

WHITBY TOWN COUNCIL

Minutes of the meeting of the **Finance, Policy and General Purposes** Committee held in the Pannett Gallery on Tuesday 14 December 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

F153/21 APOLOGIES FOR ABSENCE

None.

F154/21 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION

None.

F155/21 PUBLIC PARTICIPATION

No members of the public were present.

GENERAL PURPOSES & POLICY

F156/21 MINUTES OF MEETING HELD ON 16 NOVEMBER 2021

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

RESOLVED that the minutes of the meeting of the Finance Policy & General Purposes Committee meeting, held 16 November 2021 are accepted as an accurate record.

F157/21 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 Mrs Coughlan, seconded by Councillor Mrs Wilson and unanimously

RESOLVED that the information be received.

F158/21 COVID PREVENTION MEASURES

Submitted: a paper to consider the town council's response to the additional measures introduced by Government on 8 December.

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

RESOLVED a) that as a temporary measure, to allow for effective decision making whilst Covid-19 restrictions are in place, the Proper Office may be empowered to take any and all decisions in consultation with the members of the relevant Committee or Full Council;
b) that physical meetings of Committees and Council be suspended for the time being, where allowed;
c) that virtual and informal, advisory meetings of Committees and Council, where allowed, be held on the date that would otherwise have been the dates on which full meetings would have been held.

FINANCE

F159/21 APPROVAL OF EXPENDITURE

To approve payments and note receipts on behalf of the Council to 8 December (Appendix A).

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

RESOLVED that the schedule of expenditure up to 8 December 2021 in the sum of **£40,639.45** (as attached) is approved and submitted to Full Council and that the income in the sum of **-£747.35** is noted.

F160/21 DRAFT BUDGET 2022/23

Submitted: a report setting out a draft budget for consideration and presentation to the Full Council meeting scheduled for 18 January 2022.

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

RESOLVED that the draft budget attached at Appendix B is recommended to council at its meeting on 18 January 2022.

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1 March 2022

**FINANCE POLICY & GENERAL PURPOSES COMMITTEE – 14 December 2021
APPROVAL OF EXPENDITURE & NOTING OF INCOME**

Whitby Town Council

Expenditure transactions - payments approval list – period to **8 December 2021**

Tn No	Gross	Date	Details
251	180.00	17/05/2021	Rural Services Partnership Ltd - Membership 2021-22
239	960.00	12/09/2021	PKF Littlejohn - Limited Assurance Fee 2020/21
242	38.40	19/10/2021	Jetprint - Christmas Cards
231	112.70	26/10/2021	LNER - Return ticket - Sudbury Suffolk
259	481.50	27/10/2021	Lewis Hart Security Services - Mobile Patrols (October) - Payment Factored to Bibby
232	6.97	28/10/2021	Boyes of Whitby - Screws
249	25.25	28/10/2021	Sapphire Print Solutions - Cost per copy charges for October 2021
210	23.99	01/11/2021	Amazon - Union Flag
226	85.20	01/11/2021	SAGE UK Ltd - SAGE 50 payroll subscription October
241	296.58	01/11/2021	Document Solutions - Telephone & Broadband
233	21.00	02/11/2021	Scarborough Borough Council - Temporary Event Notice Application
234	97.25	03/11/2021	The Angel - Sudbury - Accommodation (curator's visit)
248	88.55	03/11/2021	Expenses relating to MDY training (10-10-21) and visit to collection in Sudbury (2&3-11-21)
250	240.00	04/11/2021	PHS Group - Hygiene Supplies
214	144.00	05/11/2021	Lawsons Builders and High Access Ltd - Clearing of all gutters, Pier Road
215	47.83	05/11/2021	Rentokil Initial UK Ltd - Hygiene Contract December 2021
230	1,179.29	07/11/2021	TotalEnergies Gas & Power - Electricity - October
235	65.00	12/11/2021	Cedar Court Hotel Huddersfield - Accommodation (Town Mayor)
238	7.14	12/11/2021	Pitney Bowes - Postage - paper invoice fee
258	215.60	15/11/2021	Fusco Ltd - Refreshments (Remembrance Day)
213	461.81	16/11/2021	ENGIE Gas Limited - Gas - November (for October)
247	3,016.36	16/11/2021	Andrews Air Conditioning - Supply Installation and Commissioning Tea Room unit
253	4,645.80	16/11/2021	H Pickup M & E Services Ltd - Servicing and Repair of Boiler
218	1,723.88	17/11/2021	ADT Fire & Security PLC - Repairs to emergency Lighting
217	10.00	18/11/2021	Barclays Bank - e-payment Plan Charges - 13 Oct - 14 Nov 2021
237	4,597.44	18/11/2021	Everflow Limited - Water Bill - November
246	28.80	18/11/2021	City Electrical Factors (Darlington) - 10x 2' Fluorescent Tubes
229	14.40	22/11/2021	EE Limited - Mobile Telephone Contract 10 2021
220	77.95	23/11/2021	Vinyl Signs of Whitby - Directional Signage (Festival)
244	645.00	25/11/2021	Broomfield House - Hotel booking for entertainers
224	369.60	27/11/2021	St George Security - Christmas market Security (22 hours)
243	288.00	27/11/2021	Emerald Hotels (Royal Whitby) - Hotel booking for entertainers
240	23.40	29/11/2021	Cathedral Hygiene - Supply of Hygiene Services
245	124.00	29/11/2021	Endeavour Café - Volunteer refreshments 24-29 November

