

PANNETT PARK | WHITBY | YO21 1RE
TEL: (01947) 820227 | E MAIL: info@whitbytowncouncil.gov.uk

Dear Councillor,

15 October 2020

You are summoned to attend a meeting of the **FINANCE POLICY & GENERAL PURPOSES COMMITTEE** to be conducted on-line, via Zoom¹, on **Tuesday 20 October 2020 at 6:00pm**, the agenda for which is set out below.



Michael King
Town Clerk

To: Mrs H Coughlan, R Dalrymple, J Harston, G Jackson,
L Wild, Mrs N Wilson and C Winspear
Sub. G Stephenson

NOTICE OF MEETING – Public notice of the meeting is given in accordance with schedule 12, paragraph 10(2) of the Local Government Act 1972.

AGENDA

- 1. ELECTION OF CHAIRMAN FOR THE YEAR 2020/21**
Election occasioned by vacancy in the office of chairman.
- 2. ELECTION OF VICE-CHAIRMAN FOR THE YEAR 2020/21**
- 3. APOLOGIES FOR ABSENCE**
To receive and resolve upon apologies for inability to attend.
- 4. DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION**
To declare any interests which members have in the following agenda items.
- 5. PUBLIC PARTICIPATION**
Standing Orders will be suspended for up to 15 minutes to allow for questions or statements about business items on the agenda, submitted by members of the public (limited to 3 mins per person).

General Purposes & Policy

- 6. MINUTES**
To approve as an accurate record the minutes of the committee meeting held on 17 March 2020. (attached)

¹ Log: <https://us02web.zoom.us/j/83999338790?pwd=MnZOQjlGb2dKbC8xSCtYdVYvb1JkZz09>
Meeting ID: 839 9933 8790
Passcode: 354514

7. ACTION OUTSTANDING FROM PREVIOUS MEETINGS

Verbal update from the Clerk on items deferred from earlier meetings.

8. CONFIRM MEMBERSHIP AND FUTURE MEETINGS OF EVENTS SUBCOMMITTEE

To consider the membership and forward schedule of meetings of the Events Subcommittee.

Finance

9. APPROVAL OF EXPENDITURE AND INCOME

(attached)

To approve payments and receipts on behalf of the Council to 15 October 2020.

10. INCOME AND EXPENDITURE AGAINST BUDGET TO 30 SEPTEMBER 2020

(attached)

WHITBY TOWN COUNCIL

Minutes of the meeting of the **Finance, Policy and General Purposes** Committee held in Pannett Art Gallery, Pannett Park, Whitby on Tuesday 17 March 2020 at 6:15 pm.

Present: Councillors J Harston (Chairman), G Jackson, Mrs N Wilson and C Winspear.

Also: P A Dobson, Town Clerk

NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, paragraph 10 (2) of the Local Government Act 1972

F672/20 APOLOGIES

Apologies were received from Councillors Mrs H Coughlan, R Dalrymple and Mrs L Wild.

F673/20 DECLARATION OF INTERESTS

There were no declarations of interest

F674/20 PUBLIC PARTICIPATION

No members of the public were present.

GENERAL PURPOSES & POLICY

F675/20 MINUTES

Proposed by Councillor C Winspear, seconded by Councillor Mrs N Wilson and unanimously

RESOLVED that the Minutes of the Finance Policy & General Purposes Committee meetings held 21st January 2020 having been circulated, be taken as read and confirmed as a correct record and signed by the Chairman.

Proposed by Councillor J Harston, seconded by Councillor Mrs N Wilson and unanimously

RESOLVED that items 5,7,8, 9, 11, 14, 15 are deferred to a future meeting.

F676/20 EVENTS SUB COMMITTEE MINUTES

Members had previously been circulated with the Minutes of the Events Sub Committee meeting and Report of the Events Working party meetings held 25th February 2020

Proposed by Councillor C Winspear, seconded by Councillor G Jackson and unanimously.

RESOLVED that the Minutes of the Events Sub Committee meeting and Report of the Events Working party meetings held 25th February 2020 are received.

F677/20 REVIEW OF ASSET REGISTER

Members reviewed the Asset Register in accordance with Standing Orders and considered additions to the Councils insurance schedule.

Proposed by Councillor Mrs N Wilson, seconded by Councillor G Jackson and unanimously.

RESOLVED that the Asset Register having been reviewed is approved and the additional items added to the insurance schedule for 1 April 2020

FINANCE**F678/20 APPROVAL OF PAYMENTS**

Members approved payments on behalf of the Council to 17th March 2020.

Proposed by Councillor N Wilson, seconded by Councillor C Winspear and unanimously

RECOMMENDED that the schedule of payments up to 17 March 2020 in the sum of **£ 20,137.56** as attached hereto is approved for payment and submitted to Full Council.

F679/20 CONSIDERATION OF MONTH 11 BUDGET 2019-2020

Members considered the budget to end of Month 11, the Clerk discussed the requirements for virements and transfers to and from reserves required for the financial year end.

