

Town Clerk: Matthew Snowden

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Wednesday 10th January 2024

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 15th January 2024 to commence at 6.30pm.**

Yours faithfully,



Matthew Snowden - Town Clerk

Recordings: Members of the public are entitled to record meetings. The Town Council's full policy regarding Recording of Meetings can be found on the website: <https://www.beverley.gov.uk/policies-procedures/>

AGENDA

- 1. Public Forum**
An opportunity for members of the public to address the Town Council.
- 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. Minutes from the Previous Meeting** (see attached)
To confirm and sign minutes from the meeting of Full Council held on Monday 4th December 2023.
- 5. Minutes from Committee Meetings** (see attached)
 - (a)** To confirm and sign minutes from the meeting of Planning Environment and Services Committee held on Tuesday 12th December 2023.
 - (b)** To confirm and sign minutes from the meeting of Policy and Finance Committee held on Monday 8th January 2024
- 6. Mayor's Announcements and Correspondence**
 - (a)** To receive information regarding the Mayor's recent and potential engagements (see attached).
 - (b)** To note that the Civic Dinner scheduled to take place 19th January 2024 has been postponed.
 - (c)** To note that the Civic Service scheduled to take place on 4th February 2024 has been postponed.
 - (d)** To consider a request from Fatuba Town (Japan) to hold a civic reception for visitors in the week commencing Monday 18th March 2024, similar to the event held at Monks Walk in 2023.

7. Reports and Updates from Councillors

(a) Councillors on External Bodies: To receive (if any) reports from Councillors representing the Town Council to external bodies.

(b) Ward Councillors: To receive reports and updates from Ward Councillors.

8. Councillor Vacancy

To receive any updates regarding the current councillor vacancy (Town Clerk to report).

9. Fucecchio Visit and Charter and Friendship (see attached)

(a) Fucecchio Visit: To approve the Mayor and any Councillors to attend a twinning visit to Fucecchio on the weekend of 12th to 15th April 2024.

(b) Charter of Friendship: To approve Charter of Friendship Agreement with Fucecchio to be signed by representatives from Beverley Town Council and Comune di Fucecchio.

10. Interim Internal Audit (see attached)

(a) Interim Audit: To receive and consider the Interim Internal Audit 2023-2024 Report.

(b) Action Plan: To receive and approve the associated action plan.

11. Finances (see attached)

(a) Quarter 3 Finances: To receive Internal Control document for the 2023-2024 Quarter 3 finances.

(b) Bank Balance Approval: To elect a Councillor to sign the bank statement showing the bank balances.

12. External Audit (see attached)

To consider a response to the External Auditor following a matter raised with them by a member of the electorate.

13. Budget (see attached)

To consider the following matters relating and to set the 2024-25 budget:

(a) Budget 2024-2025: To consider and set the budget for the 2024-2025 Financial Year including the following recommendations from the Policy and Finance Committee on 8th January 2024:

(i) *that £1,000 is precepted for additional IT equipment for the meeting room.*

(ii) *that £1,000 is precepted for an event during 2024/2025.*

(iii) *that figures discussed at the meeting to reduce the draft budgeted precept from £484,653 to £394,596 are included within the budget for approval by Full Council.*

(b) Precept Demand: To approve the finalised Precept Demand for the 2024-25 Financial Year, which must be submitted to East Riding of Yorkshire Council by Friday 19th January 2024.

14. Exclusion of the Public and Press

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).

15. Office Lease

To consider and sign a three-year extension lease for 12 Well Lane.

Minutes of the Full Council Meeting

4th December 2023

6:30pm at the East Riding College, Beverley

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

In Attendance: Matthew Snowden (Town Clerk)
Libby Woodhouse (Assistant Town Clerk and Civic Officer)
Carol Oliver (Responsible Financial Officer)

Proposed: Councillor Whitaker **Seconded:** Councillor D Healy

Resolved: *In the absence of the Chairman and Vice-Chairman of the Council, that Councillor L Johnson is elected Chairman for this meeting.*

Councillor L Johnson took the Chair and informed the meeting of the very unexpected passing of friend and colleague Councillor Peter Astell. Councillor Astell was a community man and believed unwaveringly in democracy – he committed his life to working hard for others and for the local community. He also represented the Town Council locally at the East Riding and Northern Lincolnshire Local Councils Association and more widely at the National Association of Local Councils. The extent of Peter's commitment to community involvement cannot be measured. He was an Alderman of East Yorkshire Borough Council, served on Humberside County Council, Beverley Borough Council and served twice as Mayor of Beverley on Beverley Town Council. He was delighted to have been elected to East Riding of Yorkshire Council in May of this year and he got stuck into his work with gusto. Councillor Johnson said that all our hearts go out to Julie his partner, and his son, Tom. Peter was so proud of Tom and all that he had achieved.

All in the room stood for one minute's silence to remember Councillor Peter Astell.

98/23 Public Forum **An opportunity for members of the public to address the Town Council.**

No members of the public were present.

99/23 Apologies **To receive apologies for absence.**

Apologies were received from Councillors Tom Astell and David Boynton.

100/23 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 B Morgan declared a non-pecuniary interest in agenda item 9 (Partnership Grants) as he is a member of Beverley Rugby Union Football Club.

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

There were no dispensations.

101/23 Guest Speakers

- (a) **Humberside Police: Representatives from Humberside Police to raise issues regarding CCTV and request consideration be given to additional infrastructure item.**

There was no representative from the Police at the meeting.

- (b) **Colin Walker (ERYC Transport Services Group Manager): To provide updates on the Beverley bus network and information on transport partnerships between parish councils and ERYC.**

Mr Walker did not attend the meeting as this item had been requested by Councillor P Astell.

102/23 Minutes from the Previous Meeting

- (a) **To confirm and sign minutes from the meeting of Full Council held on Monday 23rd October 2023 (see attached).**

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

Resolved: *That the minutes of the Full Council meeting held on Monday 23rd October 2023 are approved and signed as a true and correct record.*

- (b) **To confirm and sign minutes from the meeting of Extra-Ordinary Full Council held on Monday 23rd October 2023 (see attached).**

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

Resolved: *That the Minutes of the Extra-Ordinary Full Council meeting held on Monday 23rd October 2023 are approved and signed as a true and correct record.*

103/23 Minutes from Committee Meetings

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

- (a) **Planning Environment and Services Committee held on Tuesday 7th November 2023.**

Proposed: Councillor B Morgan **Seconded:** Councillor A Ramsdale

Resolved: *That the minutes of the Planning, Environment and Services Committee held on Tuesday 7th November 2023 are approved and signed as a true and correct record.*

- (b) **Policy and Finance Committee held on Monday 20th November 2023.**

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

Resolved: *That the minutes of the Policy and Finance Committee held on Monday 20th November 2023 are approved and signed as a true and correct record.*

- (c) **Personnel held on Monday 27th November 2023.**

Proposed: Councillor A Healy **Seconded:** Councillor D Healy

Resolved: *That the minutes of the Personnel meeting held on Monday 27th November 2023 are approved and signed as a true and correct record.*

104/23 Mayor's Announcements and Correspondence

To receive information regarding the Mayor's recent and potential engagements (see attached).

The Mayor's engagements were noted. The Deputy Mayor will take on as many of the Mayor's engagements as possible until Christmas and then it will be reconsidered.

105/23 Reports and Updates from Councillors

- (a) **Councillors on External Bodies: To receive (if any) reports from Councillors representing the Town Council to external bodies.**

Councillor Whitaker – reported that she had emailed the Puppet Theatre three times but not had a response. The Town Clerk will follow this up.

Councillor Ramsdale – had attended the ERNLLCA Finance Workshop.

Councillors Giles and G Johnson – had not yet heard anything regarding the Cultural Hub.

- (b) **Ward Councillors: To receive reports and updates from Ward Councillors.**

Councillor Whitaker – reported that she and Councillors P Astell, D Healy and T Astell had attended the Leisure Centre on Saturday for the opening of the new facility – The Mill. A meeting is planned regarding the skatepark (commuted sums).

The Council noted on behalf of Councillor P Astell that ERYC Full Council had approved the new Community Governance Review.

106/23 Internal Control Review Councillor

To approve Councillor David Boynton as the second Internal Control Review Councillor, as recommended by Policy and Finance Committee on Monday 20th November 2023.

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

Resolved: To approve Councillor D Boynton to undertake the quarterly internal control review.

The Council noted that the zoom session with Councillors and the Internal Auditor to discuss the Interim Internal Audit will take place on 6th December 2023 at 6.30 pm.

107/23 Partnership Grants

To approve the following Partnership Grant payments, as recommended by Policy and Finance Committee on Monday 20th November 2023:

	Organisation	Year of Grant	Amount
(a)	Beverley in Bloom	Year 3 of 3	£2,630 (plus £370 worth of watering via the Town Council's contractor)
(b)	Cherry Tree Community Centre	Year 3 of 3	£3,000
(c)	Beverley Rugby Union Football Club	Year 3 of 3	£3,000
(d)	Beverley Puppet Festival	Year 3 of 3	£3,000
(e)	Beverley Barge Preservation Society	Year 3 of 3	£1,500
(f)	Two Churches One Town	Year 3 of 3	£1,200
(g)	Stage4Beverley	Year 3 of 3	£1,750
TOTAL			£16,450 (includes Bloom watering)

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

Resolved: To approve all of the third year Partnership Grant payments as listed in the sum of £16,450. A sum of £3,000 remains in reserves for East Riding Theatre.

The Policy and Finance Committee will consider the next wave of Partnership Grants.

108/23 Administration and Support Assistant

To receive an update on this appointment.

The Council noted that the new Administration and Support Assistant, Mrs Yvonne Watts, would be starting on 11th December 2023. There had been a lot of applications this time which had been filtered and interviewed by Councillor Giles, the Town Clerk and the Assistant Town Clerk. The new Assistant will have a couple of weeks induction prior to starting properly in January.

109/23 2024-2025 Budget

To consider a budget for the 2024-2025 Financial Year, including recommendations from committees. The final version will be brought to Full Council on Monday 15th January 2024 for approval (see attached).

The draft budget for 2024-2025 including Committee recommendations were included with the agenda pack. Councillors went through the budget line by line. It was noted that working from home allowance is cost negative as this is reclaimed by the Council through National Insurance. Staff contingency and health and safety were discussed. A Working from Home Policy is required which the Town Clerk will undertake for the next Personnel meeting. The Town Clerk will look at an external fundraiser to find funding for the Town Hall project. Each line was explained by the RFO and discussed in detail by Councillors.

Proposed: Councillor A Healy **Seconded:** Councillor Whitaker

Resolved: *Using Standing Order 25a, at 8.30 pm, to suspend Standing Order 3w to allow the meeting to continue for a further 30 minutes.*

Proposed: Councillor B Morgan **Seconded:** Councillor Whitaker

Resolved: *To approve the PES Committee recommendation that CCTV is recorded only in the sum of £12,000 for 2024-2025 and not monitored due to the high costs involved.*

A proposal by Councillor D Healy and seconded by Councillor B Morgan to include zero funding in the budget for a Beverley event failed – by 4 in favour and 7 against.

A proposal by Councillor L Johnson, and seconded by Councillor J Rebecchi to include £10,000 for a Beverley event failed – by 4 in favour and 7 against. A recorded vote was requested.

Councillor L Johnson – voted for the proposal
Councillor G Johnson – voted against the proposal
Councillor B Morgan – voted against the proposal
Councillor A Ramsdale – voted for the proposal
Councillor J Rebecchi – voted for the proposal
Councillor P Regina – voted for the proposal
Councillor D Healy – voted against the proposal
Councillor D Horsley – voted against the proposal
Councillor C Giles – voted against the proposal
Councillor A Healy – voted against the proposal
Councillor E Whitaker – voted against the proposal

The Policy and Finance Committee will look at this in more detail at the meeting on 8th January 2024 to make recommendations to Full Council.

The budget was referred to the Policy and Finance Committee on 8th January 2024 for further consideration prior to the Full Council meeting on 15th January 2024.

110/23 Exclusion of the Press and Public

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

Proposed: Councillor A Healy **Seconded:** Councillor E Whitaker

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

111/23 Office Lease

To consider and resolve matters relating to the lease of the Town Council offices.

