



PANNETT PARK | WHITBY | YO21 1RE
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Dear Councillor,

16 April 2021

You are summoned to attend a meeting of the **FINANCE POLICY & GENERAL PURPOSES COMMITTEE** to be conducted on-line, via Zoom¹, on **Thursday 22 April 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

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 16 March 2021. **(page 3)**

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 follow)

To approve payments and receipts on behalf of the Council to 19 April 2021.

Note: to ensure that Invoiced expenditure up to the date of the meeting is included, the list for approval will be circulated on Tuesday 20 April.

7. INCOME AND EXPENDITURE UNAUDITED OUTTURN TO 31 MARCH 2021 (to follow)

8. REVIEW OF GOVERNANCE DOCUMENTS

To review current documents and make recommendations on changes if required

A. Standing Orders – Draft with revisions circulated separately

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

RESOLVED that the Minutes of the Finance Policy & General Purposes Committee meeting, held 16 February 2021, be taken as read and confirmed as a correct record and signed by the Chairman.

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

RESOLVED that the information be received.

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.

**FINANCE POLICY & 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 | Clir 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 |
| Sub Total | | £5,343.31 | | | |
| | | £15,973.02 | | | Confidential Transactions |
| Total | | £21,316.33 | | | |

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) |
| Total | | £30,585.22 | | | |

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 |
| Total | | £484.70 | | | |