



BOROUGHBRIDGE TOWN COUNCIL

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FINANCE AND ASSETS COMMITTEE MEETING MINUTES - Monday 2nd February 2026 at 18:00hrs.

Present: Cllr Z Metcalfe (Chair), Cllr S Hynes, Cllr R Young, Cllr N Plowright, Cllr Pauline Phillips, Liz Leatherbarrow Clerk and RFO, who also took the minutes.

43. To note and consider any apologies for absence

Cllr Peter Phillips, Catherine Pyman.

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

Cllr Young declared an interest in agenda point 45.

45. To consider quotes for the Cemetery path for Aldborough Cemetery x3 received:

(i) £16,420.00, (ii) £12,579.98, (iii) Tarmac- £12,579.00, Gravel- £6,850.00

The three quotes were carefully reviewed with particular reference made to the materials suggested and their suitability for ensuring inclusive access for visitors to the graveyard.

The committee resolved to recommend accepting the quote from Duffield's for £12,579.98 to the Full Council to approve.

Funding for the path is to be sought from Commuted Sums allocated by NYC.

46. To consider water services contract with Scottish Water Business Stream, including tariff and meter reading issue

The clerk explained the recent charging issues Scottish Water Business Stream had suggested and imposed. The reason for reviewing the contract was stated as necessary to ensure best value for money is being sought by the town council for the service provided.

Following discussion about the issues and with reference to the charge increases recently incurred, the committee **resolved that the services contracts should be reviewed** and alternative provider comparisons sought.

ACTION: Clerk to carry out cost reviews with other providers and feedback.

47. To consider actions regarding rates charged by NYC for the car park and toilet block. Reference letter and advice from Sir Alec Shelbrooks (4.12.25). Review of expected rates and any rate increase to consider.

Discussion considered the additional burden that a rate increase would add to the already high costs of maintaining the car park. Concerns were shared that the costs are exacerbated by the covenant on the car park by NYC. The Honesty Box donations are acknowledged and appreciated but users seem unaware the car park is not a free to use car park, with the costs of maintenance to Boroughbridge town council always increasing and high.

Cllr Metcalfe offered to investigate the expected rate rises and to consider again the terms of the NYC covenant.

48. To consider CUC quotes for new office ICT equipment and confirm recommendations to make to Full Council

The quotes for new ICT equipment were discussed. The clerk explained that the current ICT equipment in the office is now too outdated to update any further by the ICT contractor. A new additional PC/laptop is required to enable the Burial clerk to work in the office alongside other staff when computers are already in use by other clerks.

The means of funding was considered from the ICT budget allocated. This expense was not anticipated and not planned for in the current budget allowances.

The Chair proposed the ICT equipment should be renewed using funds from reserves as it is an essential operational expense. It was agreed any funds unspent in the 2026-7 ICT allocated budget will be returned to the reserves to recoup some of the expenditure if possible.

The committee **resolved to accept the proposal** made and to recommend the purchases to the full council.

49. To consider quotes for repairs to Fountain, to recommend to Full Council

The quotes for repairs are yet to be received but are being sought.

50. To consider renewal of lease agreement for Flat 10A Fishergate

The Chair suggested the lease agreement between BTC and the tenants of 10A Fishergate be considered for review as it is a number of years old and questions have arisen regarding the terms of the lease and clarity was needed. It was noted by the committee that the tenants are highly valued and thought of as excellent tenants, however the aim of reviewing the lease is to gain clarity for both the council and the tenants.

The Chair offered to research this issue and feedback to the committee.

51. To consider next steps for Mill Lane site

The committee moved into a confidential session.

CONFIDENTIAL MINUTES TAKEN.

The Chair explained the terms of the latest purchase offer made on the Mill Lane site received from the Estate Agent. The offer is for £95,000. The amount was discussed. It was felt disappointingly low and it was agreed the site should not be sold for less than £100,000, given that initial asking price was £150,000. Reasons for the reduction in the valuation were attributed to the Planning conditions on the site being enforced by NYC ie. only single storey development permitted, preferably for community use/benefit only. Frustration was expressed about the NYC restrictions being imposed.

The committee were keen not to lose the potential purchaser but felt negotiating with them was necessary.

The issue will be discussed at Full Council and recommendations made to negotiate further and ask for no less than £100,000 from the potential purchaser.

END OF CONFIDENTIAL MINUTE.

52. To receive information about an alternative payroll quote

An alternative quote had been received for processing the payroll for staff. The quote was discussed and comparisons made with current costs.

The Chair proposed to accept the quote received.

The committee **resolved to accept the quote** and appoint a new provider.

The Chair added two points for note that had recently arisen and will be included on the Full Council Meeting.

The Toilet roof repairs needed recently have been commissioned by the mayor. The repairs are below £500 and works will be completed by a contractor already appointed to work on the roof recently. They are not major works but are necessary to ensure safety of toilet users and to maintain the integrity of the roof.

Quotes received for lights on the trees in St James Square have now been received. The new lights will be more secure and hopefully more cost effective. It was unanimously agreed they were necessary and vital to this important showpiece of the town centre.

The quotation for lights on the Fountain was noted. The repairs to the Fountain were discussed and it was unanimously agreed reparations took precedence for expenditure over new illuminations. Possible consideration could be given to adding lights when the structure is repaired in 2026-27.

53. To consider date for next meeting in March/April

No date was set.

The meeting ended at 18:55.

Each page of these Minutes has been read and confirmed.

Signed_____

Date

Chair of Committee.