Proposed: Councillor A Healy **Seconded:** Councillor E Whitaker

Resolved: *To approve a 3-year lease with a rolling break with 6 months' notice in the sum of £17,200 per annum.*

112/23 Employment Matters

Following the conclusion of an employment matter, the Chairman of the Personnel Committee will update all Councillors (who form the collective Corporate Body and are therefore the Employer).

Councillor D Healy reported that an employment matter had been concluded.

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

Resolved: *That the Council agrees that the employment matter has been resolved and concluded. Signatories on behalf of Beverley Town Council are the Council Chairman Councillor Tom Astell and the Chairman of the Personnel Committee Councillor Denis Healy. The Town Clerk and Proper Officer Mr Matthew Snowden will act as a witness signatory.*

The meeting finished at 8.58 pm.

Signed: _____

Dated: _____

Minutes of the Planning, Environment & Services Committee

12th December 2023

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

Present: Councillors A Healy (Chairman), C Giles, D Horsley, A Ramsdale and J Rebecchi.

In Attendance: Matt Snowden (Town Clerk)
Libby Woodhouse (Assistant Town Clerk and Civic Officer)
Yvonne Watts (Administration and Support Assistant)

Chairman, Councillor Alison Healy wished to reflect on the recent sad passing of Councillor Peter Astell. The Committee remembered the work Peter had done whilst on the Planning, Environment and Services Committee, in particular with respect to the CCTV and the planters and planting schemes especially on the estates. He is also remembered for sourcing and organizing the lighting of the beacon at the Queen's Jubilee. He was very much a practical Councillor and dedicated his life to the community. Deputy Mayor, Councillor David Boynton, will formally represent the Council at the funeral on 29th December 2023 at 11 am at St Mary's Church.

62/23 To Receive Apologies for Absence

The Committee received apologies of absence from Councillors D Boynton and B Morgan.

63/23 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 Ramsdale declared a non-pecuniary interest in planning application (f) as he lives in the building next to the trees that are being removed to stop squirrels getting into their roofs.

Councillor D Horsley declared a non-pecuniary interest in planning application (a) as his cousin runs an alternative bus company providing services for residents of the development.

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

None.

64/23 Previous Minutes

To note the minutes for the meeting held on Tuesday 7th November 2023 (previously approved at Full Council on Monday 4th December 2023).

The Committee noted the minutes of the Planning Environment and Services Committee of 7th November 2023 had been approved at the Full Council meeting of Monday 4th December 2023.

65/23 Delegated Planning Applications

To note the delegated planning responses (see attached).

Proposed: Councillor J Rebecchi

Seconded: Councillor D Horsley

Resolved: That the Committee notes the delegated responses made by the Town Clerk and that the Town Clerk writes to the ERYC Tree Officer to ask whether two trees are planted when one is removed as the Town Council requests and find out whether the comment makes any difference.

Item	Planning Ref	Address	Application Details	Delegated Response
(a)	23/02999/PLF	63 Keldgate Beverley HU17 8HU	Erection of detached outbuilding to rear	Beverley Town Council has no objection to this application.
(b)	23/01337/PAD	Soju By Sumo 36 - 40 Toll Gavel Beverley HU17 9AR	Display of internally illuminated fascia sign (revised scheme of 22/03332/PAD)	Beverley Town Council has no objection to this revised application, which has taken into consideration the previous matters raised.
(c)	23/02969/PLF	6 Westwood Road Beverley HU17 8EJ	Erection of single storey extension to rear, installation of window to replace door and alterations to existing windows	Beverley Town Council has no objection to this application.
(d)	23/03310/TPO	7 Langholm Close Beverley HU17 7DH	TPO - HURN LODGE - 1974 - (REF 451) (A1) - Pollard 2 no. Lime trees (T1 and T2) at 10 metres above ground level to reduce wind load and forces placed on the damaged root plates caused by construction traffic within 2 metres of the tree bases	Beverley Town Council has no objection to this application, on the condition work takes place at a time of year that will have the least negative impact on wildlife.
(e)	23/03307/TCA	48 North Bar Without Beverley HU17 7AB	NTH BAR WITHOUT CONSERVATION AREA - Crown lift 1 no. tree by removing 3 no. low branches to let more light into the garden and maintain a healthy tree, to prevent possible damage to adjacent property which the tree is starting to touch, and to maintain the access down communal access	Beverley Town Council has no objection to this application, on the condition work takes place at a time of year that will have the least negative impact on wildlife.
(f)	23/02878/PLB	1 Willow Grove Beverley HU17 8DS	Repairing of flashing, re-pointing and re-setting of ridge tiles to existing tiled roof, re-pointing of existing chimney with lime mortar and installation of a rubber roof covering to 2 flat roofs following removal of existing GRP roof covering	Beverley Town Council has no objection to this application.
(g)	23/03078/PLB	117 - 119 Walkergate Beverley	Alterations to East elevation comprising alterations to existing fall pipes, installation of new fall pipes, installation of an ACO drainage channel and renewal of an existing gully	Beverley Town Council has no objection, on the condition the advice of the Conservation Officer is followed.
(h)	23/03012/PLF	9 Grosvenor Place Beverley HU17 8LY	Erection of two storey extension to rear following demolition of existing single storey extension	Beverley Town Council has no initial objections to this application.
(i)	23/01431/PLF	2 Sage Close Beverley HU17 8WH	Erection of two storey link detached outbuilding to the side/front and construction of dormer to the front	Beverley Town Council reconfirms that it has no objection to this application, on the condition the advice of the arborologist is followed.
(j)	23/03119/PLF	48 Sample Avenue Beverley HU17 9DW	Erection of a single storey extension to rear following demolition of existing, installation of new doors at rear following demolition of existing conservatory and alterations to existing ground floor window at side	Beverley Town Council has no objection to this application.
(k)	23/02617/PLF	2 Highgate Beverley HU17 0DN	Change of use from offices (use class E) to dwelling	Beverley Town Council has no initial objections to this application.

66/23 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.

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

Item	Planning Ref	Address	Application Details	Approved Comments
(a)	23/01786/ STREM	Land North Of Minster Way Woodmansey HU17 0SY	<u>Erection of 136 affordable dwellings following hybrid permission 20/01988/STVAR (All matters to be considered)</u>	<p>Beverley Town Council does not object to this application in general, with the following recommendations and related conditions:</p> <p>1) The Town Council encourages the developer to make greater use of existing bridle ways and footpaths in and around the development, to help create interesting and integrated pedestrian routes through, out of and on to the site, which embrace and enhance the historical natural environment. This will help to join up this development with neighbouring ones, as well as creating route in and out of Beverley.</p> <p>2) That trees which remain on site are given protection and that there is greater focus on the planting on new trees, so as to provide habitat for wildlife within this residential suburb. This will also help to create much needed wildlife corridors. The Town Council agrees with the observations of ERYC Nature Conservation, regarding the category B mature English oak and the requirement to retain it as part of open space provision – this oak could be used as a feature within the development to bring a sense of nature and rurality into this new residential suburb. The Town Council also supports Nature Conservation concerns that too many existing trees are being needlessly removed for this development. Therefore, a condition should be placed by ERYC, that the developer reviews their current plans and retains more trees than currently proposed.</p> <p>3) That a condition is put in place to protect and retain more hedgerows, which provide vital habitat for significant biodiversity. Hedgerows should also be retained to act as natural boundaries between properties, rather than replacing them with fencing. In addition, ERYC must review the hedgerows on site, to identify those which can be classed as ancient, to thereby preserve them.</p>

				The above measures will also help to practically and actively enforce ERYC's own Climate Change Strategy, by preserving natural heritage, enhancing biodiversity and creating a greener community in which people can live.
(b)	23/03451/T PO	6 Cottage Mews Beverley HU17 9HD	<u>TPO - COTTAGE HOSPITAL, BEVERLEY - 1987 (REF 432) G1 - Crown reduce 2 no. Purple Plum trees by 1.5-2 metres for path clearance of a public area</u>	Beverley Town Council has no objection to this application, on the condition work takes place at a time of year that will have the least negative impact on wildlife.
(c)	23/03225/ PLF	Former Grants Bistro 22 North Bar Within Beverley HU17 8AX	<u>Change of use of former restaurant to form 2 commercial units (Class E) at ground floor and 2 flats at first and second floor</u>	Beverley Town Council has no objection to this application on the condition that the comments made by Historic England are taken into consideration and positively actioned.
(d)	23/02993/ PLB	58 Flemingate Beverley HU17 0NU	<u>Installation of double glazed timber windows to front and rear to replace existing single glazed timber windows</u>	Beverley Town Council has no objection to this application.
(e)	23/03276/ PLB and 23/03275/ PLF	Highgate Dental Practice 16, 17 And 18 Wednesday Market Beverley HU17 0DJ	<u>Alterations to front entrance including the repositioning of existing door, installation of roof lights to rear roof slope, installation of window in existing light well and internal works to ground floor, first floor and second floor including: the installation of ramps, creation of new openings including openings between party walls, installation of partition walls and reconfiguration of existing partitions, relocation of existing doorways and creation of additional locker area (AMENDED DESCRIPTION)</u> and <u>Alterations to front entrance including the repositioning of the existing door and installation of roof lights to the rear roof slope (AMENDED DESCRIPTION)</u>	Beverley Town Council has no objection to this application.
(f)	23/03511/T CA	Memorial Hall Amenity Land Lairgate Beverley HU17 8HN	<u>BEVERLEY MINISTER CONSERVATION AREA - Crown reduce 2 no. Ash trees (T1 and T2) by 6 metres (east side) to give minimum clearance of 3 metres above the site boundary; and Crown reduce 1 no. Lime tree (T3) by 3 metres (east side) above the site boundary line</u>	Beverley Town Council has no objection to this application, on the condition work takes place at a time of year that will have the least negative impact on wildlife.
(g)	23/02761/ PLB and 23/02760/ PLF	D And F Kitchen 13 Eastgate Beverley HU17 0DR	<u>Installation of commercial kitchen extraction duct to rear (retrospective application) (Revised Scheme of 21/04179/PLB)</u>	Beverley Town Council has no objection to this application.
(h)	23/03414/T PO	Morton House Morton Lane	<u>TPO - COTTAGE HOSPITAL - 1987 - (REF 432) G1 - Crown reduce 1 no. Yew tree (T101) back to branch collars at 3 metres (north) due to branches overhanging roof and gutters; Fell 1 no. Box tree (T102) due to poor growth form; Remove 2 no. subordinate stems of Holly tree (T104) at ground level to retain the tree's maiden form and prevent the tree canopy expanding into adjacent trees; Crown reduce 1 no. Irish Yew tree (T105) by 2.5 metres (all around to 3.5 metres above ground level) to reduce competition with lower canopy of T107; Fell 1 no. Holly tree (T106) due to poor growth from historic reduction and suppression from surrounding trees; Crown lift 3 no.</u>	Beverley Town Council has no objection to this application, on the condition work takes place at a time of year that will have the least negative impact on wildlife. In addition, for every one tree felled, two new suitable species should be planted – if this is not possible on site, the application to liaise with the ERYC tree

