



BOROUGHBRIDGE TOWN COUNCIL

1 HALL SQUARE, BOROUGHBRIDGE, NORTH YORKSHIRE, YO51 9AN
www.boroughbridge.org.uk
info@boroughbridge.org.uk
Tel: 01423 322956

FINANCE AND ASSETS COMMITTEE MEETING MINUTES– Thursday 10th September 2026 at 18:00 hrs.

Present: Cllr Zoe Metcalfe (Chair), Cllr Nathan Plowright, Cllr Elisa Philips, Catherine Pyman (Finance Support), Liz Leatherbarrow- (Clerk and RFO who also took the minutes).

The meeting started at 18:00.

89. To note and consider any apologies for absence

Apologies and reasons for absence had been received from Cllr Simon Ashley and Cllr Pauline Phillips.
The apologies and reasons were noted and accepted.

90. To note declarations of Interest in items on the agenda

None.

91. To consider and review the 2026-27 Operating Budget at 6 months point

The Chair went through the prepared budget information at the 6 month review period.

Each line of the budget was considered and any comments made were discussed.

All overspends identified were considered, reasons for the overspends were explained and discussed. Key points were:

It was agreed the heading of BERT will be removed from the budget in 2027-8 as this is no longer relevant.

It was noted that an HR review of salaries had identified back dated payments were owed to the staff team.

However, there should be sufficient funds in budget to cover the anticipated costs. The new cleaner post will be included in payroll again, but double previous cost (~£20/hr vs £10) from September.

Accounting fees: slightly over, but invoicing timing explains it; will repeat same approach in March.

Insurance: £400 over budget due to recreation ground addition.

Subscriptions: over budget; NALC now at full price after discounted first year

Car park income now includes additional QR income

Business rates (car park/toilet block): reduced charges against anticipated gives a saving

Cemetery burial deed income: lower than expected, attributed to seasonal timing

Funding for the repairs to the Fountain was discussed. £28,000 has been identified within the reserves and budget, but this includes monies pledged previously that need to be confirmed as verified to the project.

Letters are being sent for confirmation from office.

Bridge lighting project contributions (£1,000 Langthorpe, £1,000 Milby) were pledges only, never received; agreed to delete from budget now.

Cllr Metcalfe **proposed to** approve the figures at this stage of 6 months into the financial year of 2026-7.

Cllr Plowright seconded the proposal. **All in Favour. Resolved.**

92. To note and consider items 'not budgeted' for in 2026/7 that are now included on the budget

CIL received from two housing developments is unallocated, giving potential fountain funding.

Aldbrough Cemetery footpath funded by Commuted Sums: £12,000 spent against £3,000 in the budget; commuted sums covered the spending but wasn't visible in budget.

It was agreed Commuted sums and project spending needs to be registered on the budget or tracked as separate project budgets in the records. Budget needs projects identified before the Precept request, taking in to account Commuted Sums allocations that may also be used as project spending.

There is a concern identified in the audit that Commuted Sums spending may nudge the total budget past a key accounting threshold in future.

93. To consider changes made to Asset Register records, and Finance Risk Assessment

A new format has been devised to improve the records kept and to ensure the asset register links to the budget setting. The format also provides space for an inventory with contents under the £250 insurance excess threshold listed separately. The new document is work in progress to be completed by RFO and Finance Support Officer.

Valuations of assets were considered and it was agreed are predominantly outdated and low. The financial risk to the council from not planning to build funding in reserves for maintenance of all assets was explained, considered and accepted as necessary for the future.

Cllr Metcalfe **proposed to** accept the new format suggested with revaluations included in a new column added. Cllr Plowright seconded the proposal. **All in favour. Resolved.**

94. To consider renewal of Tenders for 2027, including Grounds Maintenance contract

The tenders were identified and discussed. The tenders include: Grounds maintenance contract (to include weed spraying). Weed spraying may not be included next year by North Yorkshire Council. Grounds contract wording needs improving to ensure regular attendance, even if no cuts are completed/additional work in lieu of cuts; and grass collection.

