

WHITBY TOWN COUNCIL

Minutes of the meeting of the **Finance, Policy and General Purposes** Committee held in the Pannett Gallery on Tuesday 1 March 2022 at 6:00pm.

Present: Councillors G Jackson (Chair), B Dalrymple, 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

F197/22 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Goodberry and Mrs Coughlan.

F198/22 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION

None.

F199/22 PUBLIC PARTICIPATION

No members of the public were present.

GENERAL PURPOSES & POLICY

F200/22 MINUTES OF MEETING HELD ON 14 DECEMBER 2021

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

RESOLVED that the minutes of the meeting of the Finance Policy & General Purposes Committee meeting, held 14 December 2021 are accepted as an accurate record.

F201/22 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 Mrs Wilson and unanimously

RESOLVED that the information be received.

FINANCE

F202/22 APPROVAL OF EXPENDITURE

To approve payments and note receipts on behalf of the Council to 23 February 2022 (Appendix A).

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

RESOLVED that the schedule of expenditure up to 23 February 2022 in the sum of **£127,503.63** (as attached) is approved and submitted to Full Council and that the income in the sum of **£13,879.57** is noted.

F203/22 INCOME AND EXPENDITURE AGAINST BUDGET TO 31 JANUARY 2022

Submitted: a report setting out a statement of reconciled income and expenditure to the end of January 2022 (month 10).

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

RESOLVED that the information be received.

F204/22 REVIEW OF INTERNAL CONTROLS (RISK REGISTER)

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

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

RESOLVED (a) That the town council's risk policy and register be approved; and
(b) That the Clerk examine the cost of specific cancellation insurance for future events.

F205/22 REVIEW OF INTERNAL CONTROLS (ASSET REGISTER)

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

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

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

F206/22 CONSIDER QUOTATIONS FOR INTERNAL AUDIT

Submitted: quotations to provide an Internal Audit service provided following notification of cessation of service by Yorkshire Internal Audit Services.

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

RESOLVED That the town council's appoints Mr Gordon Fletcher as its internal auditor, with immediate effect

...  12 April 2022

**FINANCE POLICY & GENERAL PURPOSES COMMITTEE – 1 MARCH 2022
APPROVAL OF EXPENDITURE & NOTING OF INCOME**

Whitby Town Council

Expenditure transactions - payments approval list – period to **23 February 2022**

Tn No	Gross	Contractor	Detail	Heading	Date
261	£73.73	Pitney Bowes	Postage - Leasing Fee Charges	5000/2/4	10/12/2021
228	£85.20	SAGE UK Ltd	SAGE 50 payroll subscription December	5000/2/9	16/12/2021
264	£255.06	Wilf Noble Ltd	15x Tarpaulins SI0567821 &SI0568196	5001/19	17/12/2021
270	£158.40	Brandon Hire Station	4 General Stillage	5001/19	17/12/2021
272	£163.64	Harrisons Van Hire	Two days van hire	5001/19	17/12/2021
273/1	£420.00	BAUER Radio Ltd	Amplifier (8050487) 28-22-21	5001/19	17/12/2021
273/2	£3,024.00	BAUER Radio Ltd	Airtime (8052649) 30-11-21	5001/19	17/12/2021
273/3	-£420.00	BAUER Radio Ltd	Credit Note (8050487C) 10-12-21	5001/19	17/12/2021
274	£187.20	Jetprint	Christmas Cards	5000/2/1	17/12/2021
275	£82.62		Expenses & Subsistence	5000/3/1	17/12/2021
279	£14.40	EE Limited	Mobile Telephone Contract 11 2021	5000/2/5	21/12/2021
219	£945.28	ENGIE Gas Limited	Gas - December (for November) - DRAFT	5000/4/1	22/12/2021
256	£1,092.08	TotalEnergies Gas & Power	Electricity - November	5000/4/2	22/12/2021
246	£28.80	City Electrical Factors (Darlington)	10x 2' Fluorescent Tubes	5000/4/12	23/12/2021
278	£75.53	Boyes of Whitby	Christmas Card Competition Frames and prizes	5000/3/1	23/12/2021
271	£258.57	Pitney Bowes	Postage (meter reset fee £250)	5000/2/4	24/12/2021
277	£23.40	Cathedral Hygiene	Supply of Hygiene Services	5000/4/6	29/12/2021
269	£177.78	Document Solutions	Telephone & Broadband (November)	5000/2/5	30/12/2021
276	£2,658.43	Everflow Limited	Water Bill - December	5001/7	30/12/2021
265	£212.08	Grenke Leasing	Photocopier Equipment Lease Q4	5000/2/2	06/01/2022
295	£8.65	Barclays Bank	e-payment Plan Charges - 15 Nov - 12 Dec 2021	5000/2/13	06/01/2022
221	£8,022.00	Fools Paradise Ltd	Dream Engine Performance (Festival)	5001/19	11/01/2022
280	£47.83	Rentokil Initial UK Ltd	Hygiene Contract January 2022	5000/4/6	11/01/2022
284	£11.87	Normans Business Solutions	Stationery	5000/2/1	11/01/2022
285	£14,778.00	Reaction Fireworks	Low noise firework	5001/19	11/01/2022
286	£31.94	Sapphire Print Solutions	Cost per copy charges for December 2021	5000/2/2	11/01/2022
287	£5,340.00	Powercare	Christmas Festival generator and stage lighting	5001/19	11/01/2022
288	£12,324.00	Powercare	Christmas Lighting Display	5001/4	11/01/2022
290	£4,959.16	Decadent Drawing	Krampus Run	5001/19	11/01/2022
291	£90.00	Holme Valley Mountain Rescue	2x Tickets Mayor's Charity Ball - Huddersfield	5000/3/1	11/01/2022
292	£481.50	Lewis Hart Security Services	Mobile Patrols (December) - Payment Factored to Bibby	5000/4/7	11/01/2022
293	£123.84	Edge It Systems Ltd	365 Monthly Fees (December)	5000/2/9	11/01/2022
289	£85.20	SAGE UK Ltd	SAGE 50 payroll subscription January	5000/2/9	17/01/2022
294	£42.00	Vinyl Signs of Whitby	Sponsor Signage (Festival)	5001/19	17/01/2022
315	£14.40	EE Limited	Mobile Telephone Contract 12 2021	5000/2/5	21/01/2022