			<p><u>Maple trees (T110, T111, and T112) by 3.5 metres to provide clearance over the pathway and roadside and</u></p> <p><u>to facilitate the establishment of an ornamental shrub layer; Fell 1 no. Maple tree (T113) due to crown dieback and suppression by surrounding trees; Crown reduce 1 no. Holly tree (T114) by 3 metres (in height to 2.5 metres above ground level) due to epicormic regeneration; Crown lift 1 no. Holly tree (T115) to 3 metres to provide clearance over the pathway and roadside parking, and to facilitate the establishment of an ornamental shrub layer; Fell 1 no. Rowan tree (T116) due to a lack of vitality from suppression by adjacent trees; Fell 1 no. Hawthorn tree (T118) due to excessive lean over footpath; Fell 1 no. Holly tree (T122) to permit canopy development of T121; Crown lift 1 no. Yew tree (T123) to 3 metres all around and crown thin by 15% to permit light into understorey; Fell 1 no. Yew tree (T125) due to small canopy being biased over 2 no. parking bays; Fell 1 no. Holly tree (T126) due to lean over entrance gates and canopy dieback; Crown reduce 1 no. Flowering Plume tree (T130) by 5 metres (diameter) to remove over extending branches; Fell 1 no. Yew tree (T131) to reduce light competition with T135; and Crown lift 1 no. Holly tree (T132) to 3 metres and reduce by 4.5 metres (height) to clear boundary wall</u></p>	officers to donate them for planting elsewhere.
(i)	23/03385/ PLF	46 Chestnut Avenue Beverley HU17 9QU	<u>Construction of dormer extensions to front and rear and erection of single storey extension to rear following demolition of existing conservatory</u>	Beverley Town Council has no objection to this application.
(j)	23/03520/ PLF and 23/03468/ PLB	11A Flemingate Beverley HU17 0NP	<u>Erection of two storey extension (including balcony) and single storey extension to rear; construction of new hipped roof over existing rear extension; application of timber cladding to rear; and installation of new first floor windows to both sides</u>	Beverley Town Council has no objection to this application.
(k)	23/03282/ PLF	The Potting Shed Flemingate Beverley HU17 0NT	<u>Erection of 4 timber seating huts following demolition of existing huts</u>	Beverley Town Council has no objection to this application.
(l)	23/03282/ PLF	York Villa Seven Corners Lane Beverley HU17 7AJ	<u>BEVERLEY CONSERVATION AREA - Pollard 1 no. Willow tree (T1) to major scaffolding limbs 10 metres in height to regenerate with lower canopy following storm damage</u>	Beverley Town Council has no objection to this application. Due to the storm damage, the Town Council appreciates the urgent nature of this work.
(m)	23/03445/ PLB and 23/02835/ PAD	33 Lairgate Beverley HU17 8ET	<u>Listed Building Consent to display a non-illuminated projecting sign to front and a non-illuminated fascia sign to side</u>	Beverley Town Council has no objection to this application.
(n)	23/03714/T PO	10 Cottage Mews Beverley HU17 9HD	<u>TPO - COTTAGE HOSPITAL - 1987 - (REF 432) G1 - Fell 1 no. Holly tree due to poor form and decline</u>	Beverley Town Council has no objection to this application, on the condition work takes place at a time of year that will have the least negative impact on wildlife. In addition, for every one tree felled, two new suitable species should be planted – if this is not possible on site, the application to liaise with the ERYC tree officers to donate them for planting elsewhere.

67/23 Exclusion of the Public and Press

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: Councillors D Horsley

Seconded: Councillor J Rebecchi

Resolved: To exclude 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).

68/23 Maintenance Contract

To consider quotations for the maintenance contract during the 2024-2025 Financial Year (at the time of writing we are still awaiting further quotes – should these be received, they will be presented at the meeting by officers).

The Committee noted that no further quotes had been received despite several further attempts and Officers may look at splitting the contract but will report back to the next meeting.

Concern was expressed that the allotment maintenance budget was not sufficient.

A proposal by Councillor D Horsley and seconded by Councillor J Rebecchi to increase the allotment maintenance budget from £2,500 per year to £3,500 per year failed. A recorded vote was requested.

Councillor D Horsley voted for the proposal
Councillor C Giles voted against the proposal
Councillor J Rebecchi voted for the proposal
Councillor A Ramsdale voted against the proposal
Councillor A Healy voted against the proposal.

The Town Clerk reported that the ERYC Streetlighting Department will replace existing street light bulbs for newer energy saving bulbs at no cost as this will be done within the existing Service Level Agreement. The benefit is that it may reduce energy costs.

The meeting finished at 7.30 pm.

Signed Date



Minutes of the Policy and Finance Committee Meeting

On 8th January 2024

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

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

In Attendance: Councillors D Boynton, D Horsley, B Morgan, C Giles.

Matt Snowden (Town Clerk), Carol Oliver (Responsible Finance Officer), Libby Woodhouse (Assistant Town Clerk & Civic Officer)

All Councillors were invited to attend this meeting for consideration of the draft budget for 2024/2025.

32/23 To receive Apologies for Absence:

Apologies for absence were received from Councillors T Astell and E Whitaker.

33/23 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.

34/23 To note the minutes of the Policy and Finance Committee Meeting held 20th November 2023 (approved and signed at Full Council 4th December 2023).

The Committee noted the Minutes of the Policy and Finance Committee meeting held on 20th November 2023 which were approved and signed at Full Council on 4th December 2023.

35/23 Finances:

- (a) To note the Bank Balances (attached)**

The Committee noted the bank balances and bank reconciliation as at 31st December 2023 as below.

- (b) To note the receipts received by Council in December 2023 (attached)**

The Committee noted the receipts received by the Council in December 2023.

- (c) To note the payments made in December 2023 (attached)**

The Committee discussed the payments as below.

- (d) To receive the Income and expenditure sheet showing the percentage spend from 1st April 2023 to 31st December 2023 (attached)**

The Committee discussed the income and expenditure sheet, monitoring the budget and variances.

Proposed: Councillor L Johnson

Seconded: Councillor A Ramsdale

Resolved: To approve the documents and figures given in agenda items (a) to (d).

Item 4 (a)

Beverley Town Council 2023-2024

Bank - Cash and Investment Reconciliation as at 31 December 2023

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	31/12/2023	Current Account	29,095.44
10	31/12/2023	Yorkshire Bank Credit Card	0.00
11	31/12/2023	Beverley Building Soc Bond	84,442.07
12	31/12/2023	Public Sector Deposit Fund	259,931.11
			373,468.62
<u>Unpresented Payments</u>			
1	21/12/2023	DD	144.00
1	31/12/2023	DD	80.00
1	31/12/2023	SO	146.20
			370.20
			373,098.42
<u>Receipts not on Bank Statement</u>			
0	31/12/2023	All Receipts Cleared	0.00
			0.00
Closing Balance			373,098.42
<u>All Cash & Bank Accounts</u>			
1		Current Account Virgin Money	28,725.24
10		Virgin Money Store credit card	0.00
11		Beverley Building Society Bond	84,442.07
12		Public Sector Deposit Fund	259,931.11
		Other Cash & Bank Balances	0.00
		Total Cash & Bank Balances	373,098.42

Item 4 (c)

Date: 29/12/2023

Beverley Town Council 2023-2024

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Time: 13:12

Current Account Virgin Money

List of Payments made between 01/12/2023 and 31/12/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2023	koom	DD	146.40	Contract	Internet Access
01/12/2023	Geoff Simpson Holdings	DD	529.20	Lease	Unit 2 Lease monthly
01/12/2023	Westholme Cars	DEBIT CARD	5.50	Clerk	Staff travel to training
04/12/2023	Hallbeck IT	DD	209.60	Contract	Remote Back up/365/help
04/12/2023	Three.co.uk	DD	15.00	Contract	Staff Mobiles
08/12/2023	PeacFin Enreach	DD	57.07	Contract	Telephone System
08/12/2023	PeacFin Enreach	DD	-57.07	Lease	Telephone Equipment
11/12/2023	PeacFin Enreach	DD	57.07	Lease	Telephone equipment
11/12/2023	Post Office	DEBIT CARD	150.00	Budget	200 second class stamps
11/12/2023	Phone & PC Fix	DEBIT CARD	19.99	Clerk	HDMI Cable
11/12/2023	Timpsons	DEBIT CARD	38.00	Clerk	Key cutting

12/12/2023	Amazon Business	DEBIT CARD	6.99 Clerk	Mobile Phone Case
12/12/2023	Amazon Business	DEBIT CARD	29.41 Clerk	Storage Boxes
12/12/2023	Amazon Business	DEBIT CARD	15.77 Clerk	Cable and Tape
12/12/2023	Amazon Business	DEBIT CARD	14.92 Clerk	Lanyards
12/12/2023	Amazon Business	DEBIT CARD	57.47 Clerk	New Mobile for new staff
12/12/2023	Amazon Business	DEBIT CARD	8.99 Clerk	Cable for computer
14/12/2023	W Boyes & Co Limited	DEBIT CARD	7.94 Clerk	Cleaning Equipment
15/12/2023	Minster Cleaning	SO	251.32 Contract	Monthly Cleaning
18/12/2023	Amazon Business	DIRECT DEB	29.85 Clerk	Stationery
19/12/2023	Eon next	DD	90.42 Contract	Camera 3
20/12/2023	Geoff Simpson Holdings	EP	18.39 Lease	Electricity at Unit 2
20/12/2023	Countrywise Water Coolers Ltd	EP	63.84 Contract	MonthlyWater Cooler rent/Water
20/12/2023	SSE Electricity	EP	179.13 Contract	Quarter Town Hall Electricity
20/12/2023	East Riding Council	EP	28,731.62 SLA	Street Lighting SLA
20/12/2023	Allotment Holder	EP	25.00 Allotment Bond	Bond Refund
20/12/2023	Officer	EP	25.66 Clerk	Items for Lollipop
20/12/2023	ERNLLCA	EP	144.00 Clerk	Good Councillor Pt 2 and 3
20/12/2023	Officer	EP	16.00 Clerk	Travel April - Dec
20/12/2023	Christmas Plus Ltd	EP	252.00 Clerk	50 metre Christmas Lights
20/12/2023	East Riding Council	EP	1,765.64 Budget	MNW Election
20/12/2023	East Riding Council	EP	3,849.75 Budget	MS Election
20/12/2023	East Riding Council	EP	14,400.00 Budget	CCTV Monitoring
20/12/2023	East Riding Council	EP	8,114.40 Budget	CCTV maintenance 60/40
20/12/2023	Beverley in Bloom	EP	2,630.00 FC Dec 2023	Partnership Grant final year
20/12/2023	Cherry Tree Community Centre	EP	3,000.00 FC Dec 2023	Partnership Grant final year
20/12/2023	Beverley Rugby Union FC	EP	3,000.00 FC Dec 2023	Partnership Grant final
20/12/2023	Stage4Beverley	EP	1,750.00 FC Dec 2023	Partnership Grant final year
20/12/2023	Two Churches One Town	EP	1,200.00 FC Dec 2023	Partnership Grant final
20/12/2023	Bev Barge Pres Society	EP	1,500.00 FC Dec 2024	Partnership Grant final
20/12/2023	Beverley Puppet Festival	EP	3,000.00 FC Dec2023	Partnership Grant final
20/12/2023	East Riding Council	EP	3,201.19 Budget	SME Election
20/12/2023	East Riding Council	EP	3,409.32 Budget	SMW Election
20/12/2023	Beverley Rotary Grant	EP	500.00 Pol 27 11 23	Grant
20/12/2023	Officer	EP	25.58 Clerk	Stationery and Cable
20/12/2023	Beverley Rotary Club	EP	500.00 Pol and Fin 12/23	Grant - Pancake Race
20/12/2023	Salaries	EP	8,764.94 Fin Reg 7	Salaries Dec

Continued on Page 3

Date: 29/12/2023

Beverley Town Council 2023-2024

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Time: 13:12

Current Account Virgin Money

List of Payments made between 01/12/2023 and 31/12/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
20/12/2023	East Riding Pension	EP	1,926.66	Fin Reg 7	Pension Contributions
20/12/2023	HMRC	EP	3,338.91	Fin Reg 7	Tax and Ni
20/12/2023	Spitfire Services (Hull) Limit	EP	50.40	Contract	Annual Service-fire ext
20/12/2023	Raymac Signs Ltd	EP	114.00	Civic	Flag
20/12/2023	Simply Shredding	EP	94.80	Clerk	Shredding
21/12/2023	Eon next	DD	543.03	Contract	Office electricity
21/12/2023	Hallbeck IT	DD	144.00	Clerk	Office suite for computer
21/12/2023	Enreach UK Ltd	DD	199.01	Lease	Telephone
24/12/2023	D H Fletcher	SO	3,500.00	Lease	Office quarterly rent
25/12/2023	TC Group	DD	44.10	Contract	Payroll
27/12/2023	Scottish Water	DD	52.81	Contract	Town Hall Water
28/12/2023	Virgin Money	DD	17.30	Budget	Bank Charges
28/12/2023	British Gas	DD	183.50	Contract	Office Gas
28/12/2023	East Riding Council	DD	161.00	Contract	Town Hall Rates
30/12/2023	Beverley Rotary Club	EP	-500.00	Pol and Fin 4.12.23	Grant
31/12/2023	Linley Simpson	DD	80.00	Lease	Garage monthly rental
31/12/2023	koom	SO	146.20	Contract	Internet for office

Total Payments 101,846.02

36/23 Budget 2024/25
To consider the 2024/25 budget including a Town Council Event
(From Full Council 4th December 2023)

Councillors considered all options and budget figures.

