

WHITBY TOWN COUNCIL

Minutes of the meeting of the **Finance, Policy and General Purposes** Committee held in the Pannett Gallery on Tuesday 21 September 2021 at 6:00pm.

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

Also: M King, Town 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

F051/21 APOLOGIES FOR ABSENCE

None.

F052/21 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION

None.

F053/21 PUBLIC PARTICIPATION

No members of the public were present.

GENERAL PURPOSES & POLICY

F054/21 NOTES OF MEETING HELD ON 13 JULY 2021

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

RESOLVED that the notes of the advisory meeting of the Finance Policy & General Purposes Committee meeting, held 13 July 2021 are accepted as an accurate record and the list of actions delegated to the Clerk are noted.

F055/21 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, where required, and confirmed otherwise.

MOVED by Councillor Dalrymple, seconded by Councillor Harston and unanimously

RESOLVED that the information be received.

FINANCE

F056/21 APPROVAL OF EXPENDITURE & NOTING OF INCOME

To approve payments and receipts on behalf of the Council to 16 September (Appendix A).

Members noted the position with respect to the payment of contractual income from the toilet contract for the year to the end of June 2021, which was anticipated. The Clerk confirmed that year-end figures were expected to

enable net income to be invoiced from the contractor and that the figure was expected to be circa £90,000.

It was noted that, prior to the pandemic, discussions had begun about reviewing the flexibility built into the contract and the scheduled 'works'. The additional work identified for New Quay Road, as a result of the water leak from above and the condition of Ruswarp were both considered suitable for further discussion with Danfo to identify, programme and fund refurbishments.

MOVED by Councillor Harston, seconded by Councillor Mrs Coughlan and unanimously

RESOLVED (a) that the schedule of expenditure up to 16 September 2021 in the sum of **£50,677.12** (as attached) is approved and submitted to Full Council and that the income in the sum of **£95,277.62** is noted.

MOVED by Councillor Dalrymple, seconded by Councillor Harston and unanimously

RESOLVED (b) that a meeting should be convened as soon as possible with Danfo to discuss the conditions of the contract.

F057/21 BUDGET MONITORING REPORT TO THE END OF AUGUST 2021

Submitted: a report of income and expenditure to the end of August 2021.

Members noted that some cost centre headings, now unused, should be identified for removal at the next budget review. The Chair asked for details of the council's gas supply contract, given recent publicity about the rise in wholesale prices. The Clerk undertook to circulate that information to members.

(The council is on a fixed rate with Engie for gas of 4.2141 p/kWh with a standing charge of £2.325 per day to September 2024, through a brokerage arrangement entered into in 2017 – confirmed via email 22/09/21).

MOVED by Councillor Mrs Coughlan, seconded by Councillor Jennison and unanimously

RESOLVED That (a) the information be noted; and
(b) unused codes should be recommended for removal in the forthcoming review of the budget for 2022/23.

F058/21 NOTICE OF COMPLETION OF LIMITED ASSURANCE REVIEW

Submitted: notice of the conclusion of the limited assurance review by the council's external auditor, PKF Littlejohn.

MOVED by Councillor Harston, seconded by Councillor Mrs Coughlan and unanimously

RESOLVED That the notice be received and relevant documents posted to the town council's website by the due date, 30 September 2021.

F059/21 BUDGET PREPARATION 2022/23

Submitted: a report setting out a preparation timetable for the 2022/23 budget, the major pressures to be considered in preparing the budget and seeks Members' views and direction on the principles to be adopted for 2022/23.

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

RESOLVED That (a) the budget timetable is as detailed in Section 2 of the submitted report;
(b) the position on tax base be noted;
(c) pay inflation of 2.25% be assumed (subject to the outcome of JNC negotiations);
(d) non-pay inflation of 2% be assumed; and
(e) any proposals for new budget items be submitted to the relevant committee in the next cycle.

.....  16 November 2021

**FINANCE POLICY & GENERAL PURPOSES COMMITTEE – 21 SEPTEMBER 2021
APPROVAL OF EXPENDITURE & NOTING OF INCOME**

Whitby Town Council

Expenditure transactions - payments approval list – period to **16 September 2021**

