

WHITBY TOWN COUNCIL

Minutes of the meeting of the **Finance, Policy and General Purposes** Committee held via Zoom on Tuesday 15 December 2020 at 6:00pm.

Present: Councillors J Harston (Chair), Mrs H Coughlan, B Dalrymple, Mrs L Wild, Mrs N Wilson and C Winspear.

Also: M King, Town Clerk, Mrs A Cowey, Deputy 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

F137/20 APOLOGIES FOR ABSENCE

Councillor G Jackson offered his apologies due to work commitments.

F138/20 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION

None.

F139/20 PUBLIC PARTICIPATION

No members of the public were present.

GENERAL PURPOSES & POLICY

F140/20 MINUTES

Proposed by Councillor Mrs H Coughlan, seconded by Councillor B Dalrymple and unanimously

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

F141/20 ACTION OUTSTANDING FROM PREVIOUS MEETING

The Clerk provided a verbal on correspondence with a councillor.

FINANCE

F142/20 APPROVAL OF EXPENDITURE

To approve payments and receipts on behalf of the Council to 14 December.

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

RESOLVED that the schedule of payments up to 14 December 2020 in the sum of **£44,415.45** (in respect WTC) and of **£423.74** (in respect PAG) as attached hereto is approved and submitted to Full Council.

F143/20 DRAFT BUDGET 2021/22

Submitted: a report setting out a draft budget, including any growth submissions from the other committees, in the context of known national controls and predicted funding levels, for presentation to the Full Council meeting scheduled for 12 January 2021.

Proposed by Councillor Mrs H Coughlan, seconded by Councillor Mrs L Wild and unanimously

RESOLVED that the draft budget attached at Appendix B is recommended to council at its meeting on 12 January 2021.

A handwritten signature in black ink, appearing to be 'H. Coughlan', written over a dotted line.

19 January 2021

WHITBY TOWN COUNCIL
FINANCE POLICY & GENERAL PURPOSES COMMITTEE – 15 DECEMBER 2020
APPROVAL OF EXPENDITURE

Tn no	Cheque	Gross	Heading	Invoice	Details
1200		£75.05	5000/2/1	31/05/20	Normans Business Solutions - Stationery
1188	BACS	£771.94	5000/5/7	05/10/20	Castle Water Limited - Water Annual - Ruswarp
1189	BACS	£4,091.43	5000/5/7	20/10/20	Castle Water Limited - Water Annual - West Cliff
1202		£15.68	5000/2/2	30/10/20	Sapphire Print Solutions - Photocopy Charges
1193		£280.91	5000/4/9	01/11/20	ADT Fire & Security PLC - Maint Access Control
1194		£388.34	5000/4/12	03/11/20	Andrews Air Conditioning - Maint and Delta Ts
1192		£46.97	5000/4/6	05/11/20	Rentokil Initial UK Ltd - Sanitary Bins December 2020
1191	DD	£594.64	5000/4/2	06/11/20	Total Gas and Power - Electricity Charges October
1211	DD	£298.14	5000/4/1	06/11/20	ENGIE Gas Limited - Gas Charges - October
1209	DD	£73.73	5000/2/4	10/11/20	Pitney Bowes - Postage
1190	DD	£6.00	5000/2/4	12/11/20	Pitney Bowes - Postage
1195		£432.00	5000/5/4	16/11/20	Flowerpot Whitby - 2 x 18' Christmas Trees
1207	DD	£14.39		16/11/20	Barclaycard - Statement to 16 November
1		£14.39	5000/2/9		Zoom Subscription
1210	DD	£6.50	5000/2/13	17/11/20	Barclays Bank - Commission
1206	DD	£18.00	5000/2/5	23/11/20	EE Limited - Mobile Phone Contract
1204	DD	£1,802.00		25/11/20	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
1208	DD	£23.40	5000/4/6	27/11/20	Cathedral Hygiene - Hygiene Contracts
1198	DD	£78.00	5000/2/9	01/12/20	SAGE UK Ltd - Payroll Software
1199		£150.00	5000/2/8	01/12/20	Yorkshire Society - Corporate Membership 2021
1203	DD	£182.70	5000/2/5	01/12/20	Document Solutions - Service Charges - November
1201		£8,400.00	5000/5/4	03/12/20	Powercare - Installation & Removal Christmas Lights
1215		£9,570.00	5000/5/12	07/10/20	Burrell Foley Fischer LLP - Old Town Hall Phased 2
1216		£481.50	5000/4/7	30/11/20	Lewis Hart Security Services - November Patrols
1217		£123.84	5000/2/9	03/12/20	Edge It Systems Ltd - Microsoft 365 - Monthly Fees
1218		£123.84	5000/2/9	02/11/20	Edge It Systems Ltd - Microsoft 365 - Monthly Fees
		£16,366.45			Confidential Transactions (Salaries & Oncosts)
Total		£44,415.45			Whitby Town Council

Pannett Gallery

Tn no	Cheque	Gross	Heading	Invoice	Details
27	DD	£132.83	5002	31/10/20	Global Payments - Card Processing Charges
28	DD	£9.49	5001	12/11/20	Barclays - e-payment Plan Charges
30		£115.15	5012	20/10/20	Media Vision - Website maintenance
29		£166.27	5017	18/11/20	Whitby Literary & Philosophical Society -
Total		£423.74			Pannett Art Gallery