Proposed by Councillor C Winspear, seconded by Councillor G Jackson and unanimously

RESOLVED that the budget to end of Month 11 2019-2020 is received and the virements and transfers required for the Year End are actioned by the Clerk.

WHITBY TOWN COUNCIL
FINANCE POLICY & GENERAL PURPOSES COMMITTEE – 20 OCTOBER 2020

APPROVAL OF EXPENDITURE AND INCOME

1. Expenditure transactions - approval list

Tn no	Gross	Heading	Details
1144	£24.38		Barclaycard - Statement to 16 September
1	£14.39	5000/2/9	Zoom Subscription - 2 Sep 2020
2	£9.99	5000/2/1	Amazon - Stationery - 9 September 2020
1145	£84.00	5000/4/10	Ivy Construction Ltd - Reprogram Rear Entry Keypad - Labour Only
1147	£111.50		Pitney Bowes - August Invoice
1	£100.00	5000/2/4	Meter Reset
2	£5.50	5000/2/4	Transaction Fee
3	£6.00	5000/2/4	Paper Invoice Fee
1148	£335.00	5000/3/19	Pete Witney - Supply & fit information board Battery Parade
1149	£10.00	5000/2/18	Yorkshire Local Councils Association - Charities Overview of Trustees
1150	£6.50	5000/2/13	Barclays Bank - Commission
1151	£0.19	5000/4/3	Business Stream - Water Charges
1152	£175.86	5000/5/1	Business Stream - Water Charges (Stakesby Vale)
1153	£23.40	5000/4/6	Cathedral Hygiene - Hygiene Contracts
1154	£35.00	5000/2/8	Information Commissioners Office - Registration
1155	£183.59	5000/2/5	Document Solutions - Telephone & Broadband
1156	£1,802.00	25/09/20	Scarborough Borough Council - NDR Toilets
1	£499.00	5000/4/5	NDR Toilet 1
2	£86.00	5000/4/5	NDR Toilet 2
3	£127.00	5000/4/5	NDR Toilet 3
4	£55.00	5000/4/5	NDR Toilet 4
5	£511.00	5000/4/5	NDR Toilet 5
6	£524.00	5000/4/5	NDR Toilet 6
1157	£100.00	5000/3/1	Whitby Hospitality Group - Mayoral Support to Whitby Hospitality Group
1158	£123.84	5000/2/9	Edge It Systems Ltd - Microsoft 365 - Monthly Fees
1159	£226.97	5000/2/2	Sapphire Print Solutions - Photocopy charges
1160	£481.50	5000/4/7	Lewis Hart Security Services - September Patrols
1161	£2,610.00	5000/5/12	Burrell Foley Fischer LLP - Old Town Hall Phased Payment 1
1165	£182.70	5000/2/5	Document Solutions - Telephone & Broadband
1166	£414.60	5000/4/3	Castle Water Limited - Annual Payment to 20 Jan
1167	£105.84	5000/4/11	PHS Group - Consumables
1168	£212.08	5000/2/2	Grenke Leasing - Photocopier /leasing
	£15,700.51		Confidential Transactions
Total	£22,949.46		

2. Income transactions - approval list

Tn no	Gross	Heading	Details
58	£4,004.73	4200	HM Customs & Revenue - VAT refund 01/04/20
54	£20.00	4000/18	Victoria Primary School, Keighly for 2x toilet pass
55	£110,000.00	4100	Scarborough Borough Council - Precept Part 2
59	£2,469.90	4000/6	Literary & Philosophical Society - 60%
Total	£116,494.63		

**WHITBY TOWN COUNCIL
FINANCE POLICY & GENERAL PURPOSES COMMITTEE – 20 OCTOBER 2020
INCOME AND EXPENDITURE AGAINST BUDGET TO 30 SEPTEMBER 2020**

1. Introduction

1.1 This report sets out the unreconciled income and expenditure against the budget for the six months ending 30 September 2020.

Whitby Town Council Budget 2020-2021		April	May	June	July	Aug	Sep	Total to date	
TOWN COUNCIL EXPENDITURE	(£)							(£)	
Heading									
Staff Costs									
Salaries, Employer's conts, PAYE and NICs	191,000.00	21,832.78	21,624.15	21,484.92	15,266.71	14,459.34	19,095.48	113,763.38	60
Staffing Contingency	7,000.00							-	0
Staff Training	1,000.00							-	0
Administration									
Stationery	1,250.00	190.81	75.44	7.60			8.32	282.17	23
Photocopying	1,500.00		11.29		176.73			188.02	13
Adverts (not elections)								-	
Postage	700.00	64.60	5.00	66.44	245.80	5.00	171.94	558.78	80
Telephones/broadband/email	1,800.00	739.72	1,610.88	146.49	434.23	15.00	332.43	3,278.75	182
Office Equipment		582.50		26.47		258.32		867.29	
Audit	1,800.00	325.00			325.00			650.00	36
Subscriptions	1,800.00	1,452.00				150.00	29.17	1,631.17	91
IT/hosted applications	1,700.00	65.00	65.00	185.20	180.19	321.31	180.19	996.89	59

