

WHITBY TOWN COUNCIL

Minutes of the meeting of the **Finance Policy & General Purposes** Committee held in Pannett Art Gallery, Whitby, on **Tuesday 5 December 2023** at 6pm.

Present Councillor Mrs L Wild (Chair) and Councillors Mrs H Coughlan, R Dalrymple, J Harston, A Jones, Mrs S Turner and Mrs N Wilson.

Also Mr King, Town Clerk, Councillors Barnet, Mrs Brown and Nock, and eight members of the public.

NOTICE OF MEETING – Public Notice of the Meeting has been given in accordance with Schedule 12, paragraph 10 (2) of the Local Government Act 1972.

279/23 APOLOGIES
None

280/23 DECLARATION(S) OF INTERESTS & REQUEST FOR DISPENSATION
None

STANDING ORDERS SUSPENDED

281/23 PUBLIC PARTICIPATION
Four people spoke in relation to Item 289/23.

STANDING ORDERS REINSTATED

282/23 MINUTES OF MEETING HELD ON 3 OCTOBER 2023.
MOVED by Councillor Dalrymple, seconded by Councillor Mrs Coughlan.

RESOLVED that minutes of the Finance Policy & General Purposes Committee held on the 3 October 2023 are approved as a correct record.

283/23 ACTION OUTSTANDING FROM PREVIOUS MEETINGS
None.

284/23 REVIEW OF GOVERNANCE ARRANGEMENTS
Submitted a timetable to review the council's Standing Orders, Financial Regulations, Policies and Procedures.

MOVED by Councillor Mrs Turner, seconded by Councillor Jones

RESOLVED that a) Questions or suggested amendments to the council's constitution are raised with the clerk no later than Monday 22 January 2024;
b) A draft constitution, with marked revisions and any proposed amendments arising from a), above, is considered by FP&GP Committee on 6 February 2024; and
c) A final recommended constitution is submitted to Annual Council on 14 May 2024 for adoption.

285/23 UTILITY CONTRACTS - WATER

Submitted: quotations for renewal of the water supply contracts for the public conveniences, Stakesby Vale allotments and Pannett Gallery & Whitby Museum.

MOVED by Councillor Mrs Coughlan, seconded by Councillor Mrs Turner

RESOLVED that the council's water supply contracts for public conveniences, Pannett Art Gallery and Whitby Museum, and Stakesby Vale Allotment are let to Everflow and that the contract terms run for three years from January 2024.

286/23 INTERNAL AUDIT INTERIM REPORT – 2023-24 ACCOUNTS

MOVED by Councillor Mrs Turner, seconded by Councillor Mrs Wilson

RESOLVED that the independent auditor's report is received.

287/23 APPROVAL OF EXPENDITURE

Submitted: a schedule of invoices dated to 30 November 2023.

MOVED by Councillor Jones, seconded by Councillor Mrs Coughlan

RESOLVED that the schedule of expenditure up to 30 November in the sum of £131,548.46 (as attached) is approved and submitted to Full Council.

288/23 COST CENTRE INCOME AND EXPENDITURE TO 31 OCTOBER 2023

Submitted: a summary of income and expenditure to 31 October 2023, by budget heading.

MOVED by Councillor Jones, seconded by Councillor Mrs Coughlan

RESOLVED that cost centre income and expenditure to 31 October 2023 be noted.

289/23 BUDGET PREPARATION 2024/25

Submitted: an initial draft budget incorporating previously approved inflationary assumptions, known commitments to spend and growth items proposed by members.

MOVED by Councillor Mrs Turner, seconded by Councillor Mrs Wild

RESOLVED that a) the draft budget is circulated to all members for comment; b) comments on the budget are returned to the Clerk by 24 December; and c) a revised draft, incorporating members' views is circulated for Council in January, to enable a budget to be set.

