

## WHITBY TOWN COUNCIL

Minutes of the meeting of the **Finance, Policy and General Purposes** Committee held via Zoom on Tuesday 16 February 2021 at 6:00pm.

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

**Also:** M King, Town Clerk and one borough councillor (Cllr P Trumper).

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

**F196/21 APOLOGIES FOR ABSENCE**

None.

**F197/21 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION**

None.

**F198/21 PUBLIC PARTICIPATION**

No members of the public were present.

**GENERAL PURPOSES & POLICY**

**F199/21 MINUTES**

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

|                                                                                                                                                                                                              |
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| <p><b>RESOLVED</b> that the Minutes of the Finance Policy &amp; General Purposes Committee meeting, held 19 January 2021, be taken as read and confirmed as a correct record and signed by the Chairman.</p> |
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The Chair suspended Standing Orders (SO 3e) to enable Borough Councillor P Trumper to ask a question on the minutes. The Clerk undertook to forward copies of the approved minutes of the committee's meeting of February and March 2020 and the account statement in respect to Yorkshire Day 2019.

**F200/21 ACTION OUTSTANDING FROM PREVIOUS MEETING**

The Clerk provided a verbal on the progress of resolutions from the previous meeting, which had been referred to Council and confirmed.

Proposed by Councillor Mrs Wild, seconded by Councillor Harston and unanimously

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| <p><b>RESOLVED</b> that the information be received.</p> |
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**F201/21 REVIEW OF GOVERNANCE DOCUMENTS**

**a) Introduction of a protocol to mark the death of a 'Senior Person'**

Submitted: a draft protocol by which the town council might mark the death of a senior national or local figure. It was noted that there was more public awareness of 'Operation London Bridge', which is the national plan to be enacted on the death of the Monarch, but that similar plans were in place within government for other members of the Royal Family and notable national

figures. The debate was occasioned by the timely decision to lower the town's union flag to half mast to mark the death of Captain Sir Tom Moore. It was noted that as two weeks had passed, the flag should be returned to the masthead.

Members noted that amendments were needed to section 3 to clarify the period for which flags may be flown at half-mast where there is no state or ceremonial funeral.

The defined list of 'prominent persons' was discussed. Members considered how to recognise those whose deaths might be locally significant.

Typographical errors were identified.

Proposed by Councillor Winspear, seconded by Councillor Harston and unanimously

**RESOLVED** that the corrected draft protocol be recommended to Council, as amended to take account of the length of time for which flags would be flown at half-mast and the need to recognise significant local deaths expediently.

## FINANCE

### F202/21 APPROVAL OF EXPENDITURE

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

Proposed by Councillor Mrs Coughlan, seconded by Councillor Winspear and unanimously

**RESOLVED** that the schedule of payments up to 15 February 2021 in the sum of **£30,536.23** (in respect WTC) and of **£642.20** (in respect PAG) as attached hereto is approved and submitted to Full Council.

### F203/21 INCOME AND EXPENDITURE AGAINST BUDGET TO 31 JANUARY 2021

Submitted: a balance sheet relating to the opening and current account balance in relation to annual income and expenditure and the council's earmarked reserves, in respect of this and the following item.

It was noted that income had been affected by the pandemic and was significantly down in relation to the proportion of receipts from Museum admissions and receipts from the public toilets.

Proposed by Councillor Winspear, seconded by Councillor Mrs Coughlan and unanimously

**RESOLVED** a) that the information be received;  
b) That the funding position for events be referred to the Events Subcommittee; and  
c) That allotment rental for 2022/23 be reviewed by the Allotments Subcommittee in the next cycle; and  
d) That the Clerk identify options for income generation.

**F204/21 RESERVES REVIEW**

Proposed by Councillor Winspear, seconded by Councillor Harston and  
unanimously