Reports

Item 10

Whitby Town Council Budget 2020-2021		April	May	June	July	Aug	Sep	Total to date	
Website	500.00						400.00	400.00	80
Computer Maintenance	500.00	55.99						55.99	11
Insurance	10,750.00	10,566.81				7,877.55		18,444.36	172
Bank Charges	300.00	11.45	6.50	6.80	25.52	6.50	9.80	66.57	22
Health & Safety	100.00					261.89		261.89	262
Petty cash Misc.								-	
Data Protection Annual Subscription	35.00							-	0
HR Advisory Service	1,800.00	1,836.00						1,836.00	102
Travel training	500.00					50.00		50.00	10
								-	
Civic & Councillors								-	
Mayors Allowance	2,000.00	486.35			25.00			511.35	26
Councillors Training	500.00							-	0
Civic Regalia	500.00							-	0
Elections/Polls								-	
Mayoral Board	100.00							-	0
Honorary Citizenship	300.00							-	0
Annual Report/newsletter	100.00							-	0
Plaques/pennants/gifts	200.00							-	0
Hospitality	500.00							-	0
Contingencies	5,000.00							-	0
Free Resource (Section 137)	150.00							-	0
Events	6,000.00							-	0
Event Freelance project co ordinator	1,100.00							-	0
Legal Cost Community Asset Transfer	5,000.00							-	0

Reports

Item 10

Whitby Town Council Budget 2020-2021		April	May	June	July	Aug	Sep	Total to date	
War Memorial	500.00							-	0
Town Plan								-	
Harbour Story Board	-							-	
Yorkshire Society Subscription	250.00							-	0
Twinning	200.00							-	0
Building Management								-	
Gas	6,000.00		1,527.89	1,139.95	367.06	339.40	318.15	3,692.45	62
Electric	9,500.00	576.74	338.85	364.49	339.60	388.96	423.36	2,432.00	26
Water Rates	3,000.00		77.93		387.49		240.00	705.42	24
Refuse Collections	550.00							-	0
Rates								-	
Hygiene contracts	1,700.00	58.64	58.64	39.14	58.64	1,084.66	97.78	1,397.50	82
Security Patrols	5,000.00	334.37		401.25	401.25	468.12	802.50	2,407.49	48
Fire, Alarms callouts								-	
ADT Contracts	3,000.00		6,109.60		122.00			6,231.60	208
Repairs & Maintenance	7,000.00	936.50		180.00		975.00		2,091.50	30
Cleaning/Hygiene Supplies	1,000.00	194.14		19.50	345.06	298.92	261.61	1,119.23	112
Fixtures & Fittings	500.00					149.75		149.75	30
Maintenance Reserve	3,000.00							-	0
CCTV system upgrade								-	
Other Services								-	
Allotments	3,000.00	3,880.00		20.00				3,900.00	130
Allotment fence Stakesby								-	
Allotment Fencing Cala Beck	2,000.00							-	0

Reports

Item 10

Whitby Town Council Budget 2020-2021		April	May	June	July	Aug	Sep	Total to date	
Cholmley Allotment Caedmon's Trod Project	1,000.00							-	0
Modern apprentice	3,500.00						12,000.00	12,000.00	343
Grants								-	
Christmas Lights								-	
Notice board								-	
East Side Facility Project								-	
Public conveniences	7,500.00	1,808.38	1,802.00	1,802.00	1,802.00	1,802.00	1,802.00	10,818.38	144
Spital Bridge - Residents' Parking site									
Footbridge extension	6,000.00								0
	309,685.00	45,997.78	33,313.17	25,890.25	20,502.28	28,911.72	36,172.73	190,787.93	62

Whitby Town Council Budget 2020-2021		April	May	June	July	Aug	Sep	Total to date	
TOWN COUNCIL INCOME	(£)							(£)	%
Heading									
Other Refunds misc.		1,767.00	1,773.45	830.45		1,082.45		5,453.35	
Other refunds PAG								-	
Allotments	1,300.00	207.50	303.00	731.85	55.00	58.00	27.50	1,382.85	106
PPM Office rental	2,500.00							-	0
PPM Office telephone refund								-	
Vat Refunds								-	
Precept	220,000.00	110,000.00					110,000.00	220,000.00	100
Xmas Lighting SBC	10,000.00							-	0

Reports

Item 10

Whitby Town Council Budget 2020-2021		April	May	June	July	Aug	Sep	Total to date	
WTC Bank Interest & loyalty Reward	150.00	1.49		10.92	5.71		6.35	24.47	16
PAG Commission	600.00							-	0
Refunds Lit & Phil	2,750.00			3,233.30			2,198.40	5,431.70	198
Art Galley/Museum - Admission Sales	41,000.00	910.80						910.80	2
Armed Forces WP income								-	
Christmas Festival income								-	
Transfers from reserves								-	
Community Donation Toilets	6,000.00							-	0
Residents Parking								-	
Public Toilets	30,000.00							-	0
Total	314,300.00	112,886.79	2,076.45	4,806.52	60.71	1,140.45	112,232.25	233,203.17	74

Michael King
Town Clerk & RFO