Tn No	Gross	Contractor	Detail	Heading	Date
305	£1,177.19	ENGIE Gas Limited	Gas - December (for December)	5000/4/1	24/01/2022
306	£9.00	HM Land Registry	Registration Search - Land in Ruswarp	5001/7	24/01/2022
216/1	£50.00	Petty Cash	Bugler	5001/19	24/01/2022
216/2	£51.96	Petty Cash	Prizes	5001/19	24/01/2022
223/1	£7.96	Petty Cash	YTS Screws	5001/19	24/01/2022
223/2	£5.08	Petty Cash	Jewson - Washers	5001/19	24/01/2022
316	-£4,000.00	Decadent Drawing	Contra 205, Krampus Run	5001/19	25/01/2022
317	£740.21	TotalEnergies Gas & Power	Electricity - December	5000/4/2	25/01/2022
309	£2.91	Pitney Bowes	Postage - Purchase Power Transaction DD	5000/2/4	27/01/2022
312	£691.24	Everflow Limited	Water Bill - January	5001/7	27/01/2022
298/1	£339.40	Siemens Financial Services	Lease Rental	5000/2/5	27/01/2022
298/2	£103.38	Siemens Financial Services	Asset protection	5000/2/12	27/01/2022
297	£23.80	Post Office	Stamps - Mayoral Christmas Cards (H Berry)	5000/2/4	31/01/2022
299	£47.83	Rentokil Initial UK Ltd	Hygiene Contract February 2022	5000/4/6	31/01/2022
300	£518.40	The Flowerpot (Whitby) Ltd	2x 18' Norway Christmas Trees (£12/ft)	5001/4	31/01/2022
302	£258.60	H E Wooley LTD	Fire Extinguisher Servicing	5000/2/14	31/01/2022
303	£86.23	Business Stream	Water Charges - Stakesby Vale	5001/1	31/01/2022
304	£303.91	Business Stream	Water Charges - Pannett Gallery & Museum	5000/4/3	31/01/2022
308	£181.38	Document Solutions	Telephone & Broadband (December)	5000/2/5	31/01/2022
310	£312.00	Scarborough Lifts		5000/4/10	31/01/2022
311/1	£215.00	Society of Local Council Clerks	Deputy Clerk's Membership	5000/2/8	31/01/2022
313	£23,842.00	Danfo Uk Ltd	VAT Only invoice - Cash Takings 2021	5001/7	31/01/2022
314	£230.00	European Water Technology	RPZ test and certification	5000/4/16	31/01/2022
296	£8.80	Barclays Bank	e-payment Plan Charges - 13 Dec - 12 Jan 2022	5000/2/13	04/02/2022
318	£66.60		Expenses & Subsistence (Mileage)	5000/3/1	07/02/2022
334	£23.40	Cathedral Hygiene	Supply of Hygiene Services	5000/4/6	07/02/2022
336	-£120.00	BAUER Radio Ltd	REFUND Greatest Hits Radio (Yorkshire Coast) Christmas 2021	5001/19	14/02/2022
333	£85.20	SAGE UK Ltd	SAGE 50 payroll subscription January	5000/2/9	16/02/2022
323	£1,151.69	ENGIE Gas Limited	Gas - February (for January)	5000/4/1	18/02/2022
332	£14.40	EE Limited	Mobile Telephone Contract 01 2022	5000/2/5	21/02/2022
307	£481.50	Lewis Hart Security Services	Mobile Patrols (January) - Payment Factored to Bibby	5000/4/7	22/02/2022
319	£180.00	Brian Oakley	Windows February	5000/4/11	22/02/2022
325	£171.19	PHS Group	Hygiene Supplies	5000/4/11	22/02/2022
326	£144.00	PHS Group	Hygiene Supplies	5000/4/11	22/02/2022
327	£155.00	Green End Electrical	LED Batten Light & Drivers	5000/4/10	22/02/2022
328	£144.00	Lawsons Builders and High Access Ltd	Clearing of all plant life from the rainwater works on the Spa, Broomfield terrace	5001/17	22/02/2022
335	£150.00	Yorkshire Society	Corporate Membership 2022	5000/3/20	22/02/2022
301	£100.00	Whitby Wildlife Sanctuary	Town Mayor's donation	5000/3/1	31/01/2022

