



BOROUGHBRIDGE TOWN COUNCIL

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MINUTES OF FINANCE AND ASSETS COMMITTEE MEETING on Monday 4th August 2025

Present: Cllr Zoe Metcalfe (Chair), Cllr Peter Phillips, Cllr N Plowright, Finance Support Officer- Catherine Pyman, Clerk and RFO Liz Leatherbarrow (took the minutes).

14. To consider and receive apologies for absence

Apologies for absence were noted from Cllr Rob Young,

Cllr Sean Hynes- tried to attend the meeting but got delayed returning from a work commitment.

15. To note declarations of Interest in items on the agenda

None declared.

16. Budget- to consider and review first 4 months of financial year figures against planned budget for 2025-6

The budget information was considered and discussed.

Note was made of the fact expenditure for Hall Square has exceeded expected spending. This is due to the installation of a new fire alarm that was required. The alarm was fitted in both the office and the flat above the council offices. The flat also required a new boiler after an uneconomic repair.

Other balances were considered.

The car park is a focus for works by the council this year. The budget was set to cover costs anticipated, but it was agreed the expenditure for the car park improvements will be monitored mindfully.

Expenditure on ICT upgrades to the councillor email system to meet GDPR legislation introduced in 2025 is also noted as an unexpected expense that was not anticipated in budget setting last year.

17. Toilet flooring quotes- to consider and approve for recommendation to FCM the 3 quotes for resurfacing of toilet block floor covering.

The quotes from three contractors were discussed and considered.

The flooring will replace the flooring laid when the toilets were refurbished. The floor covering laid was not as promised or agreed and is not fit for purpose. The new quotes are for the type of floor covering originally discussed during refurbishment works.

The committee resolved to recommend the quotation from FloorTech to the council.

The Committee resolved to recommend the council try to recover cost of the original floor covering laid from the contractor who did the refurbishment. It is known the contractor has since entered into an insolvency process.

18. Decorating quotes for Hall Square to consider and approve for recommendation to FCM the quotes for the redecoration of exterior painting of 1 Hall Square

The three quotes were considered and discussed.

The redecoration is only for repainting the woodwork (windows and doors) of the building, not to repaint the render.

The Committee resolved to recommend the quotation received from M Coates to the council.

The Committee resolved to apply for funding from Commuted Sums towards the repainting works. The Committee agreed that the exterior rendering of the building will need repainting soon. This is to be a budget consideration for the next financial year.

19. Tree quotes for St James' Square- to consider and approve for recommendation to FCM quotes for trimming trees in St James' Square.

The quote for the tree works was discussed.

Thanks were extended to Cllr Jamie McNeil for his support in getting the quotation.

The Committee resolved to recommend the works to the council as they are essential and fall below the £800 limit in the Town Council Financial Regulations.

20. Car Park improvements- to consider budget implications of any working group recommendations, prior to FCM

Cllr Metcalfe's working party has begun compiling quotes and met with contractors to research improvements and changes suggested for the car park in Back Lane.

It was resolved that the item should be deferred to the next finance and Assets meeting, to allow more time to complete research and to ensure more Committee members are present when the findings are discussed.

21. Planning/notification of expected expenditure for next 6 months- training, ICT- email changes, CCTV improvements- to consider and note variances/unforeseen changes to planned expenditure.

The expenditure already made since April was discussed and compared against the budget set.

It was noted that expenditure to the flat above Hall Square has been high, but this is due to the lack of expenditure made in the previous recent years. All agreed the expenditure has been essential for maintaining the premises for the tenants.

As a general note it was agreed spending by the council on projects in the previous few years has been minimal and this fact impacts on the comparisons made in 2025-6 budget.

The committee resolved that projects identified are all important and necessary, but spending will continue to be monitored carefully.

Key projects that will incur expenditure were discussed: (i) CCTV improvement/upgrade, and (ii) email systems upgrade. The email system upgrade was noted to be expensive but necessary, to meet legal requirements for the 2025-26 AGAR.

ACTION: Clerk to begin process of finding quotations for the CCTV improvement works.

22. Review of AGAR submission 2024-5- to note outcomes of review and consider any changes needed for 2025-6 AGAR process of submission.

Discussion was shared about the process of the special review and the initial submission of the AGAR for 2024-25.

It was resolved that in future the submission of the AGAR forms would be double checked by the Clerk and the Finance Support Officer before they are submitted.

No further correspondence has been received about the AGAR and no inspection was requested from members of the public.

23. 'Internal Controls'- to consider if a review is needed of internal controls in place currently.

The Internal Controls checklist circulated was considered and discussed.

Some amendments to the form were suggested and agreed.

ACTION: The Clerk will make the amendments.

It was resolved the Internal Controls checklist would be completed again before the next internal audit, probably in late April 2026.

(Request from Chair of council received on Friday July 25th. Due to illness/absence of clerk this was submitted in time for the agenda but only seen after the agenda was sent out. Apologies.)

24. To consider quotes for the repairs to the gate at the rear of the toilet block for a recommendation to Full Council.

The repairs were discussed. The confirmation has been given that the parents of the youth who admitted the damage to the fence have agreed to fund the repairs. This was acknowledged and noted with thanks by the Committee.

The quotes were discussed.

The Committee resolved to recommend the quote from Harrogate Premier Fencing to the town council.

Thanks were again expressed to Cllr McNeil for his support with obtaining the quotes.

The meeting ended at 20.10.

Date of the next meeting to be agreed.

Signed _____

Date _____

Chairman of Finance and Assets Committee