BOROUGHBRIDGE TOWN COUNCIL
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Present: Cllr Peter Phillips, Cllr Pauline Phillips, Cllr Sean Hynes, Cllr Zoe Metcalfe (Chair), Cllr Nathan Plowright, Liz Leatherbarrow (Clerk who also took the minutes).

The meeting started ay 6pm.

FINANCE AND ASSETS COMMITTEE MEETING MINUTES – Monday 30th March 2026 at 18:00hrs.

57. To note and consider any apologies for absence
None received, but Cllr Rob Young did not attend.

58. To note declarations of Interest in items on the agenda
None.

59. To review lease of Allotments
The current lease was discussed. All present were in favour of the allotment site being supported by the town council as an integral, important feature of the use of council owned land.
The current lease expires in 2030 (approximately 4 years remaining). It was explained the land was purchased around 2001 when the land for the sports village was also acquired from North Yorks Council.
The Chair proposed the extension of the lease, and the length of the extension was considered carefully.

It **was proposed** to extend the lease for an additional 21 years to 2050.
ACTION: Recommendation is considered by full council in April FCM.
The committee supported the requirement agreed with the Allotment Society Chair in March that the allotment association should be encouraged and required to keep the town council informed of their activities.

60. To consider sponsorship of toilet block in Back Lane Car Park
The Chair suggested Sponsorship of the toilet block to increase and support revenue generation to fund the toilets and car park, which are so costly to the town council.
This was discussed. It was agreed the precedent of generating funding has already been long established by sponsorship of the roundabouts owned by the town council. The company managing the roundabout sponsorship is not interested in managing the sponsorship process for the toilets.

It was resolved to find sponsorship of the toilet block.
Cleaning company sponsorship was suggested. The Chair will investigate options.

61. To consider costs for buying a set of High Vis jackets for the council
The quotes for the High vis jackets purchase were shared.
A quote for £82.08 including VAT for 15 jackets was proposed.
Resolved to accept the quote and recommend to full council.

62. To consider the lease of the 10A Fishergate Flat
The Chair explained she had investigated legal costs for renewal and review of the lease for 10A Fishergate. Quotes were high included charges of £350/hour.
It was suggested to contact Matthew Selden (Wetherby) as an alternative, as he is already working for the town council at competitive and preferential rates.
ACTION: Chair to pursue the legal support required for the review and renewal of the lease.

Cllr Peter Phillips also mentioned the Land registry ownership transfer for the Recreation Ground is continuing and could take up to 18 months.

63. To consider quotes for costs to repairs to Fountain roof
The Chair explained costs received for the survey from one company. The quote is for £2,700 plus VAT, with £1,000 for a cherry picker, £1,700 for survey/report.
An Additional quote is being sought.
There was a discussion about the cost of a cherry picker and it was agreed Cllr Hynes would liaise with the Clerk team to discuss options and costs involved/recommended.
Cllr Peter Phillips suggested to contact Ricochet (BBC Repair Shop producers) for potential support for the repair to this Grade II listed building. This was discussed and all were in agreement as costs are going to be high for the repairs this is a good option to pursue.

64. To consider services provider contract renewals
The new Service provider quotes were shared. It was noted that the current crisis in the Middle East may have increased the proposed costs but notwithstanding this the quotes appeared to be cheaper than current contracts with a good margin.
It **was resolved to accept** the revised quotes and change the contracts to save money.

65. To review policies including terms of reference, Financial Regulations and the Asset Register
The policies were reviewed and amendments identified after discussion and agreement. Standing orders amendments required included 4 key changes: Mayor term limit: restore 2-year maximum clause; Meeting notice period to change from 3 to 5 clear days, Public participation at meetings to change to 3 minutes with discretion of Chair, Finance committee membership numbers to reduce from 7 to 5 councillors, quorum of 3.
Financial regulations updates included: Contract thresholds: £500-5,000 requires only 2 quotes, over £5,000 requires 3 quotes, Council tax arrears declarations are required at budget meetings; Internal controls presentation is needed at full council.
Register of interests forms to be updated after May elections using NALC versions alongside NYC documents held.

66. To note end of financial year 2025-6 arrangements, including internal audit and AGAR submission
The Clerk explained dates have been arranged for the internal audit for 12th May, the AGAR forms have been received in the office, and the dates will be planned following completion of internal audit. Meetings with the Finance support officer have been arranged to support the process. The RFO has identified points to be included on agendas of council meetings to support the correct procedures.

The Chair explained the 2026 Burial Fees are being considered by the Burial Clerk for recommendation to council. The updated fees from NYC have now been received.

The meeting ended at 6.45pm

Each page of these minutes has been read and approved by the chair of the Committee.

Signed ______________________ Date _____________________

Chairman of Finance and Assets Committee