Resolved: *To recommend to Full Council that £1,000 is precepted for additional IT equipment for the meeting room.*

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

Resolved: *To recommend to Full Council that in addition to the draft budget £1,000 is precepted for an event during 2024/2025.*

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

Resolved: *To recommend to Full Council that alternative figures as discussed at the meeting to reduce the draft budgeted precept from £484,653 to £394,596 are included within the budget for approval by Full Council.*

The meeting finished at 7.40 pm

Signed **Date**

Fw: More info on the visit to Fucecchio as requested

Beverley Town Council <Clerk@beverley.gov.uk>

Tue 12/12/2023 11:45 AM

To: BTC Admin <Admin@beverley.gov.uk>

From: Martin Cox [REDACTED]
Sent: 12 December 2023 11:43 AM
To: Beverley Town Council <Clerk@beverley.gov.uk>
Subject: More info on the visit to Fucecchio as requested

Fucecchio Visit

It is essentially a celebration of 10 years of twinning between Nogent and Fucecchio.

We have been invited along as we now have associated twin town arrangements.

It would be an opportunity to network with the delegation from Nogent which of course will include Jean-Francois Dardenne, the Mayor, as well as the outgoing Mayor of Fucecchio, Alessio Spinelli.

The original dates were changed to accommodate the Mayor of Nogent. They are now a week earlier [12-15 April]

The photos that were shortlisted in the competition from Nogent, Fucecchio and Beverley will also be on display and the top two photographers from Nogent and Beverley will have their flights paid.

It will also be an opportunity to sign a Friendship Agreement between Fucecchio and Beverley [proposed wording sent to BTC by Martin] witnessed by those from Nogent.

Ideally the Mayor and /or Deputy would attend and another councillor [perhaps someone from the working group?]. They also met Linda when she was Mayor so that would work too.

The Twinning Association decided due to limited resources that we would host a visit from Nogent this year in May and then next year a visit from Fucecchio, setting up an alternate year pattern, probably with people invited from here on alternate years too [to Fucecchio this year and Nogent next time].

I hope this helps!

M

Martin Cox

[REDACTED]

A Charter of Friendship between Beverley and Fucecchio

We commit ourselves jointly to developing the friendship between the people of our towns.

We recognise that there is much to be gained by the partnership between Fucecchio and Beverley in terms of cultural, economic and social interactions.

Our Councils are hereby linked and we trust that we can work together alongside our twin towns to explore ways to draw closer over the coming years.

**Signed on behalf of
Beverley Town Council**

**Signed on behalf of
Comune di Fucecchio**

	INTERIM AUDIT 2023/24 ACTION PLAN	Action
1	That the input detail is carefully reviewed prior to posting the payments in the accounting system and that additional checks are undertaken by the RFO prior to paying the supplier to ensure that any errors on coding are rectified and that the correct payments are made.	This is noted and shared with team
2	That the Standing Orders and Financial Regulations relating to the Public Contracts Regulations be reviewed to clarify the amount of '£30,000 (inclusive of VAT)' to ensure consistency with the tender alue for formal contracts following the amendment by Government on the 21 December 2022 (SI 2022/1390), see link: https://www.legislation.gov.uk/ukSI/2022/1390/made	The financial regulations are to be amended by 31st March 2024
3	Where the council is operating with a separate 'Internet Banking Policy', it should ensure that the Financial Regulations are updated to refer to the policy or alternatively, the controls in the policy should be incorporated within the Financial Regulations which would no longer require a separate policy. The controls for online banking payments to be reviewed to ensure that they are clear and reflect the actual practices for the making of online payments.	The financial regulations are to be amended by 31st March 2024
4	That the list of continuing contracts and leases includes a column to indicate the total contract value and the frequency of payments.	Completed November 2024
5	That additional internal controls are introduced by the RFO to ensure compliance with Financial Regulation 5.7.	The financial regulations are to be amended by 31st March 2024
6	That an additional column in inserted in the list of direct debits and standing orders to detail the payment date for payment control purposes.	Completed November 2024
7	That further consideration be given to the purpose of the 'Approved Suppliers Policy' and the pecific assessments and criteria required to become an approved supplier or if such a policy is required. Further guidance should be obtained, if necessary, from the Local County Association.	ThePolicy and Finance Committee to consider whether this required
8	That prior to carrying out the procurement and agreeing the terms of the contract for Handyman/Maintenance services, that the council considers the use of the HMRC Employment Status Indicator to confirm the employment status. This will assist the council with ensuring that the 'correct contract type is in place.	Completed November 2024
9	That the council and the RFO ensures that the ordering and procurement of services are carried out in compliance with the Financial Regulations and clearly documented in the council minutes. Where he matter relates to a confidential issue, additional care should be undertaken to ensure that resolutions that are confidential or for some other special reason not in the public interest be still recorded in the minutes without undermining or disclosing the confidential or otherwise sensitive information.	This is noted and shared with team
10	That consideration be given to terminating the debit card and replacing this with a credit charge card ith appropriate limits and that the Financial Regulations be updated accordingly.	This is to be considered at a future Policy and Finance meeting
11	That consideration be given to updating the Financial Regulations in relation to the credit charge- card to include procedures for the usage of the card and procedures in the event that the card- holder leaves the organisation.	This is to be considered at a future Policy and Finance meeting
12	That copies of VAT invoices are retained on file to ensure that appropriate evidence is retained for 'AT reclaim purposes.	Completed
13	That council officers receive appropriate VAT training following the council's registration of VAT and hat the councils accounting software is updated as required to reflect and implement the changes and that appropriate training on VAT reclaims and any year-end partial exemption summaries be considered.	VAT registration being chased
14	That the council considers insurance cover for cyber security in accordance with its internal policy.	Insurance company contacted for Quote and chased
15	That the council seeks confirmation that the 'Directors & Officers' indemnity cover includes cover fo legal liability claims arising from financial loss as a result of a negligent act, error or omissions committed in good faith by an employee/officer of the council.	Checked with insurance company and already in place
16	That the review of the effectiveness of the internal control checks be completed within the current financial year and the outcome formally reported to council and recorded in the minutes with any subsequent actions agreed by council.	Noted
17	That consideration be given to developing a business continuity plan and/or associated policy. Further advice and guidance may be requested from the local county association.	ERNLLCA to be contacted for assistance by end of 31st March 2024
18	That the actual amount in figures of earmarked reserves is recorded in the council minutes for transparency and audit purposes.	This is noted
19	That the re-allocation of earmarked reserves to different projects be approved by council in accordance with the adopted General Reserves Policy.	This is noted
20	That the Financial Regulations 'Payment of Salaries' be updated to include internal controls and arrangements for outsourcing payroll to a payroll provider and controls for the Responsible Financial Officer to retain overall responsibility.	The financial regulations are to be amended by 31st March 2024
21	That the council's payroll provision be reviewed.	Payroll contact is to be reviewed after current contact ends at 31st March 2024
22	That the Financial Regulations 'Payment of Salaries' be updated to include internal controls that,tipulate approval of the payroll, based on timesheets or other information, prior to it being run by the payroll provider and evidence of this approval to be retained by the RFO	The financial regulations are to be amended by 31st March 2024
23	That the council considers uploading a copy of the Pension Policy on the website and that an index 'of current adopted policies and procedures be incorporated as an appendix to the Standing Orders 'or tracking and monitoring purposes.	The Personnel committee to consider whether staff related policies are to be on the website. The standing orders are to be amended by 31st March 2024 with an index of policies
24	To ensure that the bank reconciliation statements for all accounts are reported to Council or duly delegated committee at least once in each quarter and at each financial year end and that a member 'other than a cheque signatory signs and verifies the statement against the original bank statement in compliance with Financial Regulation 2.2. This activity on conclusion should be recorded in the Council Minutes	This is noted and shared with team

**Item
10b**

3rd Quarter

Financial Documents

1st October to

31st December 2023

Internal Control	Suggested testing	Councillor 1			Councillor 2		
		Yes	No	Comments	Yes	No	Comments
Employment/Payroll Controls	Have PAYE/NIC been properly operated by the Council as an employer?	✓			✓		
Asset Controls	Does the Council maintain an asset register of all materials owned or in it's care?	✓			✓		
	Are the assets and investments registers up to date?	✓			✓		
	Do asset insurance valuations agree with those in the asset register?	✓			✓		
	Has the council carried out a physical audit of their assets to confirm existence?	✓					
Risk Management Arrangements	If there is any unusual financial activity?		✓			✓	
	Does a review of the minutes identify this?	✓			✓		
	Do minutes record the council carrying out an annual corporate risk assessment?	✓			✓		
	Is the insurance cover appropriate and adequate including the arrangements for Fidelity Guarantee?	✓			✓		
Bank Accounts	Is the bank mandate upto date and have the list of authorised signatories been approved by Council	✓			✓		

Internal Control	Suggested testing	Councillor 1			Councillor 2		
		Yes	No	Comments	Yes	No	Comments
Payment controls and book keeping	Is S137 (Section 137 of the Local Government Act 1972 enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure - maximum is £8.82 per elector on electoral roll for 4 wards in Beverley). Expenditure separately recorded and within statutory limits? If the Council has declared the General Power of Competence, this is no longer a requirement. Ensure power of GPC is declared.	/			✓		
Receipts/Income control	Is income properly recorded and banked?	/			✓		
	Does the precept approved agree to the Council Tax authority notification?	/			✓		
Debt Collection	Does the Council have in place debt monitoring arrangements for the collection of sums of money owed to them for Allotments and other council chargeable activities/services?	/			✓		
Employment/Payroll Controls	Do all employees have contracts of employment with clear terms and conditions?	/			✓		
	Do salaries paid agree with those approved by the Council?	/			✓		
	Are other payments to employees and approved by the Council?	/			✓		

Internal Control		Suggested testing		Councillor 1			Councillor 2		
		Yes	No	Comments	Yes	No	Comments		
Budget and Financial Statement	Is the bank mandate upto date and have the list of authorised signatories been approved by the Council?	/			✓				
	Has the Council prepared an annual budget in support of its precept?	/			✓				
	Is actual expenditure against the budget regularly reported to the Council?	/			✓				
Year End Controls	Are there any significant unexplained variances from budget?	mt	✓			✓			
	Are year end accounts prepared on the correct accounting basis (receipts and payments or income and expenditure by the RFO or by a competent individual, ie. accountant?	/			✓				
Transparency Code	Does the Town Council website comply with the Transparency Code?	✓			✓				
The review of the effectiveness of the internal control system (underpinned by the internal controls checklist above was carried out)									
Councillor 1	Print Name			Date					
	D. Boynton			10 / 1 / 24					
Councillor 2	Print Name			Date					
	CHERYL GILES			10 / 01 / 24					

Item 11a continued

Quarterly balance comparisons

Account	Opening Balance	End of Quarter 1 (to 30th June 2023)	End of Quarter 2 (to 30th September 2023)	End of Quarter 3 (to 31st December 2023)	Final Quarter (to 31st March 2024)
Current Account	£91,318.48	£44,453.38	£171,567.27	£29,095.44	
Beverley Building Society Postal Business Account	£84,442.07	£84,442.07	£84,442.07	£84,442.07	
CCLA	£200,865.83	£300,865.83	£255,476.30	£259,931.11	
Totals	£376,626.38	£429,761.28	£511,485.64	£373,468.62	£0.00

Beverley Town Council 2023-2024

Bank - Cash and Investment Reconciliation as at 31 December 2023

<u>Account Description</u>			<u>Balance</u>
<u>Bank Statement Balances</u>			
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12	31/12/2023	Public Sector Deposit Fund	259,931.11
			373,468.62
<u>Unpresented Payments</u>			
1	21/12/2023	DD	144.00
1	31/12/2023	DD	80.00
1	31/12/2023	SO	146.20
			370.20
			373,098.42
<u>Receipts not on Bank Statement</u>			
0	31/12/2023	All Receipts Cleared	0.00
			0.00
Closing Balance			373,098.42
<u>All Cash & Bank Accounts</u>			
1		Current Account Virgin Money	28,725.24
10		Virgin Money Store credit card	0.00
11		Beverley Building Society Bond	84,442.07
12		Public Sector Deposit Fund	259,931.11
Other Cash & Bank Balances			0.00
Total Cash & Bank Balances			373,098.42