Signature 9 April 2024



Appendix A – APPROVAL OF EXPENDITURE TO 30 NOVEMBER 2023

| Date | Tran | Net | Organisation | Details | Heading |
|------------|------|------------|------------------------------|--|------------|
| 05/09/2023 | 181 | £14.68 | Barclays Bank | Commission Charges | 5000/1/13 |
| 12/09/2023 | 183 | £6,100.00 | PAS Scaffolding Ltd | Scaffold for external decorating | 5001/17 |
| 13/09/2023 | 182 | £14,042.57 | Mark Hunter - Painter & | Exterior painting - Museum and Gall | 5001/17 |
| 14/09/2023 | 114 | £67.00 | East Coast Fire Services | Call out to fire panel fault - New | 5002/2/2 |
| 18/09/2023 | 192 | £79.00 | SAGE UK Ltd | Payroll Software Subscription - Sep | 5000/1/9 |
| 21/09/2023 | 193 | £288.00 | Siemens Financial | Telephone Lease Charge (Quarterly) | 5000/1/5 |
| 21/09/2023 | 194 | £1,182.67 | TotalEnergies Gas & | Electricity Bill Pannett - September | 5001/2 |
| 21/09/2023 | 195 | £14.99 | EE Limited | Mobile phone monthly - September | 5000/1/5 |
| 22/09/2023 | 196 | £233.09 | ENGIE Gas Limited | Gas Bill Pannett - September | 5001/1 |
| 25/09/2023 | 197 | £320.00 | SurveyMonkey Europe | Advantage Annual Plan | 5000/1/9 |
| 25/09/2023 | 198 | £36.16 | Amazon Services Europe | Tripod, battery and memory card for | 5000/1/6/4 |
| 25/09/2023 | 199 | £46.90 | Imagine Products Ltd | ID Badges | 5000/1/6/4 |
| 25/09/2023 | 200 | £11.05 | Boyes of Whitby | Stationary | 5000/1/1 |
| 26/09/2023 | 201 | £2,134.76 | Everflow Limited | Water Bill Toilets - August | 5002/2/1 |
| 27/09/2023 | 180 | £71.49 | Cathedral Hygiene | Monthly periodic payment (Invoice M | 5001/6 |
| 27/09/2023 | 202 | £50.68 | Pitney Bowes | August Invoice - Finance | 5000/1/6/4 |
| 28/09/2023 | 203 | £35.00 | Information Commissioners | Registration Fee 2023/24 | 5000/1/14 |
| 29/09/2023 | 204 | £155.97 | Document Solutions | September Bill | 5000/1/5 |
| 04/10/2023 | 205 | £176.73 | Grenke Leasing | Photocopier Quarterly Lease Charge | 5000/1/2 |
| 05/10/2023 | 206 | £8.80 | Barclays Bank | Commission Charges | 5000/1/13 |
| 16/10/2023 | 207 | £79.00 | SAGE UK Ltd | Payroll Software Subscription - Oct | 5000/1/9 |
| 23/10/2023 | 208 | £14.99 | EE Limited | Mobile phone monthly - October | 5000/1/5 |
| 23/10/2023 | 209 | £23.99 | NextGen Retail Ltd | Union flag | 5002/13 |
| 24/10/2023 | 210 | £160.53 | ENGIE Gas Limited | Gas Bill Pannett - October | 5001/1 |
| 24/10/2023 | 211 | £1,034.65 | TotalEnergies Gas & | Electricity Bill Pannett - October | 5001/2 |
| 25/10/2023 | 212 | £523.60 | Green End Electrical | Replacement emergency lighting as s | 5001/17 |
| 25/10/2023 | 213 | £226.55 | Laughing Whale Print & | Uniform polos & fleeces | 5000/1/6/4 |
| 25/10/2023 | 214 | £172.25 | Morris Vermaport Limited | Lift call out and repair | 5001/13 |
| 25/10/2023 | 215 | £75.00 | Whitby Area Development | Town Meeting (3 September) | 5000/2/15 |
| 25/10/2023 | 216 | £75.00 | Whitby Area Development | Town Meeting (18 September) | 5000/2/15 |
| 25/10/2023 | 217 | £762.23 | Vistech Security Ltd | August Security | 5001/7 |
| 25/10/2023 | 218 | £11,747.83 | Nordic Forsaking & | Toilets Insurance 2023-24 | 5002/2/2 |
| 25/10/2023 | 219 | £42.33 | Rentokil Initial UK Ltd | Service Period 30/09/2023 - 29/10/2 | 5001/6 |
| 25/10/2023 | 220 | £35.00 | East Coast Fire Services | Call out to fire panel fault - New | 5002/2/2 |
| 25/10/2023 | 221 | £10,182.45 | Blachere Illumination UK | Whitby Town Council - Bio-print | 5002/4 |
| 25/10/2023 | 222 | £488.82 | Comgas Heating Limited | Replace leaking galvanised cold fee | 5001/16 |
| 25/10/2023 | 223 | £70.00 | Dan Close CCTV & Fire Ltd | 1 x Standard Call Out Whitby Area | 5001/17 |
| 25/10/2023 | 224 | £125.00 | Vinyl Signs of Whitby | To print/supply 3 x new pvc banners | 5002/19 |
| 25/10/2023 | 225 | £714.60 | Vistech Security Ltd | September Security | 5001/7 |
| 25/10/2023 | 226 | £42.33 | Rentokil Initial UK Ltd | Service Period 30/10/2023 - 29/11/2 | 5001/6 |
| 25/10/2023 | 227 | £50.00 | Society of Local Council | Water Compliance and Legionella Con | 5000/1/18 |
| 25/10/2023 | 228 | £376.67 | Society of Local Council | National Conference 2023 | 5000/1/18 |