The Grave digging tender now expires 2029.

An IT Service Level Agreement is now in place with a rolling agreement from 2020.

The Handyman tender previously went out, with no applicants received. It was agreed this should be re-advertised on social media. Applications must include Public liability insurance.

Cllr Metcalfe **proposed to** readvertise the Handyman Tender application process as discussed.

Cllr Plowright seconded the proposal. **All in Favour. Resolved.**

Action: Clerk to re-advertise the tender.

The toilet/car park contractor is to be asked to cover some handyman tasks during the planned car park closure. It was agreed a working group will be formed to review and tighten tender specifications before issuing again. Working group to include Cemeteries committee Chair hopefully, but it will be open to all councillors.

95. To note AGAR action plan 2026

The RFO explained no action plan may yet be completed as the external auditor is continuing to request additional information. The points raised by PKF Littlejohn were discussed and it was agreed the RFO would contact the internal auditor again for help regarding a missing item on one form.

General frustration about the process and the time consuming nature of answering some of the queries raised was shared. It was agreed the scrutiny level is high with accurate submissions still generating follow-up queries.

96. To consider new monitoring records for Car park and other assets

A recent insurance claim has prompted a requirement for brief regular asset monitoring records. The Clerk team has created a monitoring form for the car park. This is now completed weekly. All assets should be monitored regularly to avoid a similar situation in other assets/spaces owned by the town council. Records are required, which is a challenge. This was discussed and ideas were suggested to consider. It was suggested to split Finance and Assets into two separate committees, to enable assets to be better managed. A suggested approach was to allocate specific assets to individual councillors for weekly/monthly checks, RAG rated to determine frequency of monitoring: High risk (eg. fountain, car park): weekly; Lower risk (eg. Aldborough Green, recreation ground): less frequent.

ACTION: Chair and Clerk to develop a generic tick-list and action plan to submit before full council in October.

97. To consider CCTV upgrading quotes received

The three quotes and accompanying information compiled by Cllr Peter Phillips and Cllr Pauline Phillips was discussed and carefully considered.

Following consideration Cllr Metcalfe **proposed to** accept the quote from CUC. Cllr Elisa Philips seconded the proposal. **All in Favour. Resolved.**

ACTION: Clerk to include decision on FCM agenda in October for approval of full council.

98. To consider Commuted sums applications and implications on the 26/27 budget

Considered above in budget review.

99. To consider record in 2026-7 budget of funding for Allotment gate repairs in Aldborough by Commuted Sums

As above this application was considered again. It was agreed a record trail from Cllr Hynes will be obtained to explain the inclusion of the funding and expenditure in the budget.

ACTION: Clerk and Cllr Metcalfe to ensure notes are added to budget when obtained.

100. To consider Handyman work and quotes

The Chair explained the Clerk team has a list of tasks that need completing by a handyman. The list was explained. It was agreed re-advertising the Handyman vacancy is essential. It was suggested social media may be useful.

ACTION: Clerk to advertise the works required/appointment sought.

101. To consider structural Surveyor quotes for works to be carried out on the Fountain

The Chair explained the quotes are still being sought. Contractors have been approached, but the process is slow.

102. To consider quotes for the works to Boroughbridge Cemetery

The Chair reported the quotes were discussed at Full council in September and a resolution made.

103. To consider weed spraying quotes

The Chair reported the issue was discussed at Full Council In September and will be reviewed again in future.

104. Proposed date for next meeting

The next meeting was confirmed as **Wednesday 11th November at 6pm.**

[Agenda to include Precept calculation to recommend to Full Council in December.]

The meeting ended at 20:00.

Each page of these minutes has been read and approved by the chair of the Committee.

Signed _____

Date _____

Chairman of Finance and Assets Committee