

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

Dear Councillor,

14 January 2021

You are summoned to attend a meeting of the **FINANCE POLICY & GENERAL PURPOSES COMMITTEE** to be conducted on-line, via Zoom¹, on **Tuesday 19 January 2021 at 6:00pm**, the agenda for which is set out below.



Michael King
Town Clerk

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

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 15 December 2020. **(attached)**
- 5. ACTION OUTSTANDING FROM PREVIOUS MEETINGS**
Verbal update from the Clerk on items outstanding from earlier meetings.

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

6. APPROVAL OF EXPENDITURE

To approve payments and receipts on behalf of the Council to 15 January 2021.

Note: to ensure that Invoiced expenditure up to the date of the meeting is included, the list for approval will be circulated on Monday 18 January.

7. INCOME AND EXPENDITURE AGAINST BUDGET TO 30 DECEMBER 2020 (attached)

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.

**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 Galley

**WHITBY TOWN COUNCIL
FINANCE POLICY & GENERAL PURPOSES COMMITTEE – 19 JANUARY 2021**

EXPENDITURE AGAINST BUDGET TO 31 DECEMBER 2020

1. Introduction

1.1 This report sets out the unreconciled income and expenditure against the budget for the nine months ending 31 December 2020.

Whitby Town Council Budget 2020-2021		October	November	December	Total to date	
TOWN COUNCIL EXPENDITURE	(£)				(£)	
Heading						
Staff Costs						
Salaries, Employer's conts, PAYE and NICs	191,000.00	15,700.51	16,110.96	16,366.45	161,941.30	85
Staffing Contingency	7,000.00				-	0
Staff Training	1,000.00				-	0
Administration						
Stationery	1,250.00	-	23.47	62.54	368.18	29
Photocopying	1,500.00	365.87	-	13.07	566.96	38
Adverts (not elections)		-	-	-	-	
Postage	700.00	6.53	5.00	61.44	631.75	90
Telephones/broadband/email	1,800.00	476.23	15.00	-	3,769.98	209
Office Equipment		-	-	-	867.29	
Audit	1,800.00	-	1,000.00	-	1,650.00	92

Reports

Item 7

Whitby Town Council Budget 2020-2021

		October	November	December	Total to date	
Subscriptions	1,800.00	-	-	150.00	1,781.17	99
IT/hosted applications	1,700.00	76.99	180.19	271.40	1,525.47	90
Website	500.00	-	-	-	400.00	80
Computer Maintenance	500.00	-	-	-	55.99	11
Insurance	10,750.00	-	-	-	18,444.36	172
Bank Charges	300.00	6.50	6.80	6.50	86.37	29
Health & Safety	100.00	-	-	-	261.89	262
Petty cash Misc.		-	-	-	-	
Data Protection Annual Subscription	35.00	-	-	-	-	0
HR Advisory Service	1,800.00	-	-	-	1,836.00	102
Travel training	500.00	10.00	-	-	60.00	12
Civic & Councillors					-	
Mayors Allowance	2,000.00	200.00	100.00	100.00	911.35	46
Councillors Training	500.00	-	-	-	-	0
Civic Regalia	500.00	-	475.00	-	475.00	95
Elections/Polls		-	-	-	-	
Mayoral Board	100.00	-	-	-	-	0
Honorary Citizenship	300.00	-	-	-	-	0
Annual Report/newsletter	100.00	-	-	-	-	0

Reports

Item 7

Whitby Town Council Budget 2020-2021

		October	November	December	Total to date	
Plaques/pennants/gifts	200.00	-	-	-	-	0
Hospitality	500.00	-	-	-	-	0
Contingencies	5,000.00	-	-	-	-	0
Free Resource (Section 137)	150.00	37.00	-	-	37.00	25
Events	6,000.00	-	-	-	-	0
Event Freelance project co ordinator	1,100.00	-	-	-	-	0
Legal Cost Community Asset Transfer	5,000.00	-	-	-	-	0
War Memorial	500.00	-	-	-	-	0
Town Plan		-	-	-	-	
Harbour Story Board	-	-	-	-	-	
Yorkshire Society Subscription	250.00	335.00	-	-	335.00	134
Twinning	200.00	-	-	-	-	0
Building Management					-	
Gas	6,000.00	-	248.45	-	3,940.90	66
Electric	9,500.00	398.57	495.53	-	3,326.10	35
Water Rates	3,000.00	414.79	-	-	1,120.21	37
Refuse Collections	550.00	-	418.70	-	418.70	76
Rates				-	-	
Hygiene contracts	1,700.00	19.50	58.64	39.14	1,514.78	89

Reports

Item 7

Whitby Town Council Budget 2020-2021

		October	November	December	Total to date	
Security Patrols	5,000.00	401.25	401.25	401.25	3,611.24	72
Fire, Alarms callouts		-	-	-	-	
ADT Contracts	3,000.00	-	-	234.09	6,465.69	216
Repairs & Maintenance	7,000.00	70.00	180.00	-	2,341.50	33
Cleaning/Hygiene Supplies	1,000.00	88.20	-	-	1,207.43	121
Fixtures & Fittings	500.00	-	-	323.62	473.37	95
Maintenance Reserve	3,000.00	-	-	-	-	0
CCTV system upgrade					-	
Other Services					-	
Allotments	3,000.00	175.86	-	-	4,075.86	136
Allotment fence Stakesby		-	-	-	-	
Allotment Fencing Cala Beck	2,000.00	-	-	-	-	0
Cholmley Allotment Caedmon's Trod Project	1,000.00	-	-	-	-	0
Modern apprentice	3,500.00	-	-	-	12,000.00	343
Grants		-	-	-	-	
Christmas Lights		-	-	7,360.00	7,360.00	
Notice board		-	-	-	-	
East Side Facility Project		-	-	-	-	

Reports

Item 7

Whitby Town Council Budget 2020-2021

		October	November	December	Total to date	
Public conveniences	7,500.00	1,808.38	16,771.66	1,802.00	31,200.42	416
Spital Bridge - Residents' Parking site		-	-	-	-	
Footbridge extension	6,000.00				10,150.00	
Town Hall Survey		2,175.00	-	7,975.00		0
	309,685.00	22,766.18	36,490.65	35,166.50	285,211.26	92