

PANNETT PARK | WHITBY | YO21 1RE  
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Dear Councillor,

12 November 2020

You are summoned to attend a meeting of the **FINANCE POLICY & GENERAL PURPOSES COMMITTEE** to be conducted on-line, via Zoom<sup>1</sup>, on **Tuesday 17 November 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. APOLOGIES FOR ABSENCE**  
To receive and resolve upon apologies for inability to attend.
- 2. DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION**  
To declare any interests which members have in the following agenda items.
- 3. 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

- 4. MINUTES**  
To approve as an accurate record the minutes of the committee meeting held on 20 October 2020. **(attached)**
- 5. ACTION OUTSTANDING FROM PREVIOUS MEETINGS**  
Verbal update from the Clerk on items outstanding from earlier meetings.

<sup>1</sup> Log: <https://us02web.zoom.us/j/83999338790?pwd=MnZOQjlGb2dKbC8xSCtYdVYvb1JQZz09>  
Meeting ID: 839 9933 8790  
Passcode: 354514

- 6. APPROVAL OF EXPENDITURE** **(attached)**  
To approve payments and receipts on behalf of the Council to 15 October 2020.
- 7. NOTICE OF COMPLETION OF LIMITED ASSURANCE REVIEW**  
To formally note the receipt of an unqualified certificate from the council's external auditor concluding the 2019/20 Annual Accountability and Governance Review, which must be published on the town council's website by 30 November 2020.
- 8. BUDGET PREPARATION 2021/22** **(attached)**

## WHITBY TOWN COUNCIL

Minutes of the meeting of the **Finance, Policy and General Purposes** Committee held via Zoom on Tuesday 20 October 2020 at 6:00pm.

**Present:** Councillors Mrs H Coughlan, J Harston, G Jackson, Mrs N Wilson, Mrs L Wild and C Winspear.

**Also:** M King, Town Clerk & Cllr S Lapsley.

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

#### **F056/20 ELECTION OF CHAIRMAN FOR THE YEAR 2020/21**

Following the resignation of the previous Chairman, Cllr Harston took the Chair for this vote.

Proposed by Councillor Mrs Wild, seconded by Councillor Mrs N Wilson and unanimously

**RESOLVED** that Cllr G Jackson be elected as Chairman of the Finance Policy and General Purposes Committee for the municipal year 2020-21.

#### **F057/20 ELECTION OF VICE CHAIRMAN FOR THE YEAR 2020/21**

Proposed by Councillor Mrs Coughlan, seconded by Councillor Mrs N Wilson and unanimously

**RESOLVED** that Cllr J Harston be elected as Vice Chairman of the Finance Policy and General Purposes Committee for the municipal year 2020-21.

#### **F058/20 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor R Dalrymple.

#### **F059/20 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION**

Cllr G Jackson declared an interest in one of the items on the schedule of payments (Item F064/20) as a member of the Whitby Hospitality Group. This was noted.

#### **F060/20 PUBLIC PARTICIPATION**

No members of the public were present.

### **GENERAL PURPOSES & POLICY**

#### **F061/20 MINUTES**

Proposed by Councillor J Harston, seconded by Councillor C Winspear and unanimously

**RESOLVED** that the Minutes of the Finance Policy & General Purposes Committee meeting, held 17 March 2020, be taken as read and confirmed as a correct record and signed by the Chairman.

**F062/20 ACTION OUTSTANDING FROM PREVIOUS MEETING**

The Clerk provided a verbal update on items deferred from earlier meetings: principally events which due to Covid-19 had been cancelled and the Spa Well, which had been progressed in conversation with the Civic Society and by resolution of Committee (TD&I026/20).

**F063/20 CONFIRM MEMBERSHIP AND FUTURE MEETINGS OF EVENTS SUBCOMMITTEE**

The committee considered the membership and forward schedule of meetings of the Events Subcommittee. Given the suspension of the events programme, members reflected on how best to support the community's efforts to develop ideas and activities for Whitby.

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

**RESOLVED** that the Events Subcommittee be suspended temporarily and that the Clerk email members to seek self-nomination for two members to join the Deputy Clerk as a contributor to the Whitby Hospitality Group for recommendation to Full Council.

