



PANNETT PARK | WHITBY | YO21 1RE
TEL: (01947) 820227 | E MAIL: info@whitbytowncouncil.gov.uk

Dear Councillor,

02 October 2024

You are summoned to attend a meeting of the **FINANCE POLICY & GENERAL PURPOSES COMMITTEE** to be conducted at the **Pannett Gallery**, on **Tuesday 8 October 2024 at 6:00pm**, the agenda for which is set out below.

Adam Chugg
Town Clerk & RFO

To: Councillors Abbott, Barnett, Coughlan, Dalrymple (ex-officio), Harston, Nock, Turner and Wild

Cc: Layman & Riddolls (subs.)

NOTICE OF MEETING – Public notice of the meeting is given in accordance with schedule 12, paragraph 10(2) of the Local Government Act 1972.

AGENDA

1. APOLOGIES

To receive apologies for inability to attend.

2. DECLARATION OF INTERESTS

To declare any disclosable pecuniary interests or any other interests which members may have in the following agenda items and consider any dispensation requests.

3. PUBLIC PARTICIPATION

Standing Orders will be suspended for up to 15 minutes to allow for questions or statements about business items on the agenda, submitted by members of the public (limited to 3 mins per person).

4. MINUTES OF MEETING HELD ON 6th of August 2024

(page 3)

To approve the minutes of the last meeting.

General Purposes & Policy

5. ACTION OUTSTANDING FROM PREVIOUS MEETINGS

Verbal update from the Clerk on items outstanding from earlier meetings.

6. COUNCILLOR SAFETY

Following on from the discussions at the previous meeting, it has been requested that this meeting also consider this matter.

At the last meeting it was resolved to: that the Council acknowledges potential safety concerns of members by making personal alarms available to members and that the clerk is delegated to purchase required alarms at reasonable cost.

Update: Alarms were purchased - £16.99 + VAT for five alarms.

Finance

7. DANFO

Update for Committee on the work reviewing income received and expenditure claimed.

8. BUDGET PREPARATION TIMETABLE 2025-2026

Committee are asked to note that a financial projection report will be brought to the Extraordinary meeting of the 22nd of October. These discussions will inform the preparation of the budget for 2025-26.

9. APPROVAL OF EXPENDITURE

(to be circulated)

To approve payments to 31st of August 2024.

10. COST CENTRE EXPENDITURE & INCOME TO 30 JUNE 2024

(to be circulated)

To note income and expenditure to the end of Month 5 – 2024-25, unaudited figures.

WHITBY TOWN COUNCIL

Minutes of the meeting of the **Finance Policy & General Purposes** Committee held in Pannett Art Gallery, Whitby, on **Tuesday 6 August 2024** at 6pm.

Present Councillor Wild (Chair) and Councillors Barnett, Coughlan, Nock, Riddolls (sub.) and Turner.

Also Mr King, Town Clerk.

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.

001/24 APOLOGIES FOR ABSENCE

Apologies for inability to attend had been notified by Cllrs Abbott, Dalrymple and Harston

MOVED by Councillor Coughlan, seconded by Councillor Nock.

RESOLVED that the apologies of Cllrs Abbott and Barnett are accepted.

002/24 DECLARATION(S) OF INTERESTS & REQUEST FOR DISPENSATION

None.

003/24 PUBLIC PARTICIPATION

None.

004/24 MINUTES OF THE MEETING HELD ON 4 JUNE 2024

MOVED by Councillor Turner, seconded by Councillor Nock.

RESOLVED that minutes of the Finance Policy & General Purposes Committee held on the 4 June 2024 are approved as a correct record.

005/24 ACTION OUTSTANDING FROM PREVIOUS MEETINGS

The Clerk referenced that the actions from the previous meeting had been progressed. Work was still underway with the insurance loss-adjuster who had authorised investigations by an independent lift maintenance company. The clerk confirmed that Boro Lifts would provide servicing going forward. Further developments would be reported as these arose.

MOVED by Councillor Turner, seconded by Councillor Nock.

RESOLVED that the information is noted.

006/24 NOTICES OF MOTION

MOVED by Cllr Riddolls, seconded by Cllr Barnett

- a. That the FP&GP Committee sets up a working group to investigate the lost revenue attributed to the toilets operated by the council's contractor (and any other relevant issues), based on all existing paperwork and



correspondence between the relevant parties, with an initial report being submitted to the Council Meeting on 10 September 2024.

There was an in-depth discussion, where it was noted that the committee had previously raised these issues with Danfo and that Danfo's response had been recorded.

MOTION NOT CARRIED

2 in favour, 4 against.