Detailed Income & Expenditure by Account 31/12/2023

Month No: 9

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
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Income Detail

1080	Income Allotments	7,723	7,700	(23)		100.3%
1236	Income Civic	553	0	(553)		0.0%
1246	Income Cylce Tour	500	0	(500)		0.0%
1870	Interest Received	9,075	0	(9,075)		0.0%
1900	Precept	292,693	292,693	0		100.0%
Total Income		310,543	300,393	(10,150)		103.4%

Expenditure Detail

Total Direct	0	0	0	0	0.0%
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Expenditure Detail

4000	Salaries inc HMRC and Pension	66,747	95,000	28,253	28,253	70.3%
4001	Employers NI (not all staff)	5,677	14,060	8,383	8,383	40.4%
4002	Employers Pension 19.3%	12,738	18,335	5,597	5,597	69.5%
4005	Staff Costs	3,991	0	(3,991)	(3,991)	0.0%
4010	Mace Bearer	1,200	1,200	0	0	100.0%
4025	Officer Training/Memberships	1,140	1,750	610	610	65.1%
4026	Councillor Training/Conference	1,101	2,000	899	899	55.1%
4030	Officer Travel	49	250	201	201	19.7%
4090	Twinning travel hosp	0	1,000	1,000	1,000	0.0%
4100	Office Rent	10,500	14,000	3,500	3,500	75.0%
4105	Room Hire	403	1,000	597	597	40.3%
4120	Utilities/Maintenance	6,412	4,200	(2,212)	(2,212)	152.7%
4130	Insurance	6,000	6,000	0	0	100.0%
4175	Alarm Maintenance	689	500	(189)	(189)	137.8%
4180	Storage Rent	4,804	5,700	896	896	84.3%
4200	Allotments Upkeep	6,113	2,500	(3,613)	(3,613)	244.5%
4201	Allotments Rent Cost Queens	1,200	1,200	0	0	100.0%
4202	Allotments Rent Keldgate/Lairg	188	200	12	12	94.0%
4204	Allotment Water	(1)	0	1	1	0.0%
4205	Waterpipe/maint at Sparkmill	0	100	100	100	0.0%
4230	Skatepark	161	0	(161)	(161)	0.0%
4270	Grit Bins New	382	0	(382)	(382)	0.0%
4271	Litter Bins New	(1,000)	0	1,000	1,000	0.0%
4274	Grit Bins Refills	0	1,500	1,500	1,500	0.0%
4285	Maintenance Contractors	7,215	15,000	7,785	7,785	48.1%
4400	Stationery	559	500	(59)	(59)	111.7%
4405	Photocopier	1,368	2,000	632	632	68.4%
4440	Telephone	1,409	1,300	(109)	(109)	108.4%
4442	Internet Access	977	780	(197)	(197)	125.2%

Detailed Income & Expenditure by Account 31/12/2023

Month No: 9

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4443 Staff Mobiles	166	300	134		134	55.4%
4455 Postage	161	400	239		239	40.3%
4460 Subscriptions	2,220	3,200	980		980	69.4%
4481 IT support, 365 + back up	2,003	2,800	797		797	71.5%
4490 Website	720	1,250	530		530	57.6%
4500 Mayoral Allowance	1,500	1,500	0		0	100.0%
4505 Mayoral Ticket Events	0	200	200		200	0.0%
4511 Councillors Travel	592	400	(192)		(192)	148.1%
4520 Robes Maintenance	68	500	432		432	13.6%
4530 Civic Budget	3,062	4,000	938		938	76.6%
4535 Election Provision	12,226	12,000	(226)		(226)	101.9%
4555 Legal Expenses	25,642	0	(25,642)		(25,642)	0.0%
4560 Data Protection Fees	25	500	475		475	5.0%
4580 Audit Fees	6,357	2,900	(3,457)		(3,457)	219.2%
4581 Bank Charges/annual cred card	232	360	128		128	64.6%
4582 Payroll Processing Fees	329	450	121		121	73.1%
4641 Christmas Lights NEW	210	0	(210)		(210)	0.0%
4642 Christmas Lights POWER	527	1,000	473		473	52.7%
4643 Christmas Lights SLA	0	6,000	6,000		6,000	0.0%
4647 Floral Displays plants/grow	18,290	17,500	(790)		(790)	104.5%
4648 Floral Displays hanging basket	10,000	10,000	0		0	100.0%
4650 Streetlighting SLA	23,943	27,000	3,057		3,057	88.7%
4660 CCTV Town	107	0	(107)		(107)	0.0%
4663 CCTV Monitoring Costs/Upgrade	12,262	15,000	2,738		2,738	81.7%
4664 Maintenance	0	6,500	6,500		6,500	0.0%
4666 CCTV maintenance	6,500	0	(6,500)		(6,500)	0.0%
4667 CCTV power	1,043	1,200	157		157	86.9%
4680 Minster Mangers	300	300	0		0	100.0%
4702 Utilities	6,506	0	(6,506)		(6,506)	0.0%
4703 Scoping and Surveys	838	0	(838)		(838)	0.0%
4704 Project Manager	3,120	3,500	380		380	89.1%
4808 Partnership Grants Ongoing	21,940	22,080	140		140	99.4%
4810 Grants Fund	500	0	(500)		(500)	0.0%
4812 Cycle Race	488	0	(488)		(488)	0.0%
4815 Youth Town Council	1,000	0	(1,000)		(1,000)	0.0%
Total Overhead	302,900	330,915	28,015	0	28,015	91.5%
Total Income	310,543	300,393	(10,150)			103.4%
Total Expenditure	302,900	330,915	28,015	0	28,015	91.5%
Net Income over Expenditure	7,643	(30,522)	(38,165)			
plus Transfer from EMR	75,043					

Detailed Income & Expenditure by Account 31/12/2023

Month No: 9

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
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less Transfer to EMR	0					
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Movement to/(from) Gen Reserve	<u>82,686</u>					
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Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Town Hall refurb	107,500.00	-107,500.00	0.00
322 EMR - Computer replacement	1,000.00		1,000.00
323 EMR - Election Costs Jan 23	24,000.00	-12,225.90	11,774.10
327 EMR - Beverley Day Event	10,000.00	-10,000.00	0.00
335 EMR - Allotments Taps 23	2,220.00	-2,220.00	0.00
336 EMR - Staff - HR Jan 23	7,500.00	-3,991.42	3,508.58
342 EMR - Skatepark Jan 23	41,419.00	-160.50	41,258.50
343 EMR - Flag Poles Jan 23	1,500.00	-1,500.00	0.00
344 EMR - Grit Bin Jan 23	935.00	-382.00	553.00
346 EMR - Floral Displays Jan 23	5,000.00		5,000.00
348 EMR - Bev Beck con Jan 23	1,500.00	-1,500.00	0.00
353 EMR - Grants Jan 23	10,994.00	-500.00	10,494.00
356 EMR - Street Furniture Jan 23	3,998.00	-3,998.00	0.00
357 EMR - Cycle Racks Jan 23	1,000.00	-1,000.00	0.00
358 EMR - Town Entry Signs Jan 23	15,000.00	-13,411.00	1,589.00
361 EMR - Legal Fees Jan 23	15,000.00	-15,000.00	0.00
364 EMR - Matched Funding Jan 23	7,750.00	-3,600.00	4,150.00
365 EMR - Awards Evening	3,000.00		3,000.00
366 EMR - Pride Event - Jan 23	300.00	-300.00	0.00
368 EMR - Infrastructure Christmas	2,000.00		2,000.00
369 EMR - New Christmas Lights	5,000.00	-2,210.00	2,790.00
373 EMR - Historic Lamps	1,000.00		1,000.00
386 EMR - Youth	1,000.00	-1,000.00	0.00
389 EMR - Town Hall Reserve	0.00	58,950.00	58,950.00
390 EMR - Town Hall Devel/Manage	0.00	46,800.00	46,800.00
	<u>268,616.00</u>	<u>-74,748.82</u>	<u>193,867.18</u>

Name(s) BEVERLEY TOWN COUNCIL

Account No. 9750-00233-0

Please quote this account no. on all correspondence.

ALL SIGNATORIES REQUIRED FOR WITHDRAWALS

1	Date	Cashier	Particulars	Receipts	Withdrawals	Balance	1
01	New Account					*****	
02	31 OCT 19	NICOLAP	CH.REC	83579.31		83579.31	
03	31 DEC 19	PRINTUSER	IN/CAP(78.08		83657.39	
04	31 DEC 20	PRINTUSER	IN/CAP(295.79		83953.18	
05	31 DEC 21	PRINTUSER	IN/CAP(209.88		84163.06	
06	31 DEC 22	PRINTUSER	IN/CAP(279.01		84442.07	
07							
08							
09							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

STANDARD BUSINESS



BEVERLEY TOWN COUNCIL

CLERK TO THE COUNCIL, BEVERLEY TOWN COUNCIL, 12 WELL LANE, BEVERLEY, HU17 9BL

Account number

[REDACTED]

Sort code

[REDACTED]

Statement date

01 Dec 23 - 31 Dec 23

Date	Description	Type	Debits	Credits	Balance
01 Dec 23	Opening Balance				£130824.67
01 Dec 23	Linley & Simpson G, BTCGAWL	Standing Order	£80.00		£130744.67
01 Dec 23	Kcom Group Ltd, 1519969	Direct Debit	£146.40		£130598.27
01 Dec 23	Card 75, Church/Parish Noticeb	Card	£231.60		£130366.67
01 Dec 23	Geoff Simpson Hold, UNIT 2	Standing Order	£529.20		£129837.47
04 Dec 23	CRD75VM CASHBACK	Unknown		£0.63	£129838.10
04 Dec 23	CLS 75, Sumup * [REDACTED]	Card	£5.50		£129832.60
04 Dec 23	H3G, 985955901601	Direct Debit	£15.00		£129817.60
06 Dec 23	Hallbeckit, 8FN76B8	Direct Debit	£209.60		£129608.00
08 Dec 23	WILKIN CHAPMAN LLP REMEMBRANCE SUNDAY	Giro		£52.56	£129660.56
11 Dec 23	Peac Uk Ltd, AALF241348	Direct Debit	£57.07		£129603.49
12 Dec 23	Card 75, Amznmktplace	Card	£14.92		£129588.57
12 Dec 23	CLS 75, Phone Pc Fix	Card	£19.99		£129568.58
12 Dec 23	CLS 75, Timpson Ltd	Card	£38.00		£129530.58
12 Dec 23	CLS 75, Post Office Counter	Card	£75.00		£129455.58
12 Dec 23	CLS 75, Post Office Counter	Card	£75.00		£129380.58
13 Dec 23	Card 75, Amznmktplace	Card	£6.99		£129373.59
13 Dec 23	Card 75, Amznmktplace	Card	£8.99		£129364.60
13 Dec 23	Card 75, Amznmktplace	Card	£15.77		£129348.83
13 Dec 23	Card 75, Amznmktplace	Card	£29.41		£129319.42
13 Dec 23	Card 75, Amznmktplace	Card	£57.47		£129261.95
14 Dec 23	CLS 75, W Boyes & Co Ltd Bever	Card	£7.94		£129254.01