Whitby Town Council	2020-21	Draft 2021-22	Change
	(£)	(£)	(%)
TOWN COUNCIL EXPENDITURE			
Heading			
Staff Costs			
Nett Salaries, Employers pension cont, employers NI	191,000.00	195,000.00	2.09
Staffing Contingency	7,000.00	-	-100.00
Staff Training	1,000.00	750.00	-25.00
Administration			
Stationery	1,250.00	750.00	-40.00
Photocopying	1,500.00	1,500.00	0.00
Adverts (not elections)			
Postage	700.00	700.00	0.00
Telephones/broadband/email	1,800.00	2,500.00	38.89
Office Equipment		500.00	-100.00
Audit	1,800.00	1,800.00	0.00
Subscriptions	1,800.00	1,800.00	0.00
IT/hosted applications	1,700.00	1,800.00	5.88
Website	500.00	500.00	0.00
Computer Maintenance	500.00	200.00	-60.00
Insurance	10,750.00	10,750.00	0.00
Bank Charges	300.00	300.00	0.00
Health & Safety	100.00	400.00	300.00
Petty cash Misc.			
Data Protection Annual Subscription	35.00	35.00	0.00
HR Advisory Service	1,800.00	1,800.00	0.00
Travel training	500.00	500.00	0.00
Civic & Councillors			
Mayors Allowance	2,000.00	2,000.00	0.00
Councillors Training	500.00	500.00	0.00
Civic Regalia	500.00	500.00	0.00
Elections/Polls			
Mayoral Board	100.00	100.00	0.00
Honorary Citizenship	300.00	200.00	-33.33
Annual Report/newsletter	100.00	100.00	0.00
Plaques/pennants/gifts	200.00	200.00	0.00
Hospitality	500.00	500.00	0.00
Contingencies	5,000.00	4,000.00	-20.00

Whitby Town Council	2020-21	Draft 2021-22	Change
	(£)	(£)	(%)
Free Resource (Section 137)	150.00	150.00	0.00
Events	6,000.00	6,000.00	0.00
Armed Forces Bench	1,100.00	-	-100.00
Event Freelance project coordinator	5,000.00	2,000.00	-60.00
Legal Cost Community Asset Transfer	500.00	500.00	0.00
War Memorial		250.00	TD&I
Town Plan	-	-	
Harbour Story Board (R&M)		1,500.00	TD&I
Yorkshire Day	250.00	-	-100.00
Twining	200.00	100.00	-50.00
Welcome To Whitby sign maintenance	-	1,500.00	TD&I
Climate Emergency Engagement	-	1,000.00	TD&I
Victoria Spa Well maintenance	-	5,000.00	TD&I
Building Management			
Gas	6,000.00	6,000.00	0.00
Electricity	9,500.00	8,000.00	-15.79
Water Rates	3,000.00	2,000.00	-33.33
Refuse Collections	550.00	500.00	-9.09
Rates			
Hygiene contracts	1,700.00	1,800.00	5.88
Security Patrols	5,000.00	5,000.00	0.00
Fire, Alarms callouts			
ADT Contracts	3,000.00	4,000.00	33.33
Repairs & Maintenance	7,000.00	7,000.00	0.00
Cleaning/Hygiene Supplies	1,000.00	2,000.00	100.00
Fixtures & Fittings	500.00	500.00	0.00
Maintenance Reserve	3,000.00	3,000.00	0.00
CCTV system upgrade			
Other Services			
Allotments	3,000.00	3,000.00	0.00
Allotment fence Stakesby			
Allotment Fencing Cala Beck	2,000.00	2,000.00	0.00
Cholmley Allotment Caedmon's	1,000.00	1,000.00	0.00
Trod Project			
Modern apprentice	3,500.00	3,500.00	0.00
Grants			

Whitby Town Council	2020-21	Draft 2021-22	Change
	(£)	(£)	(%)
Christmas Lights		12,000.00	
Notice board			
East Side Facility Project			
Public conveniences	7,500.00	20,000.00	166.67
Spital Bridge - Residents Parking site			
Footbridge extension	6,000.00	6,000.00	0.00
Contribution to Reserves	4,615.00		
	314,300.00	334,985.00	6.58

TOWN COUNCIL INCOME

Heading

other refunds misc.				
Other refunds PAG				
Allotments	1,300.00	1,300.00		
PPM Office rental	2,500.00	2,500.00		
PPM Office telephone refund				
Christmas Lighting SBC	10,000.00	10,000.00		
WTC Bank Interest & loyalty Reward	150.00	150.00		
PAG Commission	600.00	600.00		
Refunds Lit & phil	2,750.00	10,000.00		
Art Galley/Museum - Admission	41,000.00	41,000.00		
Sales				
Capital/Heritage Grants		5,000.00		*TD&I
Armed Forces WP income				
Christmas Festival income				
Transfers from reserves				
Community Donation Toilets	6,000.00	6,000.00		
Residents Parking				
Public Toilets	30,000.00	35,000.00		
Total	94,300.00	111,550.00	18.29	
Net Expenditure	314,300.00	334,985.00		£20,685.00
Net Income	94,300.00	111,550.00		£17,250.00
Precept to balance	220,000.00	223,435.00	1.56	£3,435.00
Tax Base	4,978.78	4,907.89	-1.42	-70.89
Band D Equivalent	44.19	45.53	3.03	£1.34