252	33.23	29/11/2021	Sapphire Print Solutions - Cost per copy charges for November 2021
257	162.66	30/11/2021	Normans Business Solutions - Stationery
260	481.50	30/11/2021	Lewis Hart Security Services - Mobile Patrols (November) - Payment Factored to Bibby
225	2,193.77	01/12/2021	Shed Erection Contractors (Various) - Hours worked - Christmas Market
228	85.20	01/12/2021	SAGE UK Ltd - SAGE 50 payroll subscription December
254	123.84	01/12/2021	Edge It Systems Ltd - 365 Monthly Fees (October)
255	123.84	01/12/2021	Edge It Systems Ltd - 365 Monthly Fees (November)
263	-288.00	02/12/2021	Emerald Hotels (Royal Whitby) - Hotel booking for entertainers (REFUND)
256	1,092.08	06/12/2021	TotalEnergies Gas & Power - Electricity - November
262	-399.32	06/12/2021	Society of Local Council Clerks - Reimbursed hours & oncosts for SAAA
236	6.99	07/12/2021	Yorkshire Trading Company (Whitby) - Hardware
261	73.73	08/12/2021	Pitney Bowes - Postage - Leasing Fee Charges
222	391.00	01/01/2022	Society of Local Council Clerks - SLCC Subscription 2022
	24,243.21		Sub-Total
	16,396.24		Confidential Transactions
	40,639.45		Total

Income transactions - payments approval list period to **8 December 2021**

n No	Gross	Date	Detail	Heading
1132	£60.00	15/11/2021	Business (Toilet Code) Toilet Code	4000/18
1130	£10.00	25/11/2021	School (Toilet Code) Toilet Code	4000/18
1133	£3,607.20	03/12/2021	Lit & Phil 60% Admission Receipts	4000/7
1134	£0.45	06/12/2021	Barclays Bank Loyalty Reward	4000/15
1108	-£187.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1109	-£187.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1110	-£197.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1111	-£187.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1112	-£187.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1113	-£187.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1114	-£187.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1115	-£197.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1116	-£187.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1117	-£187.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1118	-£150.00	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1119	-£170.00	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1120	-£150.00	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1121	-£150.00	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1122	-£150.00	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1123	-£170.00	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1124	-£150.00	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1125	-£326.25	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1126	-£262.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1127	-£326.25	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1128	-£262.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1129	-£262.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
	-£747.35		Total	

FINANCE POLICY & GENERAL PURPOSES COMMITTEE – 14 December 2021
SUMMARY DRAFT BUDGET

	Budget 2021-22 £	Revised 2021-22 £	Draft 2022-23 £	Change
TOWN COUNCIL EXPENDITURE				
Heading				
Staff Costs				
Nett Salaries, plus on-costs	195,000.00	195,000.00	220,000.00	12.82%
Staffing Contingency	-	-	-	
Staff Training	750.00	800.00	1,000.00	33.33%
Administration				
Stationery	750.00	750.00	500.00	-33.33%
Photocopying	1,500.00	1,200.00	750.00	-50.00%
Adverts (not elections)				
Postage	700.00	500.00	500.00	-28.57%
Telephones/broadband/email	2,500.00	3,000.00	3,000.00	20.00%
Office Equipment	500.00	500.00	1,000.00	100.00%
Audit	1,800.00	1,700.00	1,700.00	-5.56%
Subscriptions	1,800.00	2,500.00	2,500.00	38.89%
IT/hosted applications	1,800.00	4,000.00	4,000.00	122.22%
Website	500.00	400.00	400.00	-20.00%
Computer Maintenance	200.00	200.00	200.00	0.00%
Insurance	10,750.00	17,500.00	17,500.00	62.79%
Bank Charges	300.00	200.00	200.00	-33.33%
Health & Safety	400.00	300.00	300.00	-25.00%
Petty cash Misc.				
Data Protection Registration	35.00	35.00	35.00	0.00%
HR Advisory Service	1,800.00	1,800.00	1,800.00	0.00%
Travel training	500.00	500.00	500.00	0.00%
Civic & Councillors				
Mayors Allowance	2,000.00	2,000.00	2,000.00	0.00%
Councillors Training	500.00	500.00	500.00	0.00%

