



BOROUGHBRIDGE TOWN COUNCIL

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Liz Leatherbarrow
Clerk

Tuesday 30th December 2025

To: **The Town Mayor and Members of Boroughbridge Town Council**

Dear Councillors:

I hereby summon you to the following meeting of **BOROUGHBRIDGE TOWN COUNCIL** to be held at the **Council Offices**.

FULL COUNCIL MEETING

Tuesday 6th January 2026 at 6.30 pm.

Please see the agenda for the meeting below:

Notes:

- 1. Members are reminded of the need to consider whether they have any pecuniary or non-pecuniary interest to declare on any of the items on this agenda and, if so, of the need to explain the reason(s) why. Queries should be addressed to the Monitoring Officer Ms Jennifer Norton 01423 556036.*
 - 2. Members of the public are allowed to observe Council Meetings or speak for up to 3 minutes at Agenda Item 4. Any requests to do this should be advised at least 24 hours in advance of the Council Meeting to the Town Clerk who will make the required arrangements.*
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FULL COUNCIL MEETING AGENDA – Tuesday 6th January 2026 at 18:30.

100.1 To receive apologies for absence and record in the minutes.

Apologies received from Cllr Elisa Philips

100.2 To consider the approval of reasons for absence given by councillors.

101. To receive declarations of interest in items on the agenda

102.1 To confirm the minutes of Full Council Meeting on 2nd December 2025 as a true and accurate record

102.2 To confirm the minutes of the Planning Committee Meeting on Tuesday 2nd December 2025 as a true and accurate record.

103. Public questions/statements and requests to speak at Agenda item received prior to the meeting. None received.

104. To receive External Stakeholder and Working Group Reports

104.1 To receive updates from District Councillor Robert Windass

104.2 To receive any updates from the Finance and Assets Committee Chair.

104.3 To receive an update from the Cemeteries Committee

104.4 To receive an update from the Environment and Sustainability Committee Chair.

- 104.5 To receive an update from the Planning Committee Chair
- 104.6 To receive a report from the Human Resources Committee Chair
- 104.7 To receive a Minskip area report

105. To consider approval of Finance information for December

- 105.1 To consider approval of the end December 2025 Finance Information and Bank Reconciliation.
To note receipts and payments to end of December 2025.
- 105.2 To consider quote for new laptop with ICT systems applied and new e-mail address for burial Clerk

106. Matters arising from previous Minutes

- 106.1 To consider actions regards sale of Mill Lane site.
- 106.2 To consider actions needed regarding rates charged by NYC for the toilet block (see also 98.1 below)
- 106.3 To consider a review of Remembrance Day service arrangements
- 106.4 To consider repair works to the Fountain
- 106.5 To approve Car Park works identified
- 106.6 To consider actions required to maintain lights on trees in St James' Square
- 106.7 To receive an update on the Community Hall/Building project
- 106.8 To receive a report on the Sports Village development project
- 106.9 To receive a Commuted Sums report
- 106.10 To consider changes made at Allotments site
- 106.11 To consider the lease and tenancy agreement for the 10A Fishergate flat
- 106.12 To consider a resolution to accept the Civility and Respect Pledge.

107. New issues

- 107.1 To consider changes made at Allotments
- 107.2 To consider installation of a grit bin for High Street
- 107.3 To consider agreement with Scottish Business Stream for water supply to toilet block
- 107.4 To note appointment of new Deputy Clerk
- 107.5 To consider maintenance planning for the ICT systems in the council office.
- 107.6 To note expected staffing issues for office in January
- 107.7 To consider Playground Inspection report received (see also 108.3 below)

108. To receive information on the following correspondence and decide further action where necessary

- 108.1 Response letter regarding rates on toilet block received 4.12.25.
- 108.2 Gov.UK information about rates bills projected for 2026 received 9.12.25
- 108.3 Playground Inspection report for Recreation Ground received 10.12.25

109. To receive information on Invitations received for the Mayor of events to attend

- 109.1 Visit to Roecliffe Primary School to support with curriculum topic on PSHE.
- 109.2 Candlemas Festival Eucharist at Ripon Cathedral on Saturday 31st January at 5.30pm
- 109.3 Invitation to attend Civic Service for Cllr George Jabbour in Helmsley, Sunday 22 February at 11am and afterwards at lunch.

110. To confirm the time and date and venue of the next Full Council Meeting will be Tuesday 3rd February 2026 at 6.30pm.

Following the Openness of Local Government Bodies Regulations 2014, the right to record, film and to broadcast meetings of the Council, Committees and Sub Committees is established, but anyone wishing to do so, should advise the Clerk or Chair of the Council, to ensure compliance with BTC's adopted policy to manage this activity effectively and lawfully.