**FINANCE**

**F064/20 APPROVAL OF EXPENDITURE AND INCOME**

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

Proposed by Councillor Mrs. H Coughlan, seconded by Councillor J Harston and unanimously

**RESOLVED** that the schedule of payments up to 15 October 2020 in the sum of **£22,849.46** (excluding WHG) and income of **£116,494.63** as attached hereto is approved and submitted to Full Council.

Cllr Jackson withdrew from the debate and Cllr Harston took the Chair.

Proposed by Councillor Mrs. N Wilson, seconded by Councillor Mrs L Wild and unanimously

**RESOLVED** that supplemental to the schedule of payments up to 15 October the sum of **£100.00** (WHG) as attached hereto is approved and submitted to Full Council.

**F065/20 INCOME AND EXPENDITURE AGAINST BUDGET TO 30 SEPTEMBER 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 the end of Month 6, 2020/21 is received.

**WHITBY TOWN COUNCIL**  
**FINANCE POLICY & GENERAL PURPOSES COMMITTEE – 20 OCTOBER 2020**  
**APPROVAL OF EXPENDITURE AND INCOME**

**1. Expenditure transactions - approval list**

<b>Tn no</b>	<b>Gross</b>	<b>Heading</b>	<b>Details</b>
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
<b>Total</b>	<b>£22,949.46</b>		

**2. Income transactions - approval list**

<b>Tn no</b>	<b>Gross</b>	<b>Heading</b>	<b>Details</b>
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%
<b>Total</b>	<b>£116,494.63</b>		

**WHITBY TOWN COUNCIL**  
**FINANCE POLICY & GENERAL PURPOSES COMMITTEE – 17 NOVEMBER 2020**

**APPROVAL OF EXPENDITURE**

**1. Expenditure transactions (WTC) - approval list**

<b>Tn no</b>	<b>Gross</b>	<b>Heading</b>	<b>Details</b>
1171	£478.29	5000/4/2	Total Gas and Power - Electricity Charges September
1184	£46.97	5000/4/6	Rentokil Initial UK Ltd - Sanitary Bins November 2020
1174	£7.53		Pitney Bowes - Postage
	£6.00	5000/2/4	Paper Invoice Fee
	£1.53	5000/2/4	Royal Mail Underpayment and Fee
1172	£14.39		Barclaycard - Statement to 16 October
	£14.39	5000/2/9	Zoom Subscription
1180	£418.70	5000/4/4	Scarborough Borough Council - Commercial Waste Charges 20/21
1178	£10,106.29	5000/5/7	Castle Water Limited - Water Annual - New Quay Road
1179	£180.00	5000/4/10	Brian Oakley - External Windows October
1173	£1,802.00		Scarborough Borough Council - NDR Toilets
	£499.00	5000/4/5	NDR Toilet 1
	£86.00	5000/4/5	NDR Toilet 2
	£127.00	5000/4/5	NDR Toilet 3
	£55.00	5000/4/5	NDR Toilet 4
	£511.00	5000/4/5	NDR Toilet 5
	£524.00	5000/4/5	NDR Toilet 6
1169	£37.00	5000/3/11	Royal British Legion - Donation - 2 off wreaths
1175	£370.78		Siemens Financial Services Ltd - Lease Rental
	£267.40	5000/2/5	Lease Rental
	£103.38	5000/2/5	Asset Protection Charge
1176	£23.40	5000/4/6	Cathedral Hygiene - Hygiene Contracts
1170	£28.16	5000/2/1	Normans Business Solutions - Stationery
1181	£481.50	5000/4/7	Lewis Hart Security Services - October Patrols
1182	£1,200.00	5000/2/7	PKF Littlejohn - Limited Assurance Annual Fee 19/20
1177	£6.80	5000/2/13	Barclays Bank - e-payment plan charges
1183	£570.00	5000/3/3	C W Sellors - Restoration Deputy Mayor's Chain
	£16,166.36		Confidential Transactions
<b>Total</b>	<b>£31,938.17</b>		