| Tn no | Gross | Date | Details | Heading |
|--------------|-----------------------|-------------|--|----------------|
| 104 | £95.85 | 15/07/2021 | Green End Electrical - Thermostat (like for like replacement) | 5000/4/10 |
| 108 | £18.22 | 21/07/2021 | EE Limited - Mobile Telephone Contract 06 2021 | 5000/2/5 |
| 110 | £369.73 | 22/07/2021 | ENGIE Gas Limited - Gas - July | 5000/4/1 |
| 109 | £25.30 | 23/07/2021 | Barclaycard - Hygiene Products - Internet | 5000/4/11 |
| 111 | £948.73 | 23/07/2021 | TotalEnergies Gas & - Electricity - June | 5000/4/2 |
| 112 | £23.40 | 27/07/2021 | Cathedral Hygiene - Supply of Hygiene Services | 5000/4/6 |
| 113 | £6.00 | 27/07/2021 | Pitney Bowes - Postage - paper invoice fee | 5000/2/4 |
| 114 | £370.78 | 28/07/2021 | Siemens Financial - Quarterly Charge (Annual Statement in | 5000/2/5 |
| 115 | £192.18 | 30/07/2021 | Document Solutions - Telephone & Broadband | 5000/2/5 |
| 116 | £788.08 | 02/08/2021 | Everflow Limited - Water Bill - June | 5001/7 |
| 117 | £37.01 | 04/08/2021 | Barclays Bank - e-payment Plan Charges - July 2021 | 5000/2/13 |
| 119 | £85.20 | 16/08/2021 | SAGE UK Ltd - SAGE 50 payroll subscription August | 5000/2/9 |
| 145 | £342.55 | 23/08/2021 | ENGIE Gas Limited - Gas - August | 5000/4/1 |
| 146 | £58.80 | 23/08/2021 | Conversion Company - New PC Power Supply | 5000/2/11 |
| 147 | £11.38 | 23/08/2021 | Amazon Services Europe - 2 Drado Meter Box Key Metal | 5000/4/12 |
| 152 | £13.91 | 23/08/2021 | EE Limited - Mobile Telephone Contract 07 2021 | 5000/2/5 |
| 139 | £1,076.21 | 24/08/2021 | TotalEnergies Gas & - Electricity - July | 5000/4/2 |
| 150 | £780.00 | 24/08/2021 | Align Property Partners Ltd - PV2111 Pannett Park, Whitby - Building | 5000/4/10 |
| 126 | £1,273.03 | 26/08/2021 | Everflow Limited - Water Bill - August | 5001/7 |
| 144 | £6.00 | 27/08/2021 | Pitney Bowes - Postage - paper invoice fee | 5000/2/4 |
| 151 | £23.40 | 27/08/2021 | Cathedral Hygiene - Supply of Hygiene Services | 5000/4/6 |
| 122 | £194.17 | 31/08/2021 | Document Solutions - Telephone & Broadband | 5000/2/5 |
| 118 | £1,235.16 | 01/09/2021 | Edge It Systems Ltd - AdvantEDGE Online Contract (5th | 5000/2/9 |
| 120 | £481.50 | 01/09/2021 | Lewis Hart Security Services - Mobile Patrols (July) - Payment | 5000/4/7 |
| 121 | £180.00 | 01/09/2021 | Brian Oakley - Windows August | 5000/4/11 |
| 123 | £123.84 | 01/09/2021 | Edge It Systems Ltd - 365 Monthly Fees (July) | 5000/2/9 |
| 124 | £5,874.00 | 01/09/2021 | Scarborough Lifts - Supplied and fitted replacement ropes | 5000/4/10 |
| 127 | £7.00 | 01/09/2021 | AGI DIY Wearhouse Ltd - Keys cut | 5000/4/12 |
| 128 | £714.00 | 01/09/2021 | Tutorcare - First Aid Training - 4 October 2021 | 6000/5 |
| 129 | £6.32 | 01/09/2021 | Normans Business Solutions - Diaries 2022 | 5000/2/1 |
| 130 | £240.00 | 01/09/2021 | UK Safety Management - PAT Testing | 5000/4/10 |
| 131 | £47.83 | 01/09/2021 | Rentokil Initial UK Ltd - Hygiene Contract August 2021 | 5000/4/6 |
| 157 | £8.00 | 07/09/2021 | Barclays Bank - e-payment Plan Charges - August 2021 | 5000/2/13 |
| 149 | £15,966.30 | 08/09/2021 | Castle Water Limited - Rebilled New Quay Road (REFUND) | 5001/7 |
| 132 | £1,220.36 | 10/09/2021 | PHS Group - Hygiene Supplies | 5000/4/11 |
| 133 | £355.94 | 10/09/2021 | PHS Group - Hygiene Supplies | 5000/4/11 |
| 135 | £123.84 | 10/09/2021 | Edge It Systems Ltd - 365 Monthly Fees (August) | 5000/2/9 |
| 136 | £480.00 | 10/09/2021 | 2 Commune Ltd - UKLC Website hosting, support and | 5000/2/10 |
| 137 | £19.93 | 10/09/2021 | Sapphire Print Solutions - Cost per copy charges for August 2021 | 5000/2/2 |
| 138 | £336.00 | 10/09/2021 | BAUER Radio Ltd - Greatest Hits Radio (Yorkshire Coast) Stage | 5001/19 |
| 141 | £476.60 | 10/09/2021 | Society of Local Council Clerks - National Conference 2021 | 5000/2/18 |
| 142 | £118.00 | 10/09/2021 | Drain Devil - Hydro Scrubbed & unblocked foul drain | 5000/4/10 |
| 143 | £47.83 | 10/09/2021 | Rentokil Initial UK Ltd - Hygiene Contract September 2021 | 5000/4/6 |
| 156 | £73.73 | 10/09/2021 | Pitney Bowes - Postage - Leasing Fee Charges | 5000/2/4 |
| 134 | £85.20 | 16/09/2021 | SAGE UK Ltd - SAGE 50 payroll subscription | 5000/2/9 |
| | £3,028.71 | | Sub Total | |
| | £47,648.41 | | Confidential Transactions | 6000 |
| | £50,677.12 | | Total | |

