

BOROUGHBRIDGE TOWN COUNCIL

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John Nichols
Clerk of the Council

10th December 2019

To: **The Members of Boroughbridge Town Council Finance and Human Resources Committee**

Dear Councillors:

I hereby summon you to the following meeting of **BOROUGHBRIDGE TOWN COUNCIL** to be held at 1, Hall Square, Boroughbridge North Yorkshire YO51 9AN on:

FINANCE AND HUMAN RESOURCES COMMITTEE

17th December 2019

6.30pm in the Meeting Room

Please see the Agenda for the meeting below:

Yours faithfully

J. Nichols

Clerk of the Council

Note: Members are reminded of the need to consider whether they have any pecuniary or non-pecuniary interests 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.

FINANCE AND HUMAN RESOURCES (F and HR) AGENDA – Tuesday 17 December 2019 6.30pm

1. To receive apologies and reason for absence.

2. Declarations of interest in items on the Agenda.

3. Public questions and statements.

4. Finance

- a. To discuss the 2020/21 budget and precept request.
- b. To discuss upgrading and improving office IT architecture.
- c. To discuss improvements to office filing and documentary storage.
- d. To discuss rationalisation and cost effectiveness of office printing/copying/scanning hardware.
- e. To discuss office equipment and consumables procurement – switch from Viking and open an Amazon account.
- f. To receive an update on new chairs for the meeting room.
- g. To review BTC's Finance Regulations – annual review due by end 2019
- h. To discuss preparation for annual audit due March 2020
- i. To review the TOR of the Finance and HR Committee.

5. Human Resources

- a) To discuss proposed assessment by YALC of Boroughbridge Town Council's position on the NALC national salary scales
- b) To discuss the replacement of the Deputy Clerk leaving 20th December.
- c) To discuss the Contract of Employment of the Town Clerk
- d) To discuss better office business continuity at time of HR changes – process mapping

6. Mill Lane Development

Guest attendance by Councillor Phillips (proposed timing 7:30pm)
To outline and discuss Mill Lane development options.

7. To agree dates below for future meetings of the F&HR Committee.

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 effectively and lawfully manage this activity.