

## WHITBY TOWN COUNCIL

Minutes of the meeting of the **Finance, Policy and General Purposes** Committee held via Zoom on Tuesday 16 March 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 Cllr G Goodberry.

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

**F249/21 APOLOGIES FOR ABSENCE**

None.

**F250/21 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION**

None.

**F251/21 PUBLIC PARTICIPATION**

No members of the public were present.

**GENERAL PURPOSES & POLICY**

**F252/21 MINUTES**

**MOVED** by Councillor Mrs Coughlan, seconded by Councillor Mrs Wilson and unanimously

<p><b>RESOLVED</b> that the Minutes of the Finance Policy &amp; General Purposes Committee meeting, held 16 February 2021, be taken as read and confirmed as a correct record and signed by the Chairman.</p>
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**F253/21 ACTION OUTSTANDING FROM PREVIOUS MEETING**

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

**MOVED** by Councillor Harston, seconded by Councillor Winspear and unanimously

<p><b>RESOLVED</b> that the information be received.</p>
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**FINANCE**

**F254/21 APPROVAL OF EXPENDITURE**

To approve payments and receipts on behalf of the Council to 15 March (Appendix A).

**MOVED** 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 **£21,316.33** (in respect WTC) and of **£484.70** (in respect PAG) as attached hereto is approved and submitted to Full Council and that the income in the sum of **£30,585.22** (in respect of WTC) is noted.

**F255/21 INCOME AND EXPENDITURE AGAINST BUDGET TO 28 FEBRUARY 2021**

Submitted: a cost-centre statement relating to income and expenditure to the end of month eleven.

**MOVED** by Councillor Mrs Wilson, seconded by Councillor Mrs Coughlan and unanimously

**RESOLVED** That the information be received.

**F256/21 REVIEW OF INTERNAL CONTROLS**

**A) Risk Register**

Submitted: a revised risk register and statement of the council's risk policy.

**MOVED** by Councillor Winspear, seconded by Councillor Mrs Wild and unanimously

**RESOLVED** That the town council's risk policy and register be approved.

**B) Asset Register**

Submitted: a revised asset register detailing the council's fixed and portable capital assets.

Proposed by Councillor Harston, seconded by Councillor Dalrymple and unanimously

**RESOLVED** That the town council's asset register be approved.



22 April 2021

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

## APPROVAL OF EXPENDITURE

Tn no	Cheque	Gross	Heading	Invoice	Details
1276	DD	£182.70	5000/2/5	01/02/21	Document Solutions - Service Charges - February
1272	DD	£514.30	5000/4/2	06/02/21	Total Gas and Power - Electricity Charges January
1292		£27.57	5000/3/1	10/02/21	Cllr L Wild - Reimbursement of Expenses (on receipts)
1275	DD	£675.84	5000/2/4	12/02/21	Pitney Bowes - January Invoice
1273	DD	£14.39	5000/2/9	16/02/21	Barclaycard - Statement to 16 February
1280	DD	£6.50	5000/2/13	18/02/21	Barclays Bank - e-payment plan charges to
14/02/21					
1274	DD	£717.61	5000/5/7	21/02/21	Everflow Limited - January Water Charges (Toilets)
1270	DD	£1,375.73	5000/4/1	22/02/21	ENGIE Gas Limited - Gas Supply
1271	DD	£18.00	5000/2/5	22/02/21	EE Limited - Mobile Phone Contract
1281		£180.00	5000/4/10	23/02/21	Brian Oakley - External Windows February
1287		£481.50	5000/4/7	28/02/21	Lewis Hart Security Services - February Patrols
1283	DD	£192.18	5000/2/5	01/03/21	Document Solutions - Service Charges - March
1285	DD	£23.40	5000/4/6	01/03/21	Cathedral Hygiene - Hygiene Contracts
1291	DD	£78.00	5000/2/9	01/03/21	SAGE UK Ltd - Payroll Software
1290		£123.84	5000/2/9	04/03/21	Edge It Systems Ltd - Microsoft 365 - Monthly Fees
Feb					
1284		£46.97	5000/4/6	08/03/21	Rentokil Initial UK Ltd - Sanitary Bins March 21
1286		£203.28		15/03/21	Jetprint - Printing
	1	£185.28	5000/2/1		Cards (9047) & (9083)
	2	£18.00	5000/3/8		Frame (9235)
1288		£481.50	5000/4/7	31/03/21	Lewis Hart Security Services - March Patrols
<b>Sub Total</b>		<b>£5,343.31</b>			
		£15,973.02			Confidential Transactions
<b>Total</b>		<b>£21,316.33</b>			

Income transactions - payments approval list

15 March 2021

Tn no	Cheque	Gross	Heading	Invoice	Details
73		18,442.22	4000/18	26/02/21	Danfo toilet income
74		£3,143.00	4000/16	11/03/21	SBC - NRD Rates Refund (Covid)
75		£9,000.00	4000/16	11/03/21	SBC - NRD Rates Refund (Covid)
<b>Total</b>		<b>£30,585.22</b>			

## Pannett Gallery

Expenditure transactions - payments approval list

15 March 2021

Tn no	Cheque	Gross	Heading	Invoice	Details
39		£128.20	5002	31/01/21	Global Payments - Card Charges
41		£350.00	5017	26/02/21	Steve Huison – Production video presentations
40		£6.50	5001	08/03/21	Barclays - e-payment Plan Charges
<b>Total</b>		<b>£484.70</b>			