Income transactions - payments approval list period to **16 September 2021**

| Tn No | Gross | Date | Details | Heading |
|--------------|-------------------|-------------|----------------------------------|----------------|
| 1043 | £43,000.00 | 12/07/2021 | Scarborough Borough Council | 4000/17 |
| 1035 | £27,431.18 | 13/07/2021 | HM Revenue & Customs | 4200 |
| 1044 | £10.00 | 13/07/2021 | Toilet Code | 4000/18 |
| 1045 | £23.63 | 13/07/2021 | Allotment Rent | 4000/2 |
| 1046 | £55.00 | 13/07/2021 | Allotment Rent | 4000/2 |
| 1036 | £337.00 | 15/07/2021 | Literary & Philosophical Society | 4000/6 |
| 1047 | £20.00 | 16/07/2021 | Toilet Code | 4000/18 |
| 1048 | £10.00 | 03/08/2021 | Toilet Code | 4000/18 |
| 1049 | £7.63 | 04/08/2021 | Barclays Bank | 4000/15 |
| 1050 | £5,733.60 | 06/08/2021 | Literary & Philosophical Society | 4000/7 |
| 1051 | £200.00 | 09/08/2021 | Stall-Holder | 4000/17 |
| 1052 | £435.00 | 10/08/2021 | Stall-Holder | 4000/17 |
| 1053 | £260.00 | 11/08/2021 | Stall-Holder | 4000/17 |
| 1055 | £1,000.00 | 11/08/2021 | Scarborough Borough Council | 4000/17 |
| 1054 | £200.00 | 12/08/2021 | Stall-Holder | 4000/17 |
| 1056 | £200.00 | 13/08/2021 | Stall-Holder | 4000/17 |
| 1057 | £200.00 | 13/08/2021 | Stall-Holder | 4000/17 |
| 1058 | £400.00 | 16/08/2021 | Stall-Holder | 4000/17 |
| 1059 | £435.00 | 16/08/2021 | Stall-Holder | 4000/17 |
| 1060 | £220.00 | 17/08/2021 | Stall-Holder | 4000/17 |
| 1061 | £350.00 | 17/08/2021 | Stall-Holder | 4000/17 |
| 1062 | £200.00 | 18/08/2021 | Stall-Holder | 4000/17 |
| 1063 | £250.00 | 18/08/2021 | Stall-Holder | 4000/17 |
| 1064 | £350.00 | 18/08/2021 | Stall-Holder | 4000/17 |
| 1065 | £250.00 | 18/08/2021 | Stall-Holder | 4000/17 |
| 1066 | £250.00 | 19/08/2021 | Stall-Holder | 4000/17 |
| 1067 | £710.00 | 20/08/2021 | Stall-Holder | 4000/17 |
| 1068 | £250.00 | 26/08/2021 | Stall-Holder | 4000/17 |
| 1069 | £250.00 | 26/08/2021 | Stall-Holder | 4000/17 |
| 1070 | £200.00 | 27/08/2021 | Stall-Holder | 4000/17 |
| 1071 | £250.00 | 27/08/2021 | Stall-Holder | 4000/17 |
| 1072 | £85.00 | 31/08/2021 | Stall-Holder | 4000/17 |
| 1073 | £350.00 | 31/08/2021 | Stall-Holder | 4000/17 |
| 1074 | £350.00 | 31/08/2021 | Stall-Holder | 4000/17 |
| 1075 | £250.00 | 31/08/2021 | Stall-Holder | 4000/17 |
| 1076 | £200.00 | 01/09/2021 | Stall-Holder | 4000/17 |
| 1077 | £8,734.20 | 07/09/2021 | Literary & Philosophical Society | 4000/7 |
| 1078 | £0.38 | 07/09/2021 | Barclays Bank | 4000/15 |
| 1079 | £220.00 | 07/09/2021 | Stall-Holder | 4000/17 |
| 1080 | £250.00 | 13/09/2021 | Stall-Holder | 4000/17 |
| 1081 | £1,000.00 | 13/09/2021 | Scarborough Borough Council | 4000/17 |
| 1082 | £350.00 | 13/09/2021 | Stall-Holder | 4000/17 |
| | £95,277.62 | | Total | |