



BOROUGHBRIDGE TOWN COUNCIL

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MINUTES OF FINANCE AND ASSETS COMMITTEE MEETING On 2nd October 2025 at 18.00 in 1 Hall Square, YO51 9AN.

Present: Cllr Zoe Metcalfe (Chair), Cllr Peter Phillips, Cllr Nathan Plowright, Cllr Sean Hynes, Cllr Pauline Phillips (Mayor), Liz Leatherbarrow (RFO and Clerk, also took the minutes).

25. To consider and receive apologies for absence

Cllr Rob Young did not attend, no apologies have been received to consider.

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

Cllr Plowright declared an interest in Item 30.

27. To consider and review 6-month budget review

Copies of the budget were circulated. The review of the expenditure and receipts was shared. The Chair and RFO had reviewed the budget prior to the meeting to the end of September 2025 figures. The Chair went through the budget as it stood at 30th September and identified all items on the budget where there were additional expenditure recorded. The following items were discussed:

Operations: IT support overspend- due to change to email systems required by statutory changes to AGAR requirements, ratified at Full Council.

Cemeteries: Grave digging costs. This was discussed and the RFO will discuss the amounts with the Burial Clerk to see how costs are off set by income from memorial and burial charges. It was agreed future cemeteries costs would be funded by Commuted Sums monies identified and available.

The Car Park: Repairs have increased due to new flooring fitted to replace faulty floor covering originally laid. Ratified at Full Council. An attempt has been made to recoup some of the costs from the original contractor, but this contractor has unfortunately gone into financial administration. Water bills have been higher than expected. The issues identified previously with the water supply and meter were discussed. The RFO will contact Scottish Water to check the meter readings and calculations to ensure the errors previously identified are not being repeated.

The Fountain: no budget issues, but cleaning plans have not been fulfilled due to issues with costs quoted and possible damage to the surface. It was agreed this will be revisited. The replacement bins on the apron area will not have costs attached.

Hall Square: repairs to the Fire Alarm and the light fittings in the downstairs offices were not expected but were essential, ratified at Full Council.

The Mayor was keen to know exactly how much money would be available from the recreation ground installation after VAT is claimed. The aim is to utilise these funds for new benches in the Recreation ground. The RFO will inform the Mayor about funds remaining when all invoices are settled and VAT is refunded.

The Chair summarised that the total budget overspends identified amount to c£12,000 that can be found in the budget. The Chair explained how monies could be transferred. This was discussed.

The Committee **resolved** to transfer £5,000 from Car park repairs and £10,000 from Buttermarket cobbles repairs to offset the overspends. To identify funds in 2026-27 budget to cover all planned work in car park not completed in 2025-6 financial year.

The Chair proposed that the next Finance and Assets meeting should be open for all councillors to attend as the Precept calculation would be confirmed at this meeting.

The meeting will also allow for an opportunity to discuss Reserves protocols and planning. The RFO will provide information to support the agenda items planned.

28. To receive and consider quotes for works required in car park improvements

Cllr Plowright explained the proposals for the QR code payment system from his research. This was discussed, including the costs attached and the organisation offered by the preferred company chosen. £9.95 per month cost was considered value for money if it allowed a trial to take place until April. It was discussed how any vulnerabilities of using QR codes could be off set by regular inspections with help from the service contractors. It was then agreed this option of payment may be a cost-effective way to try to boost income. It was also suggested a second payment box is installed at the rear of the car park.

The Committee **resolved** to suggest to full council that the QR code system discussed is introduced as a trial to April 2026.

All other repairs to the car park lining and resurfacing will now be postponed until 2026-7 budget is confirmed and approved. Signage quotes requested have not yet been received but will hopefully be possible using funds from remaining £5,000 in budget.

The Chair commended the contractor who had completed the tree works recently for their excellent job completed.

29. To receive an update on flat repairs- 10a Fishergate

Cllr Hynes has yet made progress with the repairs but is planning to visit the tenants next week to start repairs/plans for works.

30. To receive an update on Mill Lane sale

Cllr Hynes reported no new information has been received from the purchaser who made an offer that was refused and amended by the council. The situation was discussed, especially considering the state of the market and the 'expected/hoped for' value of the land on sale. It was agreed the sale price may have to be reduced again to facilitate a sale.

It was agreed this would be discussed again at the Full Council meeting.

31. To receive and consider an update on legal action relating to car park accident

The RFO gave a report: The insurance company's legal representative has requested Yorkshire Water confirm the manhole cover is part of their assets in the car park, to share responsibility for the circumstances of the accident. Following a protracted process it has finally been confirmed by an on-site meeting with the RFO and Cllr Peter Phillips present that the cover is merely access to a soak away from a gully. The insurance company will be informed. A photograph of the sign at the car park entrance has been forwarded to the lawyer for comments. The sign states the town council do not accept responsibility for accidents, gives warnings, and was in place when the accident happened. It was suggested the claimant may be awarded c£7,000-£8,000, but the premium will likely be increased after any settlement is awarded.

The RFO/Clerk will keep the committee informed of developments.

Following the update a short discussion was shared to consider if white lining in the car park should also include arrows to indicate the direction of one-way traffic movement for safety. It was noted that markings on the sleeping policeman have quickly worn away again also.

32. To consider and agree date for next meeting- 6th November 2025 at 6pm.

The date was confirmed and agreed.

The meeting ended at 19:00hours.

Each page of these Minutes has been read and confirmed.

Signed _____

Date

Chair of Committee.