**2. Expenditure transactions (PAG) - approval list**

<b>Tn no</b>	<b>Gross</b>	<b>Heading</b>	<b>Details</b>
23	£133.34	5002	Global Payments - Card Processing Charges
25	£6.80	5001	Barclays - e-payment Plan Charges
26	£595.20	5014	David Duggleby Ltd - Laura Knight Sketch (at auction)
<b>Total</b>	<b>£1,010.34</b>		



**WHITBY TOWN COUNCIL**  
**FINANCE POLICY & GENERAL PURPOSES COMMITTEE – 17 NOVEMBER 2020**  
**BUDGET 2021/22 – TIMETABLE & BASIC ASSUMPTIONS**

**1. Introduction**

- 1.1. This report sets out a preparation timetable for the 2021/22 budget, the major pressures to be considered in preparing the budget and seeks Members' views and direction on the principles to be adopted for 2021/22.

**2. Budget Preparation Timetable**

- 2.1. Preparation of the budget will follow a structured review of all current income, expenditure and investment and consider options put forward to meet current and future requirements.
- 2.2. At this meeting, Members will consider the overall budgetary position and identify growth factors to be taken into account. Individual budget headings will be examined in detail at the committee meetings scheduled for December, alongside proposals for additional expenditure and new projects.
- 2.3. The FP&GP Committee meeting scheduled for 15 December 2020 will examine the whole of the proposed budget, including any growth submissions from the other committees, in the context of known national controls and predicted funding levels. The recommendations formulated will then be presented to the Full Council meeting scheduled for 12 January 2021.

**3. Inflationary/Other Factors to Be Taken Into Consideration**

- 3.1. We have not received indication of the likely effect of changes in the local tax base on the town council's funding next year. The tax base is a reflection of the number of 'Band D equivalent' properties. It is increased by new build properties but will be reduced if greater numbers of council-tax payers are in receipt of universal credit. Figures are anticipated from Scarborough Borough Council as the billing authority.
- 3.2. The absolute effect of this reduction will be reported into the budget setting process, once this is finalised by the borough council.
- 3.3. A one-year pay award was agreed between the national employers and unions and took effect in September, backdated to April 2020. Current indications are that an assumption of 1% should be built into the base-budget together with incremental progression for those staff not on the top of their scale.
- 3.4. The rates of the National Living Wage and the National Minimum Wage now change every April. An announcement for the rates applying from 2021 would



normally form part of the autumn statement. We may not know of the effect of these until later in the financial year.

- 3.5. Non-pay inflation in the economy is currently running at 1.1% and has fallen over this year. Members may wish to consider applying a 1% inflation factor to goods and services headings during the current budget preparation. The future effects of Covid-19 recovery and Brexit are currently unknown. Any specific inflationary demands in charges and subscriptions will be identified against individual budget headings.
- 3.6. The Ministry of Housing, Communities and Local Government (MHCLG) has indicated that capping will not be applied to local councils for 2021/22. It is expected that this will be confirmed prior to the December local government financial settlement.

#### **4. Unrealised Commitments and Known Underspends**

- 4.1. All known under-spends occurring in the 2020/21 budget will be taken into account when considering the recommended figure to be put forward for 2021/22.

#### **5. Projects and Growth**

- 5.1. All Members will be contacted to indicate any projects they wish to put forward for consideration within the 2021/22 budget.
- 5.2. All items will be considered by the relevant committee, and then by FP&GP, as part of the normal budgetary process.

#### **6. Conclusion**

- 6.1. The following recommendations are made to assist the processes and issues to be considered at the Committee meeting scheduled for 15 December when careful consideration will need to be given to any new items or projects for onward transmission to Council.

**Recommendation** – That the detail within sections 2 to 5 (above) be agreed:

- (a) That the budget timetable is as detailed in Section 2;
- (b) That the position on tax base be noted;
- (c) That pay inflation of 1% be assumed;
- (d) That non-pay inflation of 1% be assumed; and
- (e) That any proposals for new budget items be submitted to the relevant committee in the next cycle.

**Michael King**  
**Town Clerk & RFO**