Tn No	Gross	Contractor	Detail	Heading	Date
324	£320.99	Ryedale District Council	Building Control Fee - Pannett staircase	5000/4/10	10/02/2022
329	£793.97	TotalEnergies Gas & Power	Electricity - January	5000/4/2	05/02/2022
330	£186.18	Document Solutions	Telephone & Broadband (Jan)	5000/2/5	01/02/2022
331	£516.00	Pitney Bowes	Postage - Purchase Power Transaction DD	5000/2/4	12/02/2022
	£85,646.99	Sub Total			
	£41,856.64	Confidential Transactions			
	£127,503.63	Total			

Income transactions - payments approval list period to **23 February 2022**

n No	Gross	Date	Detail	Heading
1112	-£187.50	15/12/2021	REFUND - Christmas Festival Stall	4000/17
1135	-£187.50	15/12/2021	REFUND - Christmas Festival Stall	4000/17
1136	-£150.00	15/12/2021	REFUND - Christmas Festival Stall	4000/17
1137	-£160.00	15/12/2021	REFUND - Christmas Festival Stall	4000/17
1138	-£326.25	15/12/2021	REFUND - Christmas Festival Stall	4000/17
1139	-£150.00	15/12/2021	REFUND - Christmas Festival Stall	4000/17
1140	-£262.50	15/12/2021	REFUND - Christmas Festival Stall	4000/17
1141	-£150.00	15/12/2021	REFUND - Christmas Festival Stall	4000/17
1142	-£187.50	15/12/2021	REFUND - Christmas Festival Stall	4000/17
1148	£492.00	05/01/2022	60% Admission December 2021	4000/7
1151	£0.05	06/01/2022	Loyalty Reward	4000/15
1149	£10.00	10/01/2022	Toilet Code - BACS	4000/18
1145	-£20.00	11/01/2022	REFUND - Christmas Festival Stall	4000/17
1150	£10,000.00	13/01/2022	Christmas Lights Contribution 2021/22	4000/12
1144	£5,126.18	20/01/2022	VAT refund 01/10/21 - 31/12/21	4200
1106	£220.00	25/01/2022	Christmas Festival Stall	4000/17
1107	£300.00	25/01/2022	Christmas Festival Rides	4000/17
1146	-£187.50	25/01/2022	REFUND - Christmas Festival Stall	4000/17
1147	-£300.00	25/01/2022	REFUND - Christmas Festival Stall	4000/17
1152	£0.09	04/02/2022	Loyalty Reward	4000/15
	£13,879.57		Total	