



BOROUGHBRIDGE TOWN COUNCIL

1 HALL SQUARE, BOROUGHBRIDGE, NORTH YORKSHIRE, YO51 9AN
www.boroughbridge.org.uk
info@boroughbridge.org.uk
Tel: 01423 322956

MINUTES of FINANCE AND ASSETS COMMITTEE MEETING THURSDAY 29th MAY 2025 at 18.30.

Present: Cllr Zoe Metcalfe (Chair), Cllr Peter Phillips, Cllr Pauline Phillips, Cllr Nathan Plowright, Cllr Rob Young, Catherine Pyman, Liz Leatherbarrow (Clerk & RFO who also took the minutes).

1. Apologies for absence

Cllr Sean Hynes.

2. Declarations of Interest in items on the agenda

Cllr Plowright declared an interest in point 12- valuations for Hall Square.

3. AGAR and Audit

The RFO explained that the AGAR had been submitted to PKF Littlejohn. The town council has been selected for an intermediate review, as expenditure and income went over £200,000 last year, due to the MUGA project. Additional information had been requested for this review, but no response has been received yet after the information was submitted.

The public inspection period for the council begins on Monday next week.

Cllr Metcalfe thanked the Finance Support officer and the RFO on behalf of the council for their work submitting the AGAR.

4. Back Lane Car Park (including evaluation from Cllr Phillips)

As previously noted in F&A committee meetings, it was agreed to discuss in depth the concern of the car parking funding issue. A full discussion regarding the committee's concerns regarding the parking revenue, maintenance and toilet block took place. It was also noted that the Chair of the Chamber of Trade was attending June's FCM to discuss their concerns re lack of car parking in the town.

Cllr Phillips had prepared a report on the car park that was shared. Cllr Peter Phillips talked through the key points of the report. A key point was income from the car park should total c£47,840 per year if visitors paid contributions. However, the revenue received last year was c£16,000. The receipts do not cover the costs of running the car park.

Discussion was shared about possible options for encouraging more income to redress the £14,000 shortfall..

The report suggested: QR code payment, better signage, sponsorship of spaces, advertising, selling back to NYC, and handing over the car park to a private company. All suggestions were discussed.

Cllr Metcalfe summarised the actions needed this year: markings repainting, surface potholes refilling, replacement of honesty box, repainting of speed bump and direction arrows.

Suggestions were made about sponsorship and advertising sales, and possibility of decreasing the time permitted for parking on the High Street.

Resident parking permits were considered for the residents who have a legitimate right to park in the car park.

Cllr Pauline Phillips commented that vehicles are often left in the car park but they have been reported to PCSO Jack Gudger.

It was agreed a subcommittee was needed to drive the works forward. Cllr Metcalfe will Chair the subcommittee and Cllr Plowright volunteered to join the group. White line marking was a first priority for action.

Cllr Pauline Phillips shared information about the toilet floor issue. The contractor has not been responding to her communication and she will now get quotes for the works and charge the contractor. It was suggested solicitors letter may be needed to support further actions.

ACTION: Clerk to send Car park analysis report to all councillors and to Chamber of Trade Chairperson prior to the FCM on 3rd June, to support discussions.

Cllr Metcalfe made a **proposal**:

The Subcommittee will report back at the next Finance and Assets meeting with progress.

Cllr Peter Phillips seconded the proposal. **All in Favour.**

4.2 Accident claim re car park drainage cover

The Insurance claim is being pursued, Zurich Insurance company have requested more information about the maintenance of the drain cover by Yorkshire Water.

ACTION: Clerk to liaise with Cllr Fuller to see if he has any further information to share.

Clerk to continue to respond to Zurich questions.

5 Insurance renewal and schedule.

Details of the increased figure for the insurance policy renewal were confirmed. The cost has increased due to MUGA development and recreation ground improvements.

Cllr Metcalfe made the **Proposal**:

To accept the new increases and renew the policy.

Cllr R Young seconded the proposal. **All in Favour.**

6. Limit on Spending authorised in Finance Regulations

The limit imposed on authorised works payments was discussed. This has been overtaken by rising prices and inflation rates and is now lower than is practicable. Discussion was shared about the limit now felt to be appropriate. Standing Orders were considered and referenced.

Cllr Metcalfe made the **proposal**: To increase the limit on authorised spending to £800.

Works that need urgently addressing, for example, high risk and impacting on Health and Safety of the public, will be risk assessed, and payment can be authorised by the Chair of Council and the RFO (or in case of the absence of the Chair, the Deputy Chair).

Cllr Peter Phillips seconded the proposal. **All in Favour.**

ACTION: Clerk to amend Finance regulations accordingly.

7. Hall Square maintenance: including Fire Alarm quotes and replacement lights in Hall Square and TIP offices

Quotes had been received for all of the works. The quotes were discussed.

