

WHITBY TOWN COUNCIL

Minutes of the meeting of the **FINANCE, POLICY AND GENERAL PURPOSES** Committee held in the Pannett Gallery on Tuesday 4 October 2022 at 6:00pm.

Present: Councillors Dalrymple (Chair), Mrs Coughlan, Harston, Jones, Mrs Wild and Mrs 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

189/22 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Abbott.

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

RESOLVED that Cllr Abbott's apologies be accepted.

190/22 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION

None.

STANDING ORDERS SUSPENDED

191/22 PUBLIC PARTICIPATION

None.

STANDING ORDERS REINSTATED

192/22 MINUTES OF MEETING HELD ON 2 AUGUST 2022.

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

RESOLVED that minutes of the meeting held on 2 August 2022 be approved and signed by the Chair as a correct record.

193/22 ACTION OUTSTANDING FROM PREVIOUS MEETINGS

The Clerk provided a verbal update on items from earlier meetings. It was noted that the response to the consultation on holiday lets had been submitted to NALC and directly to DCMS. It was noted that the council's comments were reflected in the submission made subsequently to DCMS.

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

RESOLVED that the information be noted.

194/22

MEETING ACCESSIBILITY

Submitted: an update on the approaches taken so far to model improved accessibility to meetings of full council and the feedback received from members.

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

RESOLVED that the next meeting of full council in November is held in the Pannett Gallery and that the council's PA system is used, with additional loaned microphones to assess whether the sound system improves audibility in the Gallery.

195/22

LOCAL GOVERNMENT REORGANISATION

Submitted: an update noting that a template and terms of reference on which to prepare a bid to pilot double devolution had not yet been produced by NYCC. The Clerk circulated the raw results of the web-survey which ran for six weeks to the end of September, canvassing community views on services and assets suitable for transfer to the town council.

MOVED by Councillor Harston, seconded by Councillor Mrs Coughlan and

RESOLVED that the information is received.

196/22

APPROVAL OF EXPENDITURE

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

RESOLVED that the schedule of expenditure up to 28 September 2022 in the sum of **£70,722.04** (as attached) is approved and submitted to Full Council.

197/22

FINANCIAL STATEMENT - CASHBOOK TO 30 SEPTEMBER 2022

MOVED by Councillor Harston, seconded by Councillor Jones and

RESOLVED that the cashbook balance sheet for the quarter ending 30 September 2022 be noted.

198/22

NOTICE OF COMPLETION OF LIMITED ASSURANCE REVIEW

Submitted: a note the receipt of an unqualified certificate from the council's external auditor concluding the 2021/22 Annual Accountability and Governance Review, which was published on the town council's website by 30 September 2022, as required.

It was noted that SAAA had written to all local councils to "offer the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities". (The Clerk declared conflict of interest as a director of SAAA Ltd).

MOVED by Councillor Harston, seconded by Councillor Jones and

RESOLVED a) that outcome be noted;
b) that the Clerk be thanks for completion and submission of the accounts; and
c) that the council should remain within the central procurement regime for external audit.

199/22 BUDGET PREPARATION 2023/24

Submitted: a request to consider any proposals from members for growth or additional expenditure within the scope of the committee.

Members noted that an evaluation of the Christmas Festival would be undertaken early in 2023, that the impact of non-pay inflation was likely to be significant for budget headings and that consideration should be given to an early reassessment of insurance liabilities arising from the possible loan of the Soper Collection to the Pannett Gallery, with updated quotations being sought well in advance of renewal.

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

RESOLVED that the position is noted.