MOVED by Cllr Riddolls, seconded by Cllr Barnett

- b. That the FP&GP Committee sets up a working group to ensure what the gallery (as our chosen meeting room) is brought up to the standard that meets current guidelines with respect to all disabilities for councillors, members of staff and the general public. We again need all communications with the proper officer on how to bring the gallery up to the necessary standard to cover all disabilities, especially the report by the representative of the Whitby Disability Group and the subsequent report from the consultants brought in to guide us through the necessary legislation. This needs to include the history of how we are at the position we are at the present time. An initial report being submitted to the Council Meeting on 10 September 2024.

As amended by the proposer and seconder:

RESOLVED that for future meetings of full council, tables are closely arranged in a 'T' shape, without a central gap, to bring the public further up the gallery and that the council should acquire an omni-directional microphone for use with the existing PA system to improve audibility in the room.

007/24

COUNCILLOR SAFETY

The committee considered the recommendations of the Local Government Association for providing training and support services, technology, guidance, and clear mechanisms for accessing direct support when needed to aid councillor safety from on-line and physical intimidation and harassment.

MOVED by Councillor Wild, seconded by Councillor Nock

RESOLVED that the Council acknowledges potential safety concerns of members by making personal alarms available to members and that the Clerk is delegated to purchase required alarms at reasonable cost.

Initial

008/24 APPROVAL OF EXPENDITURE

Submitted: a schedule of invoices dated to 30 June 2024.

MOVED by Councillor Nock, seconded by Councillor Coughlan

RESOLVED that the schedule of expenditure up to 30 June 2024 in the sum of £99,127.14 net (as attached) is approved and submitted to Full Council.

009/24 COST CENTRE EXPENDITURE & INCOME TO 30 JUNE 2024

Submitted: a summary of income and expenditure to 30 June 2024, by budget heading.

MOVED by Councillor Turner, seconded by Councillor Turner

RESOLVED that cost centre income and expenditure to 30 June is noted.

Signature 8 October 2024

DRAFT

Initial

Paid Expenditure Transactions

paid between 01/05/24 and 01/07/24

Start of year 01/04/24

Payment

Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
	03/05/24	7		£42,727.87	£32,198.46	£10,529.41	Danfo Uk Ltd	Outstanding
	03/05/24	51		£417.92	£69.65	£348.27	ADT Fire & Security PLC	Maintenance of the access control s
	03/05/24	86		-£13,901.02	£0.00	-£13,901.02	Danfo Uk Ltd	Outstanding Contra
	07/05/24	52		£13.51	£0.00	£13.51	Barclays Bank	Commission For Period April
HMRC May	13/05/24	53		£15.70	£0.00	£15.70	HMRC	FPS March - 2412
	16/05/24	55		£94.80	£15.80	£79.00	SAGE UK Ltd	Monthly subscription invoice
	17/05/24	83		-£1,333.43	£0.00	-£1,333.43	Everflow Limited	Refund of credit on account
	20/05/24	56		£480.00	£80.00	£400.00	Cuttlefish Media	Whitby Town Council Annual Licence,
	20/05/24	57		£698.88	£116.48	£582.40	Toye Kenning & Spencer	Past Mayors' medallions
	20/05/24	58		£90.00	£15.00	£75.00	Vinyl Signs of Whitby	Mayoral Board
	20/05/24	59		£90.00	£15.00	£75.00	Vinyl Signs of Whitby	Vinyl Lettering (Gallery)
	20/05/24	60		£404.40	£67.40	£337.00	Andrews Air Conditioning	A/C Maintenance (Booth)
	20/05/24	61		£451.86	£75.31	£376.55	Andrews Air Conditioning	Remedial works
	20/05/24	62		£388.34	£64.72	£323.62	Andrews Air Conditioning	A/C Maintenance (Dobson)
	20/05/24	64		£210.00	£35.00	£175.00	Whitby Advertiser	Neighbourhood Plan second half-page
ADT May	20/05/24	65		£5,651.57	£941.93	£4,709.64	ADT Fire & Security PLC	CCTV Maintenance 2024-25
ADT May	20/05/24	66		£1,128.83	£188.14	£940.69	ADT Fire & Security PLC	Fire Alarm Maintenance 2024-25
ADT May	20/05/24	67		£711.00	£118.50	£592.50	ADT Fire & Security PLC	Emergency Lighting Maintenance 2024
ADT May	20/05/24	68		£2,651.33	£441.89	£2,209.44	ADT Fire & Security PLC	Intruder Alarm Maintenance 2024-25
	20/05/24	81		£180.00	£0.00	£180.00	Brian Oakley	External Windows (20/05/24)
	21/05/24	25		-£25.00	£0.00	-£25.00	YLCA	Contra 24, Training Courses (Double
	22/05/24	71		£2,029.05	£338.17	£1,690.88	TotalEnergies Gas & Power	Electricity supply April
Barclaycard	23/05/24	74		£15.15	£2.52	£12.63	Boyes of Whitby	Stationery
Barclaycard	23/05/24	75		£34.00	£5.67	£28.33	The Works Stores Ltd	Consumables
Barclaycard	23/05/24	76		£4.05	£0.68	£3.37	Poundland Ltd	Consumables
	23/05/24	77		£2,779.85	£463.31	£2,316.54	ENGIE Gas Limited	May Bill
	28/05/24	32		£1,125.22	£0.00	£1,125.22	Everflow Limited	Water Bill Toilets - April/May

