

Statement from Boroughbridge Town Council to accompany AGAR Section 3

On behalf of the Town Council, as RFO the following comments are made to accompany the Section 3 Certificate 2024-5.

Re “except for” matter regarding the risk assessment approval.

The Risk Assessments were completed as per best practice requirements by appropriate teams of councillors in Autumn 2024. The completed assessments were then checked by the clerk team and the mayor, circulated to the councillors prior to presentation at the Full Council meeting. They were then presented to the town council at the Full Council Meeting as noted in the report. It was explained to the colleagues at PKF Littlejohn that the Minutes of the Full Council Meeting did record that the Risk Assessments had been completed and accepted by the full council present. However, the recorded Minute did not meet the required legislated language to denote that the town council ‘resolved to accept’ the Risk assessments. This has since been retrospectively recorded in the minutes of the Full Council Meeting on 2.9.2025 to ensure no doubt remains the town council had examined, approved and accepted the Risk Assessments.

The “except for” comments were contested by the RFO regards this statement as the error highlighted relates to an error in minute recording only, not in the practice of the council.

(E Leatherbarrow 17.09.2025)