..... 6 December 2022

APPROVAL OF EXPENDITURE TO 28 SEPTEMBER 2022

Ledger date	Tran	Net (£)	Detail
13/07/2022	098	146.25	Scarborough Lifts - Repair to 'lift overweight' error
17/07/2022	111	404.30	PHS Group - Consumables
18/07/2022	099	1,809.22	Everflow Limited - Water Bill - July
19/07/2022	117	24.79	Barclays Bank - Commission Charges 13 Jun - 12 Jul
21/07/2022	130	13.11	EE Limited - Mobile Phone Charge (July)
22/07/2022	129	57.00	H Berry - Expenses
22/07/2022	174	11.18	Etsy UK - PAG Samples (Recharge)
22/07/2022	176	1.24	Yorkshire Trading Company (Whitby) - Sellotape
23/07/2022	128	100.56	A Cowey - Expenses
25/07/2022	114	240.00	Scarborough Borough Council - Charge for Period 1 August 2022 - 31 July 2023
25/07/2022	144	449.40	Dock End Engineering - Ground away sharp edges and trip hazards on under-floor heating pipe grids as per site meeting 15/7/22. (Lit & Phil Specified)
25/07/2022	165	60.00	Vinyl Signs of Whitby - Update to mayoral sign board
26/07/2022	102	1,050.00	Branching Out Tree Service - Clearance of Allotments and paths at Cala £800 & clearance of Stakesby Allotment £250
26/07/2022	110	32.44	National Associations of Local Councils - "GIVING LOCAL COUNCILS MORE OF A SAY ON HOUSING" (Wednesday, 27 July 2022)
26/07/2022	115	286.62	Andrews Air Conditioning - Maintenance and Delta Ts for Planned Maintenance 27 June 2022 (WTC)
26/07/2022	116	300.00	Andrews Air Conditioning - Maintenance and Delta Ts for Planned Maintenance 27 June 2022 (Museum)
26/07/2022	195	-100.00	Armed Forces Day Cash Float - Float for Armed Forces Day (Returned)
27/07/2022	166	212.50	Andrews Air Conditioning - Contracted Labour Day Rate site call out
28/07/2022	104	13.31	Sapphire Print Solutions - July Invoice - Printing Charges
28/07/2022	105	5,231.07	Scarborough Borough Council - Recharge for net costs of Whitby Parish Poll 13 June 2022
28/07/2022	112	1,072.47	PHS Group - 1 Baby Changer 01/09/2022 to 31/08/2023 8 Hand/Hair Drier 01/09/2022 to 31/08/2023 6 Soap Dispenser 01/09/2022 to 31/08/2023
30/07/2022	113	222.64	PHS Group - Consumables
31/07/2022	106	112.31	H Pickup M & E Services Ltd - Attend site as per instruction and carry out the following works: <ul style="list-style-type: none"> ▪ Unblock kitchen sink and waste pipe within the Normanby Room. ▪ Repairs to hot water tap within the Normanby Room. ▪ Re-set hot water thermostats to unvented
01/08/2022	107	71.00	SAGE UK Ltd - Payroll Subscription August 2022
01/08/2022	139	155.15	Document Solutions - August Bill
01/08/2022	153	156.63	Document Solutions - September Bill
02/08/2022	175	86.67	Shopfitting Supplies (Preston) - Display Racking
03/08/2022	167	204.60	Cllr L Wild - Subsistence (Yorkshire Day)
04/08/2022	103	6.00	HM Land Registry - Title Search - Spa Well
04/08/2022	173	319.96	TheTrainline.Com - Return rail fare (two together) Scarborough-Bury St Edmunds. Visit Soper Collection
05/08/2022	141	947.00	TotalEnergies Gas & Power - Electricity (PAG & Museum) August