Paid Expenditure Transactions

paid between 01/05/24 and 01/07/24

Start of year 01/04/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
	28/05/24	78		£85.79	£14.30	£71.49	Cathedral Hygiene	Monthly fee - May 5001/6
	30/05/24	8		-£351.87	£0.00	-£351.87	Macy Browns	Recharge of water 5002/2/1
	31/05/24	37		£3,387.20	£564.53	£2,822.67	Vistech Security Ltd	Outstanding invoices Jan-Apr 2024 5001/7
	31/05/24	69		£10,142.73	£0.00	£10,142.73	ADT Fire & Security PLC	Contractual Payment (Duplicate) 5001/9
	31/05/24	79		£6,000.00	£0.00	£6,000.00	North Yorkshire Council	Financial contribution for funding 5002/18
	31/05/24	80		£23.99	£4.00	£19.99	Normans Business Solutions	Stationery 5000/1/1
	31/05/24	82		£25.79	£4.30	£21.49	Document Solutions	Photocopier April 2024 5000/1/2
	04/06/24	95		£875.00	£145.83	£729.17	Pheonix Fireworks Limited	Deposit for 2024 Christmas Festival 5002/19
	04/06/24	96		£8.50	£0.00	£8.50	Barclays Bank	Commission For Period April 5000/1/13
	17/06/24	112		£94.80	£15.80	£79.00	SAGE UK Ltd	Monthly subscription invoice 5000/1/9
	19/06/24	89		£984.73	£0.00	£984.73	Everflow Limited	Billed as overdue - consolidation o 5002/2/1
	19/06/24	97		£80.00	£0.00	£80.00	Whitby Area Development	Hire of Coliseum for Annual Parish 5000/2/15
	21/06/24	72		£2,038.15	£339.69	£1,698.46	TotalEnergies Gas & Power	Electricity supply May 5001/2
Barclaycard	24/06/24	98		£35.90	£5.98	£29.92	Royal Academy of Arts	Gifts 5000/1/1
Barclaycard	24/06/24	99		£103.95	£17.32	£86.63	Argos Whitby	Vacuum cleaner 5000/1/6/4
Barclaycard	24/06/24	100		£109.76	£0.00	£109.76	York City Council	Yorkshire Day 2024 5000/2/1
	24/06/24	101		£273.60	£45.60	£228.00	Siemens Financial Services	Rental (Quarterly) Telephones 5000/1/5
	25/06/24	102		£497.28	£82.88	£414.40	ENGIE Gas Limited	June Bill 5001/1
	26/06/24	35		£1,508.51	£0.00	£1,508.51	Everflow Limited	Water Bill (All Locations) June 5002/2/1
	26/06/24	103		£326.40	£54.40	£272.00	ADT Fire & Security PLC	Call out 5001/10
	26/06/24	104		£114.04	£19.01	£95.03	Wilf Noble Construction &	May bill 5001/12
	26/06/24	105		£561.24	£93.54	£467.70	Toye Kenning & Spencer	Consort medalions 5000/2/3
	26/06/24	106		£60.81	£0.00	£60.81	Pitney Bowes	Postage fees 5000/1/4
	27/06/24	107		£85.79	£14.30	£71.49	Cathedral Hygiene	Monthly fee - June 5001/6
DocSol June	28/06/24	108		£200.20	£33.37	£166.83	Document Solutions	Telecoms Monthly - May 2024 5000/1/5

Paid Expenditure Transactions

01/04/24

Start of year

paid between 01/05/24 and 01/07/24

Payment

Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
DocSol June	28/06/24	109		£40.41	£6.74	£33.67	Document Solutions	Photocopier May 2024
	28/06/24	110		£350.00	£0.00	£350.00	Gordon Fletcher	Internal Audit Report
	28/06/24	111		£18,016.80	£3,002.80	£15,014.00	Bruynzeel Storage Systems	Storage
				£92,797.68				
				£46,047.48	Confidential Transactions			
Total				£138,845.16	£39,718.02	£99,127.14		