The works needed on the flat above Hall Square were agreed as a priority. The budget was considered and amendments were made to allocated funding to allow the priority works to take place within budget allocations.

Works needed following risk assessment of the Fountain and Apron have made this a priority for spending over the Buttermarket.

It was discussed if Commuted Sums funding may support some of the works needed.

The three Fire Alarm system quotes were each considered. It was agreed that the committee would recommend the quote obtained from NSW Electrical Contractors.

Cllr Metcalfe made the **proposal**:

To apply for Commuted Sums funding to pay for the new Fire Alarm needed in Hall Square and 10A Fishergate, but to fund the new lights for the Hall Square offices from the budget.

Cllr Young seconded the proposal. **All in Favour**

The committee agreed to recommend the quote from NSW Electrical Contractors to replace the office and Tourist Information Point ceiling lighting units.

The list of repairs needed for the 10A Fishergate flat above Hall Square was discussed.

In addition to the identified repairs the central heating boiler had broken down again this week and was an uneconomic repair by the plumber who visited. A quote for a new boiler has been received.

Cllr Pauline Phillips made the **proposal**: To accept the quote for the replacement boiler immediately as the repair constituted a Health and Safety issue for the tenant who is ill. Cllr Metcalfe seconded the proposal.

All in Favour.

Cllr Metcalfe **proposed**: To get quotes for all the works needed in the flat . Cllr Pauline Phillips seconded the proposal. **All in Favour.**

8. Handyman Contract and Tender

Discussion was shared about the rate of pay appropriate for the Handyman tender, given increases in trade prices and feedback after the tender was advertised.

Cllr Metcalfe **proposed**:

To increase the amount offered at an hourly rate up to £25 per hour when the tender is readvertised.

Cllr Pauline Phillips seconded the proposal. **All in Favour.**

ACTION: Clerk to readvertise the Tender with the adjusted 'competitive rate of pay' included, using Social Media and website.

9. Cemetery Fee changes 2025

Cllr Metcalfe **proposed**: To accept the new fee charges suggested, including the allowance for residents.

Cllr Peter Phillips seconded the proposal. **All in Favour.**

A discussion was shared about the impact of new housing on the number of burial spaces now needed in the town. It was agreed the current population increase in Boroughbridge and district will require more burial land that currently is unallocated.

ACTION: Clerk to ensure to add this subject to the agendas of the next committee meetings held by Planning Committee, Cemeteries Committee and Finance and Assets Committee.

10. £300 limit for small grant scheme.

It was confirmed this limit is stated in the Finance regulations.

10.2 The small grant allocated recently to the Lions group was discussed. The event planned did not take place,

Cllr Metcalfe made the **proposal**: In line with the Finance regulations to request the Lions return the grant to the town council. Cllr Peter Phillips seconded the proposal. **All in Favour.**

11. Utilities contracts renewals- options to consider.

Cllr Metcalfe agreed to help the RFO to decide which utilities group should be chosen.

12. Valuation estimates for Hall Square, Assets Register, valuation policy and insurance.

The valuation quotes were considered and discussed.

Cllr Metcalfe made the **proposal**: To accept the quote from Stephenson's. Cllr Peter Phillips seconded the proposal. **All in Favour.**

13. Risk assessments

The Risk Assessments have been compiled and shared.

Cllr Metcalfe made the **Proposal**: To accept the Risk Assessments. Cllr Young seconded the proposal.

All in Favour.

14. Land registry quotes

3 quotes had been obtained they were discussed.

Cllr Metcalfe made the **proposal**: To accept the offer from Matt Seldon to undertake the works for the Land registry. Cllr Young seconded the proposal. **All in Favour.**

14.2 Recreation Ground quotes

Cllr Peter Phillips explained the quotes received and the reason why one company provided better value for money for the project. All equipment was discussed and described. The PID form information was agreed.

Cllr Peter Phillips made the **proposal**: To accept the Wicksteads quote for the works.

Cllr Metcalfe seconded the proposal. **All in Favour.**

ACTION: Clerk to submit the PID following ratification at the Full Council Meeting on 3.6.25.

15. Information sharing

Cllr Metcalfe- The works needed at the Fountain identified from the risk assessment survey were important and need to be revisited again at the next meeting. Issues with growth on the trees was discussed and a solution suggested. It was agreed the area is a focal point in the town and should be maintained to keep it attractive.

RFO- The review of the website suggested prompted an agreed training session with the IT company to support the clerk to review and improve the appearance of the site. Cllr Plowright has volunteered to also attend the training in June.

Finance Support officer- The asset register has been reviewed but still it has prompted questions about the rationale for including all equipment on the register. The headings used may need further amending. A valuation policy for assets was suggested by the auditor as a consideration. It was agreed this will be investigated further to support the continuing review process for the document. Cllr Metcalfe commented that the Maypole on Aldborough Green is not included on the asset register and should be added.

The meeting ended at 20.32.