02	Contract	Office electricity - 2 months
24/06/2023	D H Fletcher	SO	3,500.00	Lease	1st quarter lease for office
26/06/2023	TC Group	DD	44.10	Contract	Payroll fees
26/06/2023	East Riding Council	DD	161.00	Fin Regs	Rates - 93 Wilbert Lane
26/06/2023	Scottish Water	EP	124.68	Sept 22 FC	Water Town Hall
28/06/2023	British Gas	DD	60.51	Contract	One months gas usage
29/06/2023	Virgin Money	DD	50.96	Fin Reg	Bank Charges
29/06/2023	Officer	EP	13.50	Budget	Travel x 2 months
29/06/2023	MKM Building Supplies	EP	20.67	Sept 2022 Full Council	Garden Items for Town Hall
29/06/2023	East Riding Pension	EP	2,121.10	FinReg 7	Pension contributions
29/06/2023	HMRC	EP	2,337.59	Fin Reg 7	Tax and Ni
29/06/2023	Salaries	EP	6,222.01	Fin Reg7	Salaries
29/06/2023	PKF Littlejohn	EP	6,924.00	Fin Regs	Ext Audit Fee/Challenge Fee
29/06/2023	Officer	EP	-13.50		Travel - incorrect amount
29/06/2023	Officer	EP	6.08	Budget Jan 2023	3 months travel
29/06/2023	Scottish Water	DD	63.64	Sept 2022	Water - Town Hall
29/06/2023	MKM Building Supplies	EP	9.74	Clerk	Small hand tool
29/06/2023	MKM Building Supplies	EP	26.58	Clerk	Guttering/pipes/handsaw
29/06/2023	MKM Building Supplies	EP	-9.74		Incorrect entry
29/06/2023	Scottish Water	EP	-66.87	Sept 22 FC	Water Town Hall
03/07/2023	Geoff Simpson Holdings	SO	529.20	Lease	Unit 2 Storage monthly rent
03/07/2023	kcom	DD	146.02	Contract	Internet Access
03/07/2023	Linley Simpson	SO	60.00	Lease	Well Lane Garage rental
03/07/2023	Three.co.uk	DD	15.00	Contract	Staff mobiles
06/07/2023	Hallbeck IT	DD	209.60	Contract	IT support/back up/licences
10/07/2023	Enreach UK Ltd	DD	57.07	Contract	Telephone
17/07/2023	Minster Cleaning	DD	230.58	Contract	July Office cleaning
18/07/2023	Eon next	DD	153.85	Contract	CCTV 1 Saturday Market
18/07/2023	Amazon Business	DEBIT CARD	76.36	Clerk	Boxes/Refreshments/Stationery
20/07/2023	Eon next	DD	109.15	Contract	CCTV 42 Saturday Market
21/07/2023	Eon next	DD	121.85	Contract	CCTV Town Centre
21/07/2023	Eon next	DD	114.44	Contract	CCTV Wednesday Market
21/07/2023	Enreach UK Ltd	DD	68.80	Contract	Telephone calls monthly
21/07/2023	Eon next	DD	121.85	Contract	Beverley Town Centre
21/07/2023	Eon next	DD	-121.85		Entered twice
22/07/2023	Siemens Financial Services	DD*	322.81	Lease	Lease for photocopier

