

## WHITBY TOWN COUNCIL

Minutes of the meeting of the **Finance, Policy and General Purposes** Committee held in the Pannett Gallery on Tuesday 16 November 2021 at 6:00pm.

**Present:** Councillors G Jackson (Chair), Mrs H Coughlan, B Dalrymple, J Harston, 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**

**F123/21 APOLOGIES FOR ABSENCE**

None. It was noted that T Jennison had now resigned from the council.

**F124/21 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION**

None.

**F125/21 PUBLIC PARTICIPATION**

No members of the public were present.

**GENERAL PURPOSES & POLICY**

**F126/21 MINUTES OF MEETING HELD ON 21 SEPTEMBER 2021**

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

<p><b>RESOLVED</b> that the minutes of the meeting of the Finance Policy &amp; General Purposes Committee meeting, held 21 September 2021 are accepted as an accurate record.</p>
---

**F127/21 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, or for action at future meetings.

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

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

**FINANCE**

**F128/21 APPROVAL OF EXPENDITURE & NOTING OF INCOME**

To approve payments and receipts on behalf of the Council to 10 November (Appendix A).

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

**RESOLVED** that the schedule of expenditure up to 10 November 2021 in the sum of **£41,119.52** (as attached) is approved and submitted to Full Council and that the income in the sum of **£233,016.81** is noted.

**F129/21 HALF YEAR REPORT TO THE END OF SEPTEMBER 2021/22 & POSITION AT 31 OCTOBER 2021 (Month 7)1**

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

Members noted the position, particularly with respect to income, with a surplus of £106,500 at the end of October. Additional expenditure of £34,000, budgeted for the final quarter was still anticipated. Expenditure was noted to be anticipated to break even with the budget at outturn. Net movement to the General Reserve at year end was estimated to be £140,000. These estimates were noted as relevant to the consideration of the council's reserves position and medium term financial plan at minutes F130/21 and F131/21, below.

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

**RESOLVED** That the information be noted.

**F130/21 RESERVES REVIEW**

Submitted: a table of the council's earmarked reserves position from 2019/20 to date, with a recommendation for movement from the General Reserve to identified Earmarked Reserves at year-end, dependent upon there sufficient funds at outturn.

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

**RESOLVED** (a) That the reserve movements at Appendix B, totalling £63,388.86 be recommended for Council's approval at year-end; and  
(b) That the following (zero balance) Earmarked Reserves be retired: East Side Facility, Staffing Contingency, Grant Surplus, Community Asset Reserve, Energy Reserve and Yorkshire Day.

**F131/21 MEDIUM TERM FINANCIAL PLAN**

Submitted: a draft plan to identify expenditure trends over a five-year period; estimate the sources of income available and identifies funding gaps and opportunities; set out the mechanism by which the council can achieve and maintain a prudent level of general reserves (33% of precept income); and establish a budget strategy to programme service changes over more than one financial year. Members commented on the plan and identified that 'Events' should be added to the list of ring-fenced budgets (section 5, as drafted). There was acknowledgement that the plan was based on a steady-state assessment of the council's responsibilities and would need to be reworked in the event that there were any asset or service transfers arising from Local Government Reorganisation in North Yorkshire.

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

**RESOLVED** That the Medium Term Financial Plan, as amended, be approved and recommended to Council for adoption alongside the 2022/23 Budget.

**F132/21 EXCLUSION OF PRESS AND PUBLIC**

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

**RESOLVED** That, under the provisions of the Public Bodies (Admission to Meetings) Act 1960 §1(2), the press and public be excluded from the meeting during consideration of the matter referred to at item F133/21 below, due to the confidential nature of the business to be transacted.

**F133/21 TOILET CLEANING CONTRACT**

Submitted: a report setting out a review of the contractual arrangements between the town council and Danfo to reflect increased service volumes and wear and tear to the public toilets.

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

**RESOLVED** That the Clerk, in consultation with Cllrs Dalrymple, Jackson and Mrs Wild, be given delegated authority to meet and negotiate variations to the contract with Danfo for approval at a future meeting of the committee.