Date	Description	Type	Debits	Credits	Balance
15 Dec 23	Minster Cleaning, BEV TC	Standing Order	£251.32		£129002.69
18 Dec 23	Card 75, Amazon.Co.Uk*548S61F15	Card	£29.85		£128972.84
19 Dec 23	E.On Next, A-B38989A9001	Direct Debit	£90.42		£128882.42
20 Dec 23	FPS, [REDACTED]	Transfer		£5.00	£128887.42
20 Dec 23	MOB, [REDACTED], Expenses	Transfer	£16.00		£128871.42
20 Dec 23	MOB, Geoff Simpson Hold, Unit 2 inv 10223	Transfer	£18.39		£128853.03
20 Dec 23	MOB, [REDACTED], Bond Refund	Transfer	£25.00		£128828.03
20 Dec 23	MOB, [REDACTED], Refund for purchas	Transfer	£25.58		£128802.45
20 Dec 23	MOB, [REDACTED], Purchases	Transfer	£25.66		£128776.79
20 Dec 23	MOB, Spitfire Services, Inv 28717	Transfer	£50.40		£128726.39
20 Dec 23	MOB, Countrywise Water, Inv 517895	Transfer	£63.84		£128662.55
20 Dec 23	MOB, Simply Shredding, 863442	Transfer	£94.80		£128567.75
20 Dec 23	MOB, Raymac Signs, Inv 528018	Transfer	£114.00		£128453.75
20 Dec 23	MOB, Ernllca, 1443	Transfer	£144.00		£128309.75
20 Dec 23	MOB, Sse Energy Supply, 10224 67510	Transfer	£179.13		£128130.62
20 Dec 23	MOB, Christmas Plus, 5211	Transfer	£252.00		£127878.62
20 Dec 23	MOB, Rotary Club Beverl, Grant from BTC	Transfer	£500.00		£127378.62
20 Dec 23	MOB, [REDACTED], [REDACTED]	Transfer	£871.50		£126507.12
20 Dec 23	MOB, Two Churches One T, Yr3 Partner Grant	Transfer	£1200.00		£125307.12
20 Dec 23	MOB, The Beverley Barge, Yr 3 Partner Grant	Transfer	£1500.00		£123807.12
20 Dec 23	MOB, Stage4Beverley, Yr 3 Partner Grant	Transfer	£1750.00		£122057.12
20 Dec 23	MOB, Eryc, 94157811	Transfer	£1765.64		£120291.48
20 Dec 23	MOB, East Riding Pensio, PENSION	Transfer	£1926.66		£118364.82
20 Dec 23	MOB, [REDACTED], [REDACTED]	Transfer	£2060.10		£116304.72
20 Dec 23	MOB, [REDACTED]	Transfer	£2256.63		£114048.09
20 Dec 23	MOB, Beverley Building, Ref 0301100829	Transfer	£2630.00		£111418.09
20 Dec 23	MOB, Bev Cherry Tree, Yr 3 Partner Grant	Transfer	£3000.00		£108418.09
20 Dec 23	MOB, Puppets In Beverle, Yr 3 PartnerGrant	Transfer	£3000.00		£105418.09
20 Dec 23	MOB, Beverley Rufo, Yr 3 Partner Grant	Transfer	£3000.00		£102418.09
20 Dec 23	MOB, Eryc, 94147522	Transfer	£3201.19		£99216.90
20 Dec 23	MOB, Hmrc, TAX AND NI	Transfer	£3338.91		£95877.99

Date	Description	Type	Debits	Credits	Balance
20 Dec 23	MOB, Eryc, 94147611	Transfer	£3409.32		£92468.67
20 Dec 23	MOB, [REDACTED], [REDACTED]	Transfer	£3576.71		£88891.96
20 Dec 23	MOB, Eryc, 94150272	Transfer	£3849.75		£85042.21
20 Dec 23	MOB, Eryc, 94194628	Transfer	£8114.40		£76927.81
20 Dec 23	MOB, Eryc, 94175259	Transfer	£14400.00		£62527.81
20 Dec 23	MOB, Eryc, 94195543	Transfer	£28731.62		£33796.19
21 Dec 23	Enreach Uk Ltd, 604023	Direct Debit	£199.01		£33597.18
21 Dec 23	E.On Next, A3C54EF5E001	Direct Debit	£543.03		£33054.15
27 Dec 23	Tc Central Limited, BEV0011A	Direct Debit	£44.10		£33010.05
27 Dec 23	Scottish Water Bus, 9008663201	Direct Debit	£52.81		£32957.24
27 Dec 23	East Riding Of Yor, 56672950	Direct Debit	£161.00		£32796.24
27 Dec 23	D H Fletcher, BEVERLEY TOWN COUN	Standing Order	£3500.00		£29296.24
28 Dec 23	British Gas Busine, 603636180190122	Direct Debit	£183.50		£29112.74
28 Dec 23	CHARGES	Charges	£17.30		£29095.44
	Total debits		£101787.42		
	Total credits			£58.19	
	Closing balance				£29095.44

Important information about compensation arrangements

We are covered by the Financial Services Compensation Scheme (FSCS). The FSCS can pay compensation to depositors if a bank is unable to meet its financial obligations. Your deposit is covered by the scheme.

Details on the protection of eligible deposits can be found in the information sheet and deposits excluded from the scheme can be found in the exclusion list which can be obtained from your local branch.

For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Interest rate information

Planned borrowing interest rates apply to the amount of any borrowing, up to your agreed overdraft limit. Unplanned borrowing interest rates apply to any borrowing which is the result of our agreeing to a request from you for a temporary overdraft or temporary increase to an existing overdraft to cover a Payment Item to which you do not have sufficient Available Funds. Interest rates applicable during the statement period are available on request, please call the team at Virgin Money on **0800 121 7365** or **+44 141 221 7300**.

Dispute resolution

Monthly statement and valuation

Mr Snowden
Beverley Town Council
12 Well Lane
BEVERLEY
East Yorkshire
HU17 9BL

1 January 2024

Account name: **BEVERLEY TOWN COUNCIL**
Account number: **PS3078850-001**
Statement period: **01/12/2023 to 31/12/2023**

Please find enclosed a statement of your account covering the period 1 December 2023 to 31 December 2023. This statement shows the value of your investments as at 31 December 2023.

Details of all transactions carried out on your account within the reporting period have been included for your reference.

Please keep all documents (including this letter) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

Account summary

Total valuation as at 31 December 2023	£259,931.11
Total valuation as at last statement at 1 December 2023	£0.00
Total income during the period	£1,119.57

Holdings as at 31 December 2023

Fund name	Unit/share holdings	Price per unit/share	Value
The Public Sector Deposit Fund SC4 GB00B3LDFH01	259,931.1100	£1.00	£259,931.11
			Total value
			£259,931.11

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk

Freephone 0800 022 3505

www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.
Registered address: One Angel Lane, London EC4R 3AB.

Transactions for the period from 1 December 2023 to 31 December 2023

The Public Sector Deposit Fund SC4

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
04/12/2023	Distribution Reinvestment	1,045.1700	£1.0000	£1,045.17
04/12/2023	Distribution Reinvestment	74.4000	£1.0000	£74.40

The average Fund yield for this period was 5.27% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Dec 2023	04/12/2023	Reinvestment	£1,045.17	PS3078850-001
Dec 2023	04/12/2023	Reinvestment	£74.40	PS3078850-001

Date and method description error in Income table

Following the migration of our transfer agency function to FNZ, there are some errors in the Income table. These errors relate to those income entries that occurred prior to the migration (20/11/2023).

The “date paid” for reinvestments and transfers is incorrect.

For reinvestments - the correct date is shown in the transactions table.

For transfers – the correct date will be shown on that account’s transaction table.

The “method” description is incorrect for any transfers made to other accounts. These are shown as “reinvestment” – however the “destination field” is correct and will show the account the money was paid to.

We apologise for any confusion this may cause. If you have any questions or would like any clarification, please contact our Client Services team.

Glossary

Terms explained

Acc	Accumulation units/shares. Any income due is retained within the fund, and reflected in the price of each unit/share.
Buy	Units/shares you have purchased.
Conversion in/ Conversion out	The movement of your investment from one share class to another share class within the same fund.
Inc	Income units/shares. Any income due is paid out to you as a dividend payment.
Price per unit/share	The price used for a transaction or valuation.
Reinvest	Reinvestment of income to purchase additional units/shares.
Sell	Units/shares you have sold.
Switch in	The movement of units/shares to you from an account held in another CCLA fund.
Switch out	The movement of units/shares from you to an account held in another CCLA fund.
Transfer in	Units/shares transferred to you from another account in the same CCLA fund.
Transfer out	Units/shares transferred by you to another account in the same CCLA fund.



A town founded in 721AD by Saint John of Beverley

16th January 2024

Rebecca Plane
Head of Challenge – Engagement Lead
PKF LITTLEJOHN LLP (REF: SBA TEAM)
1 Westferry Circus
Canary Wharf
London
E14 4HD

Re: Objection 1: You object to the failure to follow financial regulations 14.4, 14.5 and 17.2 in respect of the purchase of the St John's Ambulance building during the year.

Dear Rebecca,

We write in response to the objection detailed above, which was raised with PKF Littlejohn in relation to the 2022-2023 Annual Returns.

Please also find attached to the accompanying email some supporting documents, which are listed in section D of this letter and referred to throughout.

A. Background / Context

Since it was established in 1999, Beverley Town Council has rented office, meeting and storage spaces. Over the years, the Council has gradually allocated reserves for the purpose of purchasing a property to act as a base of operations and to also serve as a community facility for residents.

In August 2022, the Council received information that the former St John Ambulance Hall in Beverley was scheduled to be sold at auction in September 2022. At a fully constituted meeting, it was resolved that the Council would bid for the building and agreed an upper financial limit for this purpose, using the allocated reserves made available for such a purchase.

Ultimately, the Town Council proved to be the successful bidder and now owns the building. It aims to transform it into office, storage and meeting room space for its own operations, alongside a community space available to residents.

B. Timescale, Agreement and Surveys

The timescale between the Town Council becoming aware of the auction, officially agreeing to bid for the property and the auction date itself was very limited:

- Councillors became aware of the auction in the early part of August 2022.
- At a meeting of Full Council on 15th August 2022, the Council considered making a bid.
- At another Full Council meeting on 22nd August 2022, it was resolved that subject to surveys and an upper financial limit, the Town Council would make a bid for the building.
- The auction itself took place on 1st September 2022.

This gave only 10 working days (excluding weekends and the August bank holiday) in which any work could be carried out between initial consideration and the day of auction itself.

The Council endeavoured to arrange as many appropriate condition surveys as possible within that tight schedule, alongside acquiring legal documents and advice. Section F below lists these related documents, which are also attached to the accompanying email.

C. Consultation

In late 2019, the Town Council carried out a consultation exercise to assess public feeling regarding whether or not it should consider investing in the purchase of a building to act as a community facility, alongside being a permanent base of operations

Although the building being considered at that time was different to the former St John Ambulance Hall, the consultation itself was not about that specific location, but about the wider idea of such a facility. The results of this exercise clearly showed support from the community for such an endeavour.

Between 2019 and 2022 it was not possible to carry out further consultation exercises due to the Covid-19 Pandemic. There was also not enough time between the decision to consider the purchase in August 2022 and the auction on 1st September 2022.

Therefore, when the Town Council became aware of the St John Ambulance Hall auction, it referred to the 2019 public consultation as part of its decision-making process and to also fulfil Financial Regulations.

The report from that consultation exercise accompanies this letter.

D. Business Strategy / Plan

Once again, due to time constraints, it was not possible to produce a Business Strategy / Plan before the auction. However, one has been subsequently written and adopted by the Town Council, a copy of which is also attached.

E. Suspension of Financial Regulations

The Town Council acknowledges that in hindsight, due to the lack of a Business Strategy / Plan at the time of the decision to bid for the property, Financial Regulations should have been suspended. This was an unfortunate and accidental oversight.

The urgent nature and very tight schedule of the situation, as explained above, hopefully illustrates that the Town Council did its best in difficult circumstances and in good faith to fulfil its obligations. However, it was unintentional for the Council to not suspend Financial Regulations and it will ensure this does not happen again in the future.

D. Supporting Documents

The below documents are attached to the accompanying email and provide evidence for the above statements.

- **Purchase Document:** This PDF includes:
 1. Financial Regulations September 2021 attached
 2. Minutes of 15th August 2022 Min 49/22 – consideration of property purchase
 3. Minutes of 22nd August 2022 Min 56/22 – subject to survey upper limited to purchase at auction agreed
 4. Letter of appointment of surveyor for condition survey – 17th August 2022
 5. Valuation letter – 18th August 2022
 6. Report on title from solicitor – 25th August 2022
 7. Official Copy of Title Plan
 8. Official Copy of Register
 9. Legal Documents Lot 113 from Auctioneers
 10. Structural and Damp Report – 26th August 2022
 11. EPC Certificate - 31st August 2022
 12. EPC Recommendation Report – 31st August 2022
 13. Minutes of 26th September 2022 Min 75/22 - approving transactions
 14. Decision Record – collation of decisions made by Councillors.
- **Consultation**
 15. Press Release for Consultation in December 2019 for Beverley Action Community Hub
 16. Report from consultation December 2019 for Beverley Action Community Hub.
- **Business Strategy / Plan**
 17. Town Hall Interim Business Strategy

If you require more information or wish to discuss the matter further, please do not hesitate to contact us.