Initial

| Date | Tran | Net | Organisation | Details | Heading |
|--------------|------|--------------------|-----------------------------|--------------------------------------|------------|
| 25/10/2023 | 229 | £434.20 | Comgas Heating Limited | Install mixer valves in toilets | 5001/17 |
| 25/10/2023 | 230 | £180.00 | Brian Oakley | Window cleaning - Gallery & Museum | 5001/11 |
| 25/10/2023 | 231 | £135.20 | Wilf Noble Construction | August & September invoices | 5001/17 |
| 25/10/2023 | 232 | £798.87 | Business Stream | Pannett Gallery and Whitby Museum - | 5001/3 |
| 25/10/2023 | 233 | £173.00 | Business Stream | Water supply 24 June to 23 September | 5002/1/4 |
| 25/10/2023 | 234 | £242.00 | ADT Fire & Security PLC | Work on fire system due to faulty e | 5001/10 |
| 25/10/2023 | 235 | £344.72 | ADT Fire & Security PLC | Work on fire system due to false al | 5001/10 |
| 26/10/2023 | 236 | £2,051.09 | Everflow Limited | Water Bill Toilets - September | 5002/2/1 |
| 27/10/2023 | 237 | £89.17 | Pitney Bowes | September Invoice - Finance | 5000/1/6/4 |
| 27/10/2023 | 238 | £71.49 | Cathedral Hygiene | Monthly periodic payment (Invoice M | 5001/6 |
| 31/10/2023 | 239 | £155.15 | Document Solutions | October Bill | 5000/1/5 |
| 06/11/2023 | TBC | £8.50 | Barclays Bank | Commission Charges | 5000/1/13 |
| 07/11/2023 | TBC | £1,860.00 | Maybank Buildings Surveyors | Museum Floor | 5001/17 |
| 07/11/2023 | TBC | £298.96 | Vinyl Signs of Whitby | Signage | 5001/17 |
| 07/11/2023 | TBC | £630.00 | Wellers Law Group | Legal Work | 5000/1/14 |
| 07/11/2023 | TBC | £217.76 | Green End Electrical | Replacement isolator switch | 5001/17 |
| 08/11/2023 | TBC | £354.00 | Whitby Advertiser | Christmas Festival Advertising | 5002/19 |
| 15/11/2023 | TBC | £2,199.46 | Everflow Limited | Water Bill Toilets - October | 5002/2/1 |
| 16/11/2023 | TBC | £94.80 | SAGE UK Ltd | Payroll Software Subscription - Nov | 5000/1/9 |
| 21/11/2023 | TBC | £1,261.33 | TotalEnergies Gas & | Electricity Bill Pannett - November | 5001/2 |
| 21/11/2023 | TBC | £11.99 | EE Limited | Mobile phone monthly - November | 5000/1/5 |
| 21/11/2023 | TBC | £938.08 | ENGIE Gas Limited | Gas Bill Pannett - November | 5001/1 |
| 22/11/2023 | TBC | £168.00 | Grenke Leasing | Photocopier Termination Charge | 5000/1/2 |
| 23/11/2023 | TBC | £19.99 | eBay | CCTV Camera | 5001/17 |
| 23/11/2023 | TBC | £41.98 | Amazon Services Europe | Union flag (2 off) | 5002/21 |
| 23/11/2023 | TBC | £159.99 | Amazon Services Europe | Portable loop | 5000/1/14 |
| 23/11/2023 | TBC | £181.96 | Amazon Services Europe | Christmas tree Lights (4 off) | 5002/19 |
| 23/11/2023 | TBC | £28.99 | Amazon Services Europe | Bankers Boxes | 5002/19 |
| 23/11/2023 | TBC | £24.80 | Boyes of Whitby | Stationery | 5002/19 |
| 23/11/2023 | TBC | £65.00 | Hedleys Book Shop | Prizes | 5002/19 |
| 27/11/2023 | TBC | £3,372.80 | Everflow Limited | Water Bill Toilets - November | 5002/2/1 |
| 27/11/2023 | TBC | £85.79 | Cathedral Hygiene | Monthly periodic payment (Invoice M | 5001/6 |
| 30/11/2023 | TBC | 195.73 | Document Solutions | November Bill | 5000/1/5 |
| | | £62,561.30 | Confidential Transactions | | |
| Total | | £131,548.46 | | | |