.....  ..... 14 December 2021

**FINANCE POLICY & GENERAL PURPOSES COMMITTEE – 16 NOVEMBER 2021**  
**APPROVAL OF EXPENDITURE & NOTING OF INCOME**

**Whitby Town Council**Expenditure transactions - payments approval list – period to **10 November 2021**

<b>Tn No</b>	<b>Gross</b>	<b>Date</b>	<b>Details</b>	<b>Heading</b>
161	£14.40	21/09/2021	EE Limited - Mobile Telephone Contract 08 2021	5000/2/5
140	£1,201.02	22/09/2021	TotalEnergies Gas & Power - Electricity - August	5000/4/2
162	£355.14	22/09/2021	ENGIE Gas Limited - Gas - September	5000/4/1
163	£1,173.45	27/09/2021	Everflow Limited - Water Bill - September	5001/7
164	£23.40	27/09/2021	Cathedral Hygiene - Supply of Hygiene Services	5000/4/6
165	£6.00	27/09/2021	Pitney Bowes - Postage - paper invoice fee	5000/2/4
125	£35.00	28/09/2021	Information Commissioners Office - Data Protection Fee 2021-22	5000/2/16
166	£14.50	04/10/2021	Barclays Bank - Commission charges 13 Aug- 12 Sep	5000/2/13
167	£212.08	05/10/2021	Grenke Leasing - Photocopier Equipment Lease Q3	5000/2/2
168	£196.38	05/10/2021	Document Solutions - Telephone & Broadband	5000/2/5
170	£85.20	18/10/2021	SAGE UK Ltd - SAGE 50 payroll subscription October	5000/2/9
171	£13.07	20/10/2021	Sapphire Print Solutions - Cost per copy charges for August 2021	5000/2/2
172	£38.35	20/10/2021	Normans Business Solutions - Vinyl Gloves	5000/4/11
173	£43.18	20/10/2021	PHS Group - Hygiene Supplies MD ANTIBAC CFEED BLUE 2X700SH	5000/4/11
174	£123.84	20/10/2021	Edge It Systems Ltd - 365 Monthly Fees (September)	5000/2/9
175	£230.00	20/10/2021	European Water Technology - Certification RPZ Assembly (01/21)	5000/4/16
176	£282.00	20/10/2021	Whitby Advertiser - Full Page Advert - Christmas Festival	5001/19
177	£481.50	20/10/2021	Lewis Hart Security Services - Mobile Patrols (August)	5000/4/7
178	£481.50	20/10/2021	Lewis Hart Security Services - Mobile Patrols (September)	5000/4/7
200	£1,504.09	20/10/2021	ADT Fire & Security PLC - Additional Work on the Fire Alarm system	5000/4/9
205	£4,000.00	20/10/2021	Decadent Drawing - Krampus Run	5001/19
179	£14.40	21/10/2021	EE Limited - Mobile Telephone Contract 09 2021	5000/2/5
181	£391.70	21/10/2021	ENGIE Gas Limited - Gas - October	5000/4/1
182	£1,192.40	25/10/2021	TotalEnergies Gas & Power - Electricity - September	5000/4/2
183	£0.99	25/10/2021	A Cowey - Miscoded Amazon purchase	6000/1
184	£679.00	25/10/2021	Curry's Online - Tablet Computer	5000/2/6
185	£187.03	25/10/2021	Amazon Services Europe S.A.R.L - Computer Accessories	5000/2/6
204	£1,144.58	26/10/2021	Everflow Limited - Water Bill - October	5001/7
180	£500.00	27/10/2021	Vaillant Group UK Limited - Annual Service 2x ecoTEC boilers	5000/4/16
186	£6.00	27/10/2021	Pitney Bowes - Postage - paper invoice fee	5000/2/4
203	£23.40	27/10/2021	Cathedral Hygiene - Supply of Hygiene Services	5000/4/6
202	£370.78	28/10/2021	Siemens Financial Services Ltd - Telephone Lease and Annual Fee	5000/2/5
169	£179.96	29/10/2021	Document Solutions - Telephone & Broadband	5000/2/5
193	£648.06	02/11/2021	Business Stream - Water Charges - Pannett Gallery & Museum	5000/4/3
194	£182.42	02/11/2021	Business Stream - Water Charges - Stakesby Vale	5001/1
197	£20.00	02/11/2021	WE Wilson - Fruit Basket	5000/3/1

195	£47.83	03/11/2021	Rentokil Initial UK Ltd - Hygiene Contract October 2021	5000/4/6
196	£47.83	03/11/2021	Rentokil Initial UK Ltd - Hygiene Contract November 2021	5000/4/6
206/1	£936.05	03/11/2021	Blackwall Green - UK Insurance Premium Tax	5000/2/12
206/2	£7,800.42	03/11/2021	Blackwall Green - Basic Premium	5000/2/12
207	£21.00	04/11/2021	Boyes of Whitby - 14' Rod (to retrieve flagpole rope)	5000/3/10
208	-£866.03	04/11/2021	Pannett Art Gallery - Tablet Computer & Accessories Reimbursement	5000/2/6
209	£336.00	08/11/2021	Lawsons Builders and High Access Ltd - Clearing of gutters, museum	5000/4/10
211	£294.38	08/11/2021	ADT Fire & Security PLC - Annual Maintenance Access Control System	5000/4/9
212	£180.00	08/11/2021	Brian Oakley - Windows October	5000/4/11
	<b>£24,852.30</b>		<b>Sub-Total</b>	
	£16,267.22		Confidential Transactions	
	<b>£41,119.52</b>		<b>Total</b>	