Ledger date	Tran	Net (£)	Detail
09/08/2022	132	3,639.22	North Yorkshire Pension Fund - Contributions - August
09/08/2022	133	3,957.09	HMRC - PAYE & NI - August
09/08/2022	134	9,891.46	WTC Salaries - August 2022
09/08/2022	159	232.17	YHA Whitby - Civic reception - Queen's Baton Relay
09/08/2022	161	50.00	YLCA - Government reform of planning (August 22) x2
09/08/2022	177	3.24	Boyes of Whitby - Ribbon
09/08/2022	193	379.17	Best Badges - 500 x Premium Soft Enamel Badges: £455.00 INC VAT
11/08/2022	142	223.94	ENGIE Gas Limited - Gas Charges - August 2022
11/08/2022	150	39.86	Rentokil Initial UK Ltd - Hygiene Services September 22
11/08/2022	188	180.00	Brian Oakley - External window clean - August
12/08/2022	172	30.00	National Railcards - Two Together railcard (visit to Soper Collection - curator and Town Mayor)
15/08/2022	138	121.00	Cathedral Hygiene - Air Freshener Servicing (August)
18/08/2022	146	480.00	North East Security Shutters - Bottom Stairs roller shutter repair to motor
18/08/2022	185	31.11	Barclays Bank - Commission Charges 13 Jul - 12 Aug
19/08/2022	140	5,740.76	Everflow Limited - Water Bill - August
22/08/2022	145	400.00	2 Commune Ltd - Website Hosting Year to 23/11/23
22/08/2022	191	13.11	EE Limited - Mobile Phone Charge (August)
23/08/2022	181	165.33	Youngs Jewellers - Paperknife (Whitby Ontario)
23/08/2022	186	397.00	ADT Fire & Security PLC - Repair to intruder alarm
23/08/2022	196	-321.09	Society of Local Council Clerks - Reimbursement of employment costs re SAAA meetings
24/08/2022	170	70.00	Azul Services Ltd - Service automatic door
30/08/2022	147	13.22	Sapphire Print Solutions - August Invoice - Printing Charges
31/08/2022	163	300.00	Lawsons Builders and High Access Ltd - 31/Aug/2022 For the clearing of all gutters, hoppers & down pipes on Whitby Museum, Pannett Park, YO21 1RE, 2 blocked hoppers cleared, 1 x football removed
31/08/2022	164	85.00	Lawsons Builders and High Access Ltd - Spa Well lock repair
31/08/2022	183	120.00	Abbey Wharf - Canadian visit (deposit)
01/09/2022	148	71.00	SAGE UK Ltd - Payroll Subscription September 2022
02/09/2022	179	320.00	Momentive Europe UC FKA SurveyMonkey - Advantage Annual Plan
05/09/2022	143	1,467.70	TotalEnergies Gas & Power - Electricity (PAG & Museum) September
06/09/2022	149	726.34	Blachere Illumination UK Ltd - BITE Hire of Product
06/09/2022	171	68.60	Pannett Art Gallery - Exchange of gifts - Whitby Ontario
06/09/2022	180	100.00	WhizzKids (Charity) - Mayoral donation (from 2021-22 reserve)
06/09/2022	197	7.00	Abbey Taxis - Fare to Abbey Wharf - Canadian party
07/09/2022	151	39.86	Rentokil Initial UK Ltd - Hygiene Services October 22
07/09/2022	184	160.75	Reimbursement of expenditure obo council (Abbey Wharf) - Barclaycard declined and paid on private card
09/09/2022	152	241.05	ENGIE Gas Limited - Gas Charges - September 2022
09/09/2022	178	24.58	Holmans Bookshop - Books of condolence
12/09/2022	154	140.96	Pitney Bowes - Meter reading and transaction fee based on usage
15/09/2022	135	9,772.81	WTC Salaries - September 2022
15/09/2022	136	3,896.59	HMRC - PAYE & NI - September

Ledger date	Tran	Net (£)	Detail
15/09/2022	137	3,605.07	North Yorkshire Pension Fund - Contributions - September
18/09/2022	155	107.00	Everflow Limited - Water Bill - August
21/09/2022	156	2,480.00	Lawsons Builders and High Access Ltd - For the repairs to Spa Tower, all loose & failed glazing putty removed & replaced with new, first lead flashings repaired / replaced where needed, exposed timber frame treated as was bare, all made good & gutters cleaned
21/09/2022	192	13.11	EE Limited - Mobile Phone Charge (September)
22/09/2022	157	499.00	Society of Local Council Clerks - National Conference (01 - 03 November 2022) - Event Fee
23/09/2022	158	50.68	Pitney Bowes - Quarterly rental in advance
23/09/2022	162	1,000.00	PKF Littlejohn - Audit 2021-22
26/09/2022	160	5,860.00	K&D Building & Property Renovations Ltd - Replace the roof on the toilet block in Ruswarp with a new GRP fibre glass roof, with new Coad 4 lead work where needed.
27/09/2022	182	50.70	Barclaycard - Miscellaneous Expenses Lavenham
27/09/2022	187	21.40	Whitby Museum Tea Room - Canadian party hospitality (Hot Drinks)
27/09/2022	190	23.83	Cathedral Hygiene - Air Freshener Servicing (September)
27/09/2022	194	35.00	Information Commissioners Office - Registration 2022-23
		70,722.04	Total