Yours Sincerely,

Matthew Snowden
Town Clerk and Proper Officer

Carol Oliver
Responsible Financial Officer

2024-2025 BUDGET FOR FINAL CONSIDERATION AT FULL COUNCIL (15/01/24)													Item 13a	
		2021/22 budget	2021/22 actual	2022/23 budget	2022/23 actual	2023/24 budget	RESERVES 01.04.2023	RESERVES SPENT	Spend to 30/9/23	ESTIMATE D Spend to 31/3/24	2024/25 proposed precept	Reserves	Notes	Precept Subtotals
101	Staff Costs - Personnel													
4000	Salaries (104 staff hours 37 TC, 22 ATC, 20 RFO and 25 SSA)	£80,000.00	£79,246.00	£91,000.00	£86,863.00	£95,000.00	£0.00	£0.00	£48,256.00	£97,000.00	£102,000.00	£0.00	2023/24 budget includes over due national pay award to be back dated in December 2023 to the 1st April 2023. Increased budget in 2024/25 includes similar anticipated national pay award (as directed by the unions and NALC). This section also includes includes employees HMRC and pension payments	£138,086.00
4001	Employers NI (not all staff)	£9,100.00	£6,686.00	£10,000.00	£9,917.00	£14,060.00	£0.00	£0.00	£3,866.00	£10,000.00	£10,000.00	£0.00	Employer contributions	
4002	Employers Pension 19.3%	£15,000.00	£18,280.00	£18,000.00	£17,619.00	£18,335.00	£0.00	£0.00	£9,915.00	£18,721.00	£19,686.00	£0.00	Employer contributions	
4005	Staff Contingency/Human Resources Contract	£2,000.00	£0.00	£2,000.00	£0.00	£0.00	£7,500.00	£3,851.40	£7,500.00	£7,500.00	£4,500.00	£0.00	Will be spent in 2023/24 to cover overtime. Working from home allowances (£208 - this is refunded to the council via the employer's national insurance contribtions), recruitment cots and cover for if staff unwell. Have to assume this will be all spent by the end of the 2023/24 financial year in case illness between now and then causes staff absence and extra cover - if not, the remainder will go into reserves. In 2024/25 the total reduced to £4500 due to the three-year Worknest contract being paid in whole in 2023.	
4025	Officer Training Memberships	£2,500.00	£1,118.00	£250.00	£1,240.00	£1,750.00	£0.00	£0.00	£1,140.00	£1,750.00	£1,750.00	£0.00	SLCC Membership and staff training	
4030	Officer Travel	£1,000.00	£55.00		£65.00	£250.00	£0.00	£0.00	£28.00	£100.00	£150.00	£0.00	Reduced on 2023/24 based on current usage forecasts	
102	Administration - Full Council													
4130	Insurance	£5,000.00	£3,920.00	£5,000.00	£4,607.00	£6,000.00	£0.00	£0.00	£6,000.00	£6,000.00	£7,000.00	£0.00	Increased to cover volunteer insurance	£43,060.00
4400	Stationery	£1,500.00	£759.00	£500.00	£1,069.00	£500.00	£0.00	£0.00	£507.00	£600.00	£600.00	£0.00	Increased to cover additional staff member	
4405	Photocopier	£4,480.00	£3,047.00	£500.00	£2,191.00	£2,000.00	£0.00	£0.00	£1,304.00	£2,000.00	£2,000.00	£0.00	Lease ends Sept 2024 - quotes obtained and included in 2024/25 budget	
4440	Telephone System	£1,500.00	£1,500.00	£500.00	£1,227.00	£1,300.00	£0.00	£0.00	£932.00	£1,800.00	£1,800.00	£0.00		
4442	Internet Access	£750.00	£643.00	£780.00	£691.00	£780.00	£0.00	£0.00	£733.00	£1,500.00	£1,500.00	£0.00	Increased KCOM charges for internet	
4443	Staff Mobiles	£650.00	£278.00	£350.00	£150.00	£300.00	£0.00	£0.00	£88.00	£200.00	£300.00	£0.00	To purchase for phone for new member of staff and continue ongoing charges for 4 phones.	
4455	Postage	£1,000.00	£877.00	£400.00	£727.00	£400.00	£0.00	£0.00	£11.00	£380.00	£200.00	£0.00	Mailshot to allotment holders in current financial year and rent invoices in next financial year	
4460	Subscriptions	£2,800.00	£2,876.00	£3,900.00	£4,161.00	£3,200.00	£0.00	£0.00	£2,175.00	£3,200.00	£3,160.00	£0.00	NALC, ERNLLCA, Zoom, RBS financial package, Membership of National Allotment Society, Food Festival trademark, Bullguard security, Chamber of Trade (recommend not renew Open Spaces)	
4465	Publicity and Promotion	£0.00	£0.00	£0.00	£495.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		
4480	Computer Equipment	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	£0.00	£0.00	£0.00	£1,000.00	£1,000.00	Budget for new screen for one line planning and reserves for replacement computers if required. All agreed	
4481	IT support, Office 365 + back up	£2,500.00	£4,004.00	£2,800.00	£2,884.00	£2,800.00	£0.00	£0.00	£1,495.00	£2,800.00	£3,000.00	£0.00	IT support for office both remote and in person, Office 365 licences and emails, adobe and back up off site of server.	
4490	Website	£1,120.00	£1,620.00	£1,120.00	£1,320.00	£1,250.00	£0.00	£0.00	£720.00	£1,250.00	£1,250.00	£0.00	Website hosting and support	
4555	Legal Expenses	£2,500.00	£3,432.00	£2,960.00	£9,738.00	£0.00	£15,000.00	£0.00	£25,642.00	£40,000.00	£10,000.00	£0.00	Legal advice if required, including legal fees relating to extension of office lease, land registry of allotments, etc.	

	4560	Data Protection Fees	£0.00	£0.00	£460.00	£460.00	£500.00	£0.00	£0.00	£25.00	£460.00	£500.00	£0.00	Service Level Agreement with East Riding of Yorkshire Council and Information Commission fees	
	4580	Audit Fees	£2,500.00	£1,851.00	£3,450.00	£9,093.00	£2,900.00	£0.00	£0.00	£4,970.00	£9,000.00	£10,000.00	£0.00	Increase due to the number of public challenges with External Auditor	
	4581	Bank Charges/annual cred card	£30.00	£38.00	£150.00	£368.00	£360.00	£0.00	£0.00	£193.00	£300.00	£300.00	£0.00		
	4582	Payroll Processing Fees	£600.00	£420.00	£600.00	£441.00	£450.00	£0.00	£0.00	£256.00	£450.00	£450.00	£0.00		
	105	Accommodation - Full Council													
	4100	Office Rent	£14,000.00	£14,000.00	£14,000.00	£14,000.00	£14,000.00	£0.00	£0.00	£7,000.00	£14,000.00	£17,200.00	£0.00	Increase as Lease renewed	£31,600.00
	4105	Room Hire	£2,000.00	£600.00	£400.00	£401.00	£1,000.00	£0.00	£0.00	£403.00	£800.00	£800.00	£0.00	Full Council Meetings, Mayor Making, Annual Town training and consultation meetings as required	
	4110	Business Rates Office	£6,000.00	£0.00	£6,000.00	£6,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Business Rate relief	
	4120	Utilities and Office Maintenance	£4,500.00	£18,061.00	£1,800.00	£8,342.00	£4,200.00	£0.00	£0.00	£4,819.00	£6,000.00	£7,000.00	£0.00	Increase to costs of power/Health and Safety checks	
	4175	Alarm Maintenance	£500.00	£177.00	£200.00	£865.00	£500.00	£0.00	£0.00	£689.00	£689.00	£600.00	£0.00	Office security system - new screen and recording equipment purchased in 2023/24	
	4180	Storage Rent	£5,400.00	£5,287.00	£5,400.00	£5,828.00	£5,700.00	£0.00	£0.00	£3,729.00	£5,700.00	£6,000.00	£0.00	Increase due to rising power costs	
	110	Civic and Democratic - Full Council													
	4010	Mace Bearer	£1,200.00	£1,200.00	£1,200.00	£1,200.00	£1,200.00	£0.00	£0.00	£1,200.00	£1,200.00	£1,200.00	£0.00	Possible increase to include apprentice macebearer	£21,400.00
	4026	Councillor Training Conference	£2,000.00	£357.00		£60.00	£2,000.00	£0.00	£0.00	£917.00	£1,500.00	£1,500.00	£0.00		
	4090	Twinning		£0.00	£0.00	£775.00	£1,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	No spend - twinning - moved to 2024/25 reserves	
	4500	Mayoral Allowance	£1,500.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00	£0.00	£0.00	£1,500.00	£1,500.00	£1,500.00	£0.00		
	4505	Mayoral Ticket Events	£200.00	£122.00	£200.00	£208.00	£200.00	£0.00	£0.00	£0.00	£200.00	£200.00	£0.00		
	4510	Members Allowances	£3,500.00	£1,500.00	£1,500.00	£1,250.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Council to resolve not to pay members allowances	
	4511	Councillors Travel	£1,500.00	£0.00		£186.00	£400.00	£0.00	£0.00	£592.00	£750.00	£500.00	£0.00	Increase due to in person attendance at external meetings	
	4520	Maintenance and upgrades	£300.00	£25.00	£350.00	£30.00	£500.00	£0.00	£0.00	£43.00	£400.00	£500.00	£0.00	Current year repairing Mace with support from insurance company. Potential repairs and replacements of robes. Cleaning of robes	
	4530	Civic Budget	£4,000.00	£2,832.00	£4,000.00	£4,893.00	£4,000.00	£0.00	£0.00	£772.00	£4,000.00	£4,000.00	£0.00	Civic dinner, service, Christmas Cards, Mayoral photos, Civic boards, mayor making and Civic Gifts. Costs are rising for catering/waiting - increase in budget	
	4535	Election Provision	£4,000.00	£23,565.00	£4,000.00	£0.00	£12,000.00	£24,000.00	£0.00	£0.00	£28,000.00	£9,000.00	£24,000.00	Invoices awaited from 2023 election. Includes building a reserve for 2027 elections and possible by elections	
	4830	Awards Evening	£0.00	£0.00	£3,000.00	£2,301.00	£0.00	£3,000.00	£0.00	£0.00	£1,500.00	£3,000.00	£1,500.00	Awards Evening to be held - £1500 spend in 2023/24 as event in early April	
	115	Grants - Full Council													
	4808	Partnership Grants Ongoing	£0.00	£0.00	£20,880.00	£19,580.00	£22,080.00	£0.00	£0.00	£5,490.00	£19,080.00	£24,000.00	£3,000.00	8 Partnership Grants £3000 for 8 partnership grants. ERT third year payment to be paid in July in reserves)	£34,000.00
	4810	Grants Fund	£32,500.00	£23,954.00	£0.00	£9,276.00	£0.00	£10,994.00	£0.00	£0.00	£10,994.00	£10,000.00	£0.00	Grants scheme relaunched and advertised..	
	201	Town Maintenance Services - Planning Environment & Services													
	4230	Skatepark	£0.00	£161.00	£0.00	£73.00	£0.00	£41,419.00	£0.00	£88.00	£200.00	£200.00	£41,331.50	Skatepark annual rental of £73, annual skatepark inspection and maintenance costs. Council is also seeking funding for the skatepark and if successful, this budget line may not be required	
	4265	Street Furniture	£0.00	£0.00	£0.00	£220.00	£0.00	£3,998.00	£3,998.00	£0.00	£3,998.00	£4,000.00	£0.00	Reinstated following movement from this budget line for audit fees, Councillors travel, alarm maintenance and legal expenses	
	4266	Cycle Racks	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	£1,000.00	£0.00	£1,000.00	£0.00	£0.00	PES 7 Nov 2023 recommended removal	
	4267	Town Entry Signs	£0.00	£50.00	£0.00	£0.00	£0.00	£15,000.00	£13,411.00	£0.00	£13,411.00	£0.00	£1,589.00	Reinstated following movement from this budget line for legal fees	