	Budget 2021-22 £	Revised 2021-22 £	Draft 2022-23 £	Change
Civic Regalia	500.00	500.00	500.00	0.00%
Elections/Polls	-	-	-	
Mayoral Board	100.00	100.00	100.00	0.00%
Honorary Citizenship	200.00	200.00	200.00	0.00%
Annual Report/newsletter	100.00	100.00	100.00	0.00%
Plaques/pennants/gifts	200.00	200.00	200.00	0.00%
Hospitality	500.00	500.00	500.00	0.00%
Contingencies	4,000.00	2,000.00	2,000.00	-50.00%
Free Resource (Section 137)	150.00	150.00	150.00	0.00%
Events	6,000.00	2,000.00	2,000.00	-66.67%
Event project coordinator	2,000.00	-	-	-100.00%
Legal Cost Asset Transfer	500.00	500.00	500.00	0.00%
Building Management				
Gas	6,000.00	5,000.00	5,000.00	-16.67%
Electricity	8,000.00	9,000.00	9,000.00	12.50%
Water Rates	2,000.00	1,000.00	1,000.00	-50.00%
Refuse Collections	500.00	500.00	500.00	0.00%
Rates				
Hygiene contracts	1,800.00	1,800.00	1,800.00	0.00%
Security Patrols	5,000.00	5,000.00	5,000.00	0.00%
Fire, Alarms callouts				
ADT Contracts	4,000.00	4,000.00	6,000.00	50.00%
ADT (R&M)		2,500.00	2,500.00	
Repairs & Maintenance	7,000.00	7,000.00	7,500.00	7.14%
Cleaning/Hygiene Supplies	2,000.00	1,500.00	1,500.00	-25.00%
Fixtures & Fittings	500.00	2,000.00	2,000.00	300.00%
Maintenance Reserve	3,000.00	200.00	500.00	-83.33%
Air Conditioning			6,000.00	
Heating System			5,000.00	

	Budget 2021-22 £	Revised 2021-22 £	Draft 2022-23 £	Change
Other Services				
Allotments	3,000.00	3,000.00	2,500.00	-16.67%
Allotment Fence Stakesby	-	-	-	
Allotment Fencing Cala Beck	2,000.00	1,000.00	1,000.00	-50.00%
Caedmon's Trod Project	1,000.00	1,000.00	1,000.00	0.00%
Modern apprentice	3,500.00	3,500.00	3,500.00	0.00%
Grants	-	-	-	0.00%
Christmas Lights	12,000.00	12,000.00	15,000.00	25.00%
Notice board	-	-	150.00	
Toilets	20,000.00	20,000.00	5,000.00	-75.00%
Toilets (Water Charges)			15,000.00	
Spital Bridge - Residents Parking				
Footbridge extension	6,000.00	6,000.00	6,000.00	0.00%
Contribution to Reserves				
War Memorial	250.00	250.00	250.00	
Harbour Story Board (R&M)	1,500.00	1,500.00	1,500.00	
Twinning	100.00	100.00	100.00	0.00%
Welcome To Whitby Sign (R&M)	1,500.00	1,500.00	1,500.00	
Climate Emergency Engagement	1,000.00	1,000.00	1,000.00	
Victoria Spa Well maintenance	5,000.00	5,000.00	5,000.00	
Christmas Festival		50,000.00	50,000.00	
	334,985.00	384,985.00	426,435.00	24.02%
TOWN COUNCIL INCOME				
Heading				
Other refunds misc.			4,000.00	
Other refunds PAG			4,000.00	
Allotments	1,300.00	1,300.00	1,300.00	
PPM Office rental	2,500.00	2,500.00	2,500.00	
PPM Office telephone refund				
Christmas Lighting SBC	10,000.00	10,000.00	10,000.00	
Bank Interest & Loyalty Reward	150.00	150.00	150.00	
PAG Commission	600.00	600.00	600.00	

	Budget 2021-22 £	Revised 2021-22 £	Draft 2022-23 £	Change
Refunds Lit & Phil	10,000.00	10,000.00	10,000.00	
Museum - 60% Admissions	41,000.00	41,000.00	41,000.00	
Capital/Heritage Grants	5,000.00	5,000.00	5,000.00	
Armed Forces WP income				
Christmas Festival income		50,000.00	50,000.00	
Transfers from reserves				
Community Donation Toilets	6,000.00	6,000.00	6,000.00	
Residents Parking				
Public Toilets	35,000.00	35,000.00	40,000.00	
Total	111,550.00	161,550.00	174,550.00	49.31%
Net Expenditure	334,985.00	384,985.00	426,435.00	
Net Income	111,550.00	161,550.00	174,550.00	
Precept to balance	223,435.00	223,435.00	251,885.00	
Tax Base	4,907.89	4,907.89	5,324.60	
Band D Equivalent	45.53	45.53	47.31	£1.78