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List of Payments made between 17/06/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/07/2023	East Riding Council	DD	161.00	Fin Reg	Rates for Town Hall
24/07/2023	Interparcel	DEBIT CARD	27.36	Contract	Parcels collected and sent
25/07/2023	British Gas	DD	57.52	Contract	Office monthly gas
26/07/2023	TC Group	DD	44.10	Contract	Monthly payroll fees
27/07/2023	Virgin Money	DD	27.74	Fin Regs	Bank Charges
27/07/2023	Beverley Consolidated Charity	EP	600.00	Lease	Half yearly rent Queensgate
27/07/2023	Business Stream	EP	51.83	Contract	WaterQueensgate Quarter
27/07/2023	East Riding Theatre	EP	3,000.00	Full Council July 23	2nd partnership grant
27/07/2023	Chubb Fire & Security	EP	221.61	Clerk	Emergency call to TV Monitor
27/07/2023	Simply Shredding	EP	46.80	Contract	Confidential Waste destruction
27/07/2023	Grade3 Ltd	EP	684.00	PES and FC July 2023	Asbestos removal
27/07/2023	Japanese Knotweed Solutions	EP	2,860.00	PES and FC July 2023	Knotweed removal
27/07/2023	Anti Freeze (York) Limited	EP	3,060.00	Contract	Watering and Mangers planting
27/07/2023	SSE Electricity	EP	57.41	Contract	Town Hall electricity
27/07/2023	Bridge McFarland	EP	18,695.20	Fin Regs	Legal Fees
27/07/2023	JB Rural Services	EP	4,419.00	Contract	JB Rural Services - 3 months
27/07/2023	Jim Ellis	EP	103.90	Contract	Sparkmill lock repair
27/07/2023	Aubergine 262 Ltd	EP	1,224.00	Contract	Website hosting annual
27/07/2023	ERNLLCA	EP	36.00	Contract	Officer planning training
29/07/2023	Waffle Ltd	EP	276.12	Clerk	Room Hire 24th July
29/07/2023	Salaries	EP	5,333.00	Fin Reg 7	Salaries
29/07/2023	HMRC	EP	967.18	Fin Reg 7	Tax and NI
29/07/2023	East Riding Pension	EP	1,755.95	Fin Reg 7	Pension contributions
31/07/2023	Linley Simpson	DD	80.00	Lease	Monthly lease - Well Lane Gara
31/07/2023	icom	DD	146.01	contract	Monthly Internet Access
31/07/2023	Geoff Simpson Holdings	EP	76.80	Lease	Electricity to Unit 2
31/07/2023	ERNLLCA	EP	480.00	Full Council June 23	Whole Council Training
31/07/2023	Countrywise Water Coolers Ltd	EP	16.99	Contract	Monthly Water cooler
Total Payments			96,623.66		

Councillors discussed the proposed CCTV cost rise next year and that discussions were ongoing with ERYC to resolve the issue.

Proposed: Councillor P Astell

Seconded: Councillor T Astell

Resolved: To approve the accounts for payment as submitted.

(c) To receive verbal updates from the Responsible Financial Officer:

(i) on the Town Council's application for a credit card

The RFO had sent a report to the meeting that the credit checking process for a credit card was still ongoing.

(ii) on the Town Council's bank mandate

The RFO had sent a report to the meeting that the new mandate is with the bank who will let the Council know when it is operational.

(iii) on the renewal of Contract with electricity supplier

The RFO had sent a report to the meeting that the renewal with EON had been negotiated. Everything had been reduced by 20p. The daily standing charge was now 56p (was 76p) and the price per unit had reduced by 20p.

12/23: Policies

(a) To consider and approve the Approved Suppliers Policy (attached)

The Committee deferred approving this policy until the next Policy and Finance Committee meeting so that questions regarding the policy could be made to the RFO in terms of the amounts in Financial Regs for certain items.

13/23: Grants

(a) To consider correspondence from Beverley Minster ECO Church Group in relation to the refusal of the grant Application in February 2023 (attached)

(The Eco Church group is planning to hold a week-long Eco Festival, including an Eco Fair in Beverley Minster on Saturday the 30th September 2023. We will work in partnership with local churches, schools, environmental groups, businesses, ERYC, Beverley Town Council and other community leaders. The Eco Fair will be a free entry event for the people of all ages from Beverley, surrounding area and beyond, aiming to raise awareness of environmental and climate issues and inform people in fun and engaging ways what they can do to make a difference. The fair will include information stalls and seminars where individuals, local and national organisations and businesses will be able to showcase what they are doing to address climate change, as well as activities for children and families and refreshments. In the long run we hope that the event will bring people and organisations from the community together to form a Beverley climate action hub. We are seeking funding for promotional material, signage and programmes for the event.) £507.40 applied for

The Committee was very clear that the Council does not have the power to fund religious causes or the promotion of religious beliefs. However, the Council was not able to review and reconsider this application due to it being within six months of the previous decision which was made by the Grants Committee on 13th February 2023 Minute 3/22 3.2 and Full Council on 20th February 2023 Minute 129/22 – Standing Order 7.

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.

- (b) Whilst not on the agenda, Councillors considered that Officers will operationally apply for a small grant via the ERYC Tour de Britain Fund by 23rd August 2023 and that Councillors P Astell, A Ramsdale and J Rebecchi will assist in how the fund is spent, i.e., banners, bunting, flags, competition, etc. No Town Council funds are required.

Meeting finished at 7.30 pm

Signed *P.T. Boynton* Date *11/09/23*