**RESOLVED** that the report be received.



16 March 2021

## FINANCE POLICY &amp; GENERAL PURPOSES COMMITTEE – 16 FEBRUARY 2021

## APPROVAL OF EXPENDITURE

| Tn no        | Cheque        | Gross             | Heading        | Invoice        | Details                                               |         |
|--------------|---------------|-------------------|----------------|----------------|-------------------------------------------------------|---------|
| 1262         | BACS          | £404.40           | 5000/4/12      | 03/11/20       | Andrews Air Conditioning - Maintenance and Delta      |         |
| 1247         |               | £123.84           | 5000/2/9       | 03/12/20       | Edge It Systems Ltd - Microsoft 365 - Monthly Fees    |         |
| 1245         |               | £312.00           | 5000/4/10      | 15/12/20       | Scarborough Lifts - Servicing                         |         |
| 1248         |               | £14.26            | 5000/2/2       | 31/12/20       | Sapphire Print Solutions - Photocopy Charges          |         |
| 1250         |               | £11.87            | 5000/2/1       | 31/12/20       | Normans Business Solutions - Stationery               |         |
| 1244         |               | £587.00           |                | 01/01/21       | Society of Local Council Clerks - Annual Subscription |         |
|              | 1             | £379.00           | 5000/2/8       |                | Clerk - Full Membership                               |         |
|              | 2             | £208.00           | 5000/2/8       |                | Deputy Clerk - Full Membership                        |         |
| 1260         | DD            | £191.56           | 5000/2/5       | 01/01/21       | Document Solutions - Service Charges - January        |         |
| 1255         | DD            | £510.40           | 5000/4/2       | 06/01/21       | Total Gas and Power - Electricity Charges December    |         |
| 1253         | DD            | £1,226.86         | 5000/4/1       | 07/01/21       | ENGIE Gas Limited - Gas Charges - December            |         |
| 1238         | BACS          | £123.80           | 5000/2/9       | 08/01/21       | Edge It Systems Ltd - Microsoft 365 - Monthly Fees    |         |
| 1246         |               | £144.00           | 5000/4/10      | 12/01/21       | Lawsons Builders and High Access Ltd - Gutter         |         |
| 1257         | DD            | £6.00             | 5000/2/4       | 12/01/21       | Pitney Bowes - Postage                                |         |
| 1219         | DD            | £114.39           |                | 16/01/21       | Barclaycard - Statement to 16 January                 |         |
|              | 1             | £100.00           | 5000/3/1       |                | Donation to Yorkshire Regiment Appeal                 |         |
|              | 2             | £14.39            | 5000/2/9       |                | Zoom Subscription                                     |         |
| 1239         |               | £6,061.07         | 5000/5/7       | 21/01/21       | Castle Water Limited - New Quay Road Water            |         |
| 1254         | DD            | £18.00            | 5000/2/5       | 21/01/21       | EE Limited - Mobile Phone Contract                    |         |
| 1259         | DD            | £1,359.58         | 5000/5/7       | 21/01/21       | Everflow Limited - January Water Charges (Toilets)    |         |
| 1252         | DD            | £1,802.00         |                | 25/01/21       | 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                                          |         |
| 1256         | DD            | £23.40            | 5000/4/6       | 27/01/21       | Cathedral Hygiene - Hygiene Contracts                 |         |
| 1258         | DD            | £442.78           |                | 28/01/21       | Siemens Financial Services                            |         |
|              | 1             | £339.40           | 5000/2/5       |                | Quarterly telephone & broadband equipment leasing     |         |
|              | 2             | £103.38           | 5000/2/12      |                | Telephone & broadband asset protection fee            |         |
| 1263         |               | £133.32           | 5000/5/1       | 28/01/21       | Business Stream - Water Supply - Stakesby Vale        |         |
| 1264         |               | £270.41           | 5000/4/3       | 28/01/21       | Business Stream - Water Supply - Museum and Gallery   |         |
| 1240         |               | £481.50           | 5000/4/7       | 31/01/21       | Lewis Hart Security Services - January Patrols        |         |
| 1251         |               | £4.64             | 5000/2/1       | 31/01/21       | Normans Business Solutions - Stationery               |         |
| 1265         |               | £30.32            | 5000/5/4       | 31/01/21       | Wilf Noble Construction & Plant Hire Ltd              |         |
| 1249         | DD            | £78               | 5000/2/9       | 01/02/21       | SAGE UK Ltd - Payroll Software                        |         |
| 1261         | DD            | £6.80             | 5000/2/13      | 04/02/21       | Barclays Bank - e-payment plan charges                |         |
|              |               | £16,054.03        |                |                | Confidential Transactions                             |         |
| <b>Total</b> |               | <b>£30,536.23</b> |                |                | <b>Whitby Town Council</b>                            |         |
| <b>Tn no</b> | <b>Cheque</b> | <b>Gross</b>      | <b>Heading</b> | <b>Invoice</b> | <b>Details</b>                                        |         |
| 35           | DD            | £6.50             | 5001           | 12/12/20       | Barclays - e-payment Plan Charges                     | £6.50   |
| 34           | DD            | £128.90           | 5002           | 21/12/20       | Global Payments - Card Processing Charges             | £128.90 |
| 36           | DD            | £6.80             | 5001           | 12/01/21       | Barclays - e-payment Plan Charges                     | £6.80   |
| 37           | BACS          | £500.00           | 5017           | 04/02/21       | ██████████ - Project facilitator Fee                  | £500.00 |
| <b>Total</b> |               | <b>£642.20</b>    |                |                | <b>Pannett Art Gallery</b>                            |         |