## Income transactions - payments approval list period to **10 November 2021**

<b>Tn No</b>	<b>Gross</b>	<b>Date</b>	<b>Detail</b>	<b>Heading</b>
1085	£10.00	20/09/2021	School (Toilet Code) - Toilet Code - Galileo MAT	4000/18
1086	£250.00	22/09/2021	Stall-Holder - Christmas Festival Stall	4000/17
1087	£20.00	23/09/2021	School (Toilet Code) - Toilet Code - Cheque	4000/18
1088	£1,401.40	24/09/2021	Literary & Philosophical Society - 50% of ADT Fees	4000/22
1089	£1,789.16	24/09/2021	Literary & Philosophical Society - 50% of ADT CCTV	4000/22
1090	£10.00	24/09/2021	School (Toilet Code) - Toilet Code - Beckfoot Trust	4000/18
1091	£10.00	28/09/2021	School (Toilet Code) - Toilet Code	4000/18
1092	£30.00	28/09/2021	School (Toilet Code) - Toilet Code - Cheque	4000/18
1083	£111,717.50	30/09/2021	Scarborough Borough Council - Precept 2021-22 Instalment 2 (of 2)	4100
1093	£1.50	04/10/2021	Barclays Bank - Loyalty Reward	4000/15
1094	£7,836.60	05/10/2021	Literary & Philosophical Society - 60% Admission September 2021	4000/7
1095	£10.00	07/10/2021	School (Toilet Code) - Toilet Code - Byron School	4000/18
1096	£500.00	07/10/2021	Stall-Holder - Christmas Festival Stall - x2 Cheque	4000/17
1097	£10.00	07/10/2021	School (Toilet Code) - Toilet Code - Cheque	4000/18
1098	£250.00	13/10/2021	Stall-Holder - Christmas Festival Stall - Parkin & Co	4000/17
1099	£250.00	14/10/2021	Stall-Holder - Christmas Festival Stall	4000/17
1100	£10.00	14/10/2021	School (Toilet Code) - Toilet Code	4000/18
1102	£1,000.00	15/10/2021	Whitby Seafoods - Sponsorship - Christmas Festival	4000/17
1101	£10.00	19/10/2021	School (Toilet Code) - Toilet Code - Cheque	4000/18
1084/1	£6,000.00	23/10/2021	Danfo UK - Community Donation from toilet receipts	4000/19
1084/2	£93,755.05	23/10/2021	Danfo UK - Toilet receipts less net Danfo fee	4000/18
1105	£8,145.60	05/11/2021	Literary & Philosophical Society - 60% Admission October 2021	4000/7
	<b>£233,016.81</b>		<b>Total</b>	

**FINANCE POLICY & GENERAL PURPOSES COMMITTEE – 16 NOVEMBER 2021  
EARMARKED RESERVES REVIEW**

<b>Earmarked Reserve</b>	<b>Actual Balance 31/03/2021</b>	<b>Recommended Movement</b>	<b>Projected Balance 31/3/22</b>
Allotment Reserve	£0.00	£7,000.00	£7,000.00
Toilets Reserve	£0.00	£33,000.00	£33,000.00
Maintenance Reserve	£0.00	£14,000.00	£14,000.00
Apprentice Reserve Fund	£0.00	£0.00	£0.00
War Memorial Reserve	£2,570.00	£0.00	£2,570.00
Christmas Lights	£0.00	£10,000.00	£10,000.00
Legal costs reserve	£1,218.18	£0.00	£1,218.18
Project/Event Reserve	£55.77	£0.00	£55.77
Elections & Polls	£0.00	£0.00	£0.00
Alarm Call Outs	£493.76	£0.00	£493.76
Noticeboard	£545.00	£455.00	£1,000.00
Training reserve	£1,697.13	£0.00	£1,697.13
Residents Parking Reserve	£5,000.00	£0.00	£5,000.00
Pier Extension footbridge	£1,066.14	-£1,066.14	£0.00
	<b>£12,645.98</b>	<b>£63,388.86</b>	<b>£76,034.84</b>