

**BOROUGHBRIDGE TOWN COUNCIL
MINUTES OF THE COUNCIL MEETING HELD ON
TUESDAY 30 APRIL 2019
AT 1 HALL SQUARE, BOROUGHBRIDGE YO51 9AN**

COUNCILLORS PRESENT: G Haldenby (Mayor), K Fuller, J Fuller, J Goss, S Hynes,
M Kaczmarczyk, P Taylor, R Young, P Phillips, J Wilkinson,

CLERKS PRESENT: H Heavisides (Clerk & RFO), H Chester (Deputy Clerk).

POLICE PRESENT: None

MEMBERS OF THE PUBLIC PRESENT: None

Late Arrivals: None
Early Departures: None

The Meeting opened at 18:37

- 1. To receive apologies and reasons for absence.** R Windass
- 2. Declarations of interest in items on the Agenda.**
- 3. Approval of the Minutes of the Council Meeting held on 2 April 2019. RESOLUTION:** To sign the minutes as an accurate record of the meeting held. 9 in favour, 1 abstention.
- 4. Public Questions or Statements.**
- 5. Finance**
 - a. To receive the financial statement and bank reconciliation for April 2019. APPENDIX 1 -** To include payment for Mayor Making refreshments @£61 and gifts for Mayoress and Deputy Mayor's Consort @£30. Received, noted and approved.
 - b. To agree unpaid invoices for April 2019 to be paid.**
RESOLUTION: Payments totalling £7,165.30 approved for payment in line with Finance Regulation 6.9. All in favour. Motion carried. **ACTION: RFO**
Clerk to provide graph of honesty box income for the June meeting. **Action: Clerk**
 - c. To approve changes to the direct debit mandate -APPENDIX 2 – (Changes noted below):**
 - i. Scottish Hydro for electricity & gas supplies.**
 - ii. BT for CCTV system.**
 - iii. Harrogate Borough Council – Cemetery bins.****RESOLUTION:** The changes to the direct debit mandate approved. All in favour. Motion carried.
Clerk to contact Yorkshire Water to ask where run-off water goes. If it is a 'soakaway' then there should be no charge. **Action: Clerk**
 - d. To approve payment of £1,289.87 to Zurich for public liability insurance cover 2019/20.**
RESOLUTION: The payment of £1,289.87 for the public liability insurance cover 2019/20 should be paid. All in favour. Motion carried.
 - e. To receive the Annual Governance and Accountability Return 2018/19.**
 - i. To receive the internal auditor's report following the end-of-year audit and note any recommendations – APPENDIX 3.** Report received and noted.
 - ii. To note the Annual Internal Audit Report for 2018/19 included at page 4 of the Annual Governance and Accountability Return 2018/19.**
RESOLUTION: The Annual Internal Audit Report for 2018/19 included at page 4 of the Annual Governance and Accountability Return 2018/19 be noted.

- iii. **To approve Section 1 - Annual Governance Statement 2018/19 for Boroughbridge Town Council on page 5 of the Annual Governance and Accountability Return 2018/19.**

RESOLUTION: Boroughbridge Town Council approve Section 1 Annual Governance Statement 2018/19 for Boroughbridge Town Council on page 5 of the Annual Governance and Accountability Return 2018/19.

- iv. **To approve Section 2 - Accounting Statements 2018/19 for Boroughbridge Town Council on page 6 of the Annual Governance and Accountability Return 2018/2019. RESOLUTION:** Boroughbridge Town Council approve Section 2 – Accounting Statements 2018/19 for Boroughbridge Town Council on page 6 of the Annual Governance and Accountability Return 2018/19.
Clerk to send copy to Cllrs Wilkinson and Haldenby. **Action: Clerk**

- v. **To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.**

RESOLUTION: In accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities, Boroughbridge Town Council will publish the following documents on the Boroughbridge Community Website: **Action: Clerk**

- Annual Internal Audit Report 2018/19
- Section 1 – Annual Governance Statements 2018/19
- Section 2 – Accounting Statements 2018/19, page 6
- Analysis of variances
- Bank Reconciliation to 31 March 2019
- Notice of period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015

Clerk to send AGAR to PKF Littlejohn. **Action: Clerk**

- f. **To receive the Small Donations Monitoring form from Boroughbridge Bowls Club.** The money has not been used this year. **RESOLUTION:** To reclaim this money under the terms of the Small Donations Policy. 7 in favour, 3 against. Motion carried. **Action: Clerk**

- g. **To receive notification of emergency tree work in Tutt Woodland authorised by the Chairman & Clerk under Finance Regulation 5.5d.**

RESOLUTION: The cost of £340 was approved for felling of the dangerous tree.

- h. **To receive notification of Autela Payroll Processing Fees from 1 April 2019.** Received and noted. Cllr Wilkinson requested a comparison between 2018 and this 2019 payments.
Action: Clerk

- i. **To further discuss the quotations for exterior decoration of 1 Hall Square.** 3 estimates were previously received: £2190; £1,250; £779.85. The Clerk recommended that, whichever estimate was approved, a traffic management company should also be employed to manage the risk. **RESOLUTION:** Councillors instructed Clerk not to engage a traffic management company but to offer the contract to the contractor who estimated £779.85 on condition that he provides Public Liability Insurance and written confirmation that the work will be carried out in a manner in which risk will be managed so that the contractor, other workers and the public are kept safe. All in favour. Motion carried. **Action: Clerk**

- j. **To receive a quotation for tree works in:**

i. **Back Lane Car Park.** £250

ii. **St James' Square.** £420

Councillors assert that the Town Council own these trees which were bought by Dr Hazel and later given to the Town Council. Contractor to take photographs of the cobbles before and after work. **Action: Clerk**

- iii. **Land at Mill Lane.** – Hogweed Spraying - £65; Tree works £260; Spraying of grassed area 3 x £30.

RESOLUTION: To approve the costs in item 5j (i), (ii), (iii) above. All in favour. Motion carried. **Action: Clerk**

6. **Planning – Approval of the Planning minutes held on 2 April 2019. RESOLUTION:** To sign the minutes as an accurate record of the meeting held. All in favour. Motion carried.

7. **To discuss the Roundabout Sponsorship:**

a. **To approve new sponsors and specification for the planting of Wetherby Road Roundabout.**

RESOLUTION: To approve Green Tech as the new sponsors of Wetherby Road Roundabout and approve the specification submitted. All in favour. Motion carried. The specification now needs to go to North Yorkshire County Council for approval. **Action: Clerk**

b. **To discuss the condition of all other roundabouts.** It was suggested that a review of all roundabouts should be carried out later in the year. Roundabouts that maintain a high standard could be used to inspire other sponsors.

8. **To note the next Full Meeting of the Council will be the Mayor Making (Annual Meeting) on Tuesday 7 May 2019.**

Meeting closed: 20:04

Signed: _____ Dated: _____

Chairman