4270	Grit Bins New	£2,500.00	£1,674.00	£850.00	£118.00	£0.00	£935.00	£0.00	£553.00	£935.00	£1,000.00	£0.00	Potentially 4 repair and 3 new grit bins in 2023/24.	£53,700.00
4271	Litter Bins New	£0.00	£0.00	£1,000.00	£1,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,000.00	£0.00	Potentially 4 new litter bins in 2023/24.(£500 per new bin and installation)	
4274	Grit Bins Refills	£0.00	£0.00	£1,400.00	£1,575.00	£1,500.00	£0.00	£0.00	£0.00	£1,700.00	£2,500.00	£0.00	Invoice awaited Jan 2024. Includes the filling of current and potential new grit bins	
4285	Maintenance Contractors	£17,614.00	£8,437.00	£15,000.00	£10,235.00	£15,000.00	£2,220.00	£0.00	£7,022.00	£15,000.00	£17,000.00	£0.00	Maintenance services - between allotments and town maintenance	
4306	Flag Poles	£0.00	£0.00	£0.00	£0.00	£0.00	£1,500.00	£1,500.00	£0.00	£1,500.00	£0.00	£0.00	Budget 2023/24 went to legal fees. PES 7 Nov 2023 recommended removal	
4635	Beverley Beck Project	£0.00	£0.00	£0.00	£0.00	£0.00	£1,500.00	£1,500.00	£0.00	£1,500.00	£0.00	£0.00	Budget 2023/24 went to legal fees. PES 7 Nov 2023 recommended removal	
4650	Streetlighting SLA	£18,000.00	£15,223.00	£15,250.00	£23,876.00	£27,000.00	£0.00	£0.00	£0.00	£23,944.00	£26,000.00	£0.00	Invoice awaited Dec 2024	
4625	Historic Lamps	£0.00	£0.00	£0.00	£3,286.00	£0.00	£1,000.00	£0.00	£0.00	£0.00	£1,000.00	£1,000.00	To build a 10 year reserve for maintenance costs of the Historic Lamps	
205	Town Events and Projects - Full Council													£1,000.00
4806	Beverley Event	£0.00	£0.00	£0.00	£0.00	£0.00	£10,000.00	£10,000.00	£0.00	£10,000.00	£1,000.00	£0.00	DH proposed and JR seconded for an event. All in favour	
4807	Pride	£0.00	£0.00	£0.00	£0.00	£0.00	£300.00	£300.00	£0.00	£300.00	£0.00	£0.00	Reinstated following movement from this budget line for legal fees - If the Town Council wishes to hold an event, the Town Council needs to decide the type of event.	
4815	Youth Support	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	£1,000.00	£0.00	£1,000.00	£0.00	£0.00	Entire budget donated to Beverley Cherry Tree Centre Youth Project	
4820	Matched Funding	£0.00	£0.00	£0.00	£0.00	£0.00	£7,750.00	£7,750.00	£3,600.00	£3,600.00	£0.00	£4,150.00	Matched funding is to support other funding bids to support projects that might arise throughout the year. The spend on this budget line was moved for Japanese Knotwood and Asbestos removal at the allotments	
206	Christmas Displays - Planning Environment & Services													£10,200.00
4640	Christmas Lights Infrastructure	£0.00	£26,282.00	£0.00	£1,531.00	£0.00	£2,000.00	£0.00	£0.00	£2,000.00	£2,000.00	£0.00	To cover costs of real tree, replacement of any broken items and maintenance	
4641	Christmas Lights NEW	£0.00	£0.00	£0.00	£3,299.00	£0.00	£5,000.00	£2,000.00	£0.00	£2,000.00	£0.00	£3,000.00	Moved to meet audit fees. New purchases and to build reserve for future major purchase	
4642	Christmas Lights POWER	£0.00	£0.00	£350.00	£350.00	£1,000.00	£0.00	£0.00	£227.00	£1,200.00	£1,200.00	£0.00		
4643	Christmas Lights SLA	£0.00	£0.00	£5,500.00	£5,815.00	£6,000.00	£0.00	£0.00	£0.00	£6,000.00	£7,000.00	£0.00	Invoice awaited Jan 2024 - anticipated increase in costs from ERYC	
207	Floral													£29,630.00
4647	Summer Displays includes hanging baskets	£0.00	£23,594.00	£15,200.00	£20,150.00	£17,500.00	£0.00	£0.00	£16,260.00	£20,150.00	£17,630.00	£0.00	Recommended PES 7.11.23 which includes growing, delivery, maintenance and watering of all planters in the town. £370 is transferred from Partnership Grants for Beverley in Bloom watering of their planters.	
4648	Winter Displays	£0.00	£0.00	£5,000.00	£5,000.00	£10,000.00	£0.00	£0.00	£10,000.00	£10,000.00	£12,000.00	£0.00	Recommended PES 7.11.23 which includes growing, delivery, maintenance and watering of all planters in the town	
4649	Watering Continenacy	£0.00	£0.00	£5,000.00	£4,950.00	£0.00	£5,000.00	£0.00	£0.00	£0.00	£0.00	£5,000.00	Recommended PES 7.11.23. This is watering contingency in case of very hot summer and additional watering may be required.	
4650	Beverley Minster Mangers	£0.00	£0.00	£0.00	£0.00	£300.00	£0.00	£0.00	£300.00	£300.00	£0.00	£0.00	Beverley in Bloom asked Town Council to manage the Beverley Minster mangers and the Beverley Minster are in agreement. This is now included in the contracts for summer and winter displays. Therefore this line will not be required in the future.	
208	Town Hall													£16,000.00
4700	Capital Purchase	£0.00	£0.00	£0.00	£235,000.00	£0.00	£107,500.00	£1,750.00	£105,750.00	£0.00	£0.00	£0.00	This has been reallocaed to Project Reserve and Project Development and Management	
4701	Disbursements re purchase	£0.00	£0.00	£0.00	£9,541.00	£0.00	£0.00	£0.00	£0.00		£0.00	£0.00		
4702	Surveys/Scoping	£0.00	£0.00	£0.00	£1,078.00	£0.00	£0.00	£0.00	£836.00	£836.00	£0.00	£0.00		

4703	Utilities (WATER ELECTRICITY AND RATES)	£0.00	£0.00	£0.00	£2,695.00	£3,500.00	£0.00	£0.00	£5,764.00	£10,000.00	£10,000.00	£0.00		
	Insurance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£6,000.00	£0.00		
	Dilapidations	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		£0.00		
	Project Reserve	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		£58,950.00	Build a project reserve as from this year	
209	CCTV - Planning Environment & Services													
4660	Town Centre Cameras	£8,500.00	£34,002.00	£7,500.00	£1,242.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Recorded	
4661	Wider Community Cameras	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Recorded	
4663	Monitoring	£0.00	£0.00	£12,000.00	£12,000.00	£15,000.00	£0.00	£0.00	£0.00	£12,500.00	£12,500.00	£0.00	Recommended PES 7.11.23 that cctv is recorded but not monitored	
4666	Maintenance	£0.00	£0.00	£0.00	£6,768.00	£6,500.00	£0.00	£0.00	£0.00	£6,500.00	£7,000.00	£0.00	60/40 split with East Riding of Yorkshire Council for the town CCTV system	
4667	Power	£0.00	£0.00	£0.00	£561.00	£1,200.00	£0.00	£0.00	£957.00	£2,000.00	£1,500.00	£0.00	Contract agreed with power company until July 2024	
210	Allotments - Planning Environment & Services													
4200	Allotments Upkeep	£0.00	£1,039.00	£3,000.00	£2,012.00	£2,500.00	£0.00	£0.00	£5,113.00	£7,500.00	£2,500.00	£0.00		
4201	Allotments Rental Cost Queensgate	£1,200.00	£1,200.00	£1,200.00	£1,200.00	£1,200.00	£0.00	£0.00	£1,200.00	£1,200.00	£1,200.00	£0.00		
4202	Allotments Rent Keldgate Lairgate	£200.00	£188.00	£200.00	£188.00	£200.00	£0.00	£0.00	£188.00	£188.00	£200.00	£0.00		
4204	Allotment Water Taps	£0.00	£0.00	£500.00	£42.00	£100.00	£0.00	£0.00	£100.00	£100.00	£0.00	£0.00		
	SUBTOTALS													
											£403,576.00	£145,520.50		£403,576.00
	INCOME													
	Allotment Income	£0.00	£6,653.00	£0.00	£7,237.00	£7,700.00	£0.00	£0.00	£0.00	£7,700.00	£8,980.00	£0.00	Increase in rents (256 allotments @ £5)	
1850	Insurance Claims Received	£0.00	£0.00	£0.00	£600.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Two claims are with the insurers.	
1870	Interest Received	£0.00	£401.00	£385.00	£4,305.00	£0.00	£0.00	£0.00	£0.00	£7,500.00	£0.00	£0.00	Less interest accrued as using accommodation reserves	
1900	Precept	£272,897.00	£342,734.00	£282,829.00	£282,829.00	£292,693.00				£461,886.00	£394,596.00	£145,520.50		
	Total Income (including Precept)	£272,897.00	£349,788.00	£283,214.00	£294,971.00	£300,393.00					£403,576.00			
	Council Tax Band D per year	£44.87		£45.61		£47.06					£63.08 based on the above before changes by Full Council			
	Tax Base					6219					6255.1			
	Total Ear Marked Reserves	£637,207.00				£268,616.00								
	Total General Reserves	£73,167.00				£68,250.00								
	Total Reserves	£710,374.00				£336,866.00								

Precept Calculation 2024/25

Item 13a

	Bank Balances at 01/04/2023 including reserves		
	Virgin Money current account	£91,318.42	
	Public Sector Deposit Fund	£200,865.83	
	Beverley Building Society bond	£84,442.07	
	Total in accounts as 1st April 2023		£376,626.32
Add	Precept 2023/24		£292,693.00
	Total Funds available 2023/24		<u>£669,319.32</u>
Less	Projected spend 2023/24 as at 31/3/24	£466,106.00	
			<u>£203,213.32</u>
Plus	Income allotments 2023/24	£7,700.00	
	Income interest 2023/24	£10,000.00	£17,700.00
	Total projected Balances at 31/3/24		<u>£220,913.32</u>
	Balances are made up of Ear Marked Reserves	£140,558.60	
	General Reserves	£80,354.72	
	Calculation of Precept for 2024/25		
	Proposed income for 2024/25		
	Income allotments 2045/25	£8,980.00	
	Bank Interest		
	Projected income for 2024/25		<u>£8,980.00</u>
	Proposed expenditure 2024/25	£403,576.00	
	Proposed precept		-£394,596.00

Parish Precept Calculator

Item 13b

Please select your Parish area in the Drop Down list (GREEN CELL) and then complete ONE of the tables based on your preference to calculate the precept (ONE OF THE BLUE CELLS) and you will see the precept analysis compared to previous year below. Please only complete the coloured cells for your Parish

PARISH AREA	TAXBASE		% change	PRECEPT		BAND D		% change
	2024/25	2023/24		2024/25	2023/24	2024/25	2023/24	
Beverley	6,255.10	6,219.00	0.58%	£394,596.00	292,693.00	63.08	47.06	34.04%

For determining the precept by choosing a precept figure

Council Tax Base Figure for 24/25	6,255.10
Example Precept	£ 394,596.00
Band A (6/9 of band D)	£42.05
Band B (7/9 of band D)	£49.06
Band C (8/9 of band D)	£56.07
Band D charge (precept)	£63.08
Band E (11/9 of band D)	£77.10
Band F (13/9 of band D)	£91.12
Band G (15/9 of band D)	£105.13
Band H (18/9 of band D)	£126.16

For determining the precept by choosing a band D charge

Council Tax Base Figure for 24/25	6,255.10
Example Precept	£0.00
Band A (6/9 of band D)	£0.00
Band B (7/9 of band D)	£0.00
Band C (8/9 of band D)	£0.00
Band D charge (precept)	
Band E (11/9 of band D)	£0.00
Band F (13/9 of band D)	£0.00
Band G (15/9 of band D)	£0.00
Band H (18/9 of band D)	£0.00

Precept of	£394,596.00
will be paid in the following installments:	
30th April	197,298.00
30th September	197,298.00