



BOROUGHBRIDGE TOWN COUNCIL

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MINUTES OF THE MEETING OF THE FINANCE AND HUMAN RESOURCES COMMITTEE (F&HR)

Tuesday 26 February 2019 18.30pm – 1 Hall Square, Boroughbridge

Present: J Wilkinson (Chairman), G Haldenby, P Taylor, R Young, M Kaczmarczyk

Responsible Financial Officer Present (RFO): H Heavisides.

Public Present: None

Late Arrivals: None

Early Departures: None

Meeting Opened: 18.36

1. To receive apologies and reason for absence. None.
2. Declarations of interest in items on the Agenda. None.
3. Public questions and statements. None.
4. Finance:
 - a. To approve quotation of £450 for repair of pot holes in car park. **RESOLUTION:** Payment of £450 plus vat agreed and approved. All in favour. Motion carried. **Action: RFO**
 - b. To approve a budget for a new vacuum cleaner for the office. **RESOLUTION:** A budget of £200 was approved. Motion carried. **Action: RFO**
 - c. To discuss the cost of secondary double glazing for flat 10a Fishergate. This will cost £94.72 plus vat. Agreed and approved. **Action: RFO**
 - d. To receive information regarding the business tax on the public toilet block. Previously thought to apply to 2019/20, the relief of business tax for public toilet blocks will now apply from 2020/21. The RFO reminded the Committee that no budget had been allowed for this expense in 2019/20 and that the cost of approximately £6,600 would now be paid from financial reserves. Received and noted.
 - e. To receive a quotation for the repair of the bench in the Recreation Ground. Repair would cost £270. Committee would like to defer to Full Council in order to consider removal of the benches. Clerk to get quotation for removal and add to Full Council agenda. **Action: RFO**
 - f. To approve payment of £250 for 2 hanging baskets. **RESOLUTION:** Payment of £250 approved. All in favour. Motion carried. **Action: RFO**
 - g. To receive a quotation of £50 for clearance of winter debris from Aldborough Cemetery. The present contractor estimated £30, rather than £50, plus vat for clearance of this debris. Approved and agreed. RFO to request work to be completed. **Action: RFO**
 - h. To receive a quotation of £100 for weed spraying on St James' Square. This cost is for 2 sprayings and will be recovered by donations from the owners of the cobbles once the work has been completed. **RESOLUTION:** Cost of £100 approved. All in favour. Motion carried. **Action: RFO**
 - i. Balance of accounts 26/2/19.
Current Account - £10,323.93
Money Manager Account – £59,946.85
5. Human Resources
 - a. To receive a request from the Clerk to consider uplift in salary for Deputy Clerk's undertaking of 32 hours of Clerk's duties during recent sick leave cover. The committee would like to recommend payment of a £50 bonus to the Deputy Clerk for keeping the office running during recent sick leave cover. **Action: RFO**
6. To agree dates below for future meetings of the F&HR Committee:
 - 16 April. Meeting to be moved to 30 April 2019 18.30. Agenda item -staff review. **Action: RFO**

Meeting Closed: 19.24

Signed: _____
Chairman

Dated _____