



BOROUGHBRIDGE TOWN COUNCIL

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FINANCE AND ASSETS COMMITTEE MEETING MINUTES – Thursday 2 July 2026 at 18:00 hrs.

Present: Cllr Zoe Metcalfe (Chair), Cllr Nathan Plowright, Cllr Rob Young, Cllr Sean Hynes, Cllr Elisa Philips, Catherine Pyman, Liz Leatherbarrow (Clerk and RFO, who took the minutes.)

79. To note and consider any apologies for absence

Cllr Pauline Phillips, Cllr Peter Phillips, Cllr Simon Ashley.

The Chair reported that Cllr Peter Phillips has requested he step down as Deputy Chair of this Committee, with reasons shared.

The Chair offered a vote of thanks to Cllr Phillips for all his service on the Committee in the past, which was wholeheartedly supported by all present.

Cllr Metcalfe had invited Cllr Elisa Philips to join the Committee. She was welcomed and thanked by the other members present.

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

None declared.

81. To consider quotes for Car Park maintenance and repairs

Cllr Metcalfe explained there has been great difficulty obtaining contractor quotes for the works needed. Two quotes have been obtained; she suggested full council note the shortfall from the required three at the next Full Council Meeting.

Cllr Metcalfe proposed to proceed with the two quotes. It was **resolved** to proceed with only two quotes.

The quotes were discussed, considering the implications of each contractor's schedules and works already completed for the council, and best value for money. (i) Duffields: £15,030.70 + VAT = **£18,036.84** (ii) North Yorkshire Highways: £17,027 + VAT = **£20,432.43**.

It was proposed to accept and recommend the Duffields quote. **Resolved.**

Scope for the works agreed was to remove the grass island and create 4 extra spaces, relay tarmac, redo speed bump, fix potholes, reline top-right community area. The works will require the closure of the car park for approximately 5 days.

The timing for the works was discussed. It was considered September/early Autumn would be preferable (after summer season, before possible November fair). Full council is to be consulted and advise on best timing.

A Risk assessment is needed before works start as some potholes are worsening and the general condition of the surface is deteriorating still.

Campervans/motorhome parking was discussed. The revenue from the campervans is valued, but issues arise from popularity of the opportunity to park overnight. It was considered the current parking rate suggested should be reviewed and increased. The installation of a height restriction barrier was again discussed as a possible addition to resolve some issues.

82. To consider quotes for weed spraying

Two quotes have been sourced. The quotes were considered and discussed. It was agreed 3 visits were required: late spring, midsummer, September/October to prepare for the winter.

It was agreed a pet-friendly treatment is required with pre/post signage to be used by the contractor. Also it was agreed the Contractor should confirm when each visit is completed.

Cllr Metcalfe proposed to accept the quote from HL Garden Services with the conditions suggested.

Resolved.

Cllr Metcalfe will speak to Mike Collins (Chair at Langthorpe PC) to ensure the agreed 50% cost is shared when spraying is completed on the bridge.

83. To consider Cemeteries additional funding required for grass cutting and other maintenance

Cllr Metcalfe explained the additional costs for collection of the grass after cutting amounted to £175/cut. The need for ensuring the grass is collected to improve the appearance of the cemeteries was unanimously agreed upon. Both cemeteries are now looking much improved; additional works (hedges, top end) is still needed later in the season.

The Chair proposed the additional payment of £175 is agreed with the contractor after each grass cut.

Resolved.

Additional works are proposed by the Cemeteries Committee. The quotes have not yet been received. The Chair of the Cemeteries Committee will come to the next Finance and Assets meeting.

84. To consider funding for renewal of tenancy lease

The Chair explained the tenancy agreement for 10A Fishergate flat has not been reviewed since 2012 and changes to legislation for renters' rights have been introduced again in 2026. A review is required. A quote for the review of the lease was shared.

The Chair proposed to accept the quotation (£750 + VAT) and complete the review.

Resolved.

85. To note changes to staff contracts with implications and consider annual salary increases

The Chair explained the review of staff contracts is going to the next HR meeting to consider; but it is noted here for budget implications.

Current contracts reference the Councils Green Book but a subscription is not currently held, which would incur an additional cost. Changing contracts requires ending and restarting them; legal advice/HR expertise will most likely be needed. A National pay scale increase for clerks was agreed by unions with financial implications for the council budget. A contact for HR/employment guidance was suggested to help with advice.

86. To consider expenses from Burial Clerk

The expenses forms completed by the Burial Clerk were considered.

Currently forms are submitted annually. It was suggested going forward the forms should be submitted monthly. The recommended mileage rate suggested by HMRC guidance increased to 55p/mile from April 2026.

Cllr Young proposed to apply the new rate for expenses from April 2026 and to accept the expenses submitted.

Resolved.

ACTION: Clerk to request monthly expenses submissions going forward.

87. To consider costs and funding needed for safe archiving of burial records

The Clerk reported that the Burial Clerk is sorting through archived records but needs safe fireproof systems to store them. Box files have been purchased but a fire-proof metal cabinet is still needed. The records are high-value: used for genealogy/family history enquiries in addition to the archived history of the council. A potential income opportunity from allowing public access to the files was flagged. The Burial clerk previously has supported interested residents to research genealogy using the documents. The knowledge of the clerk was noted as critical, valued and significant.

ACTION: Clerk to get quotes for second hand and new cabinet/storage to bring to the next meeting.

88. To receive an update regarding the AGAR submission

The Clerk explained Income/expenditure has exceeded a £200 thousand threshold due to 106/Commuted Sums grants received. This means the council is now subject to intermediate-level review procedures with increased scrutiny and detail requested by the external auditor.

The Finance Support Officer explained this may provoke a potential shift from a cash to accrual recording system when finances go over the £200 thousand threshold. A main change would be unpaid invoices and unreceived income at year-end must be included.

A reminder has been received about VAT claiming rules, with definitions of what may be claimed. This needs reviewing carefully.

ACTION: The Chair and RFO to meet to prepare details of implications of this potential change for next Finance meeting.

ACTION: RFO and Finance Support Officer to meet to review budget and progress with Asset Register records.

88. Proposed date for next meeting

No date was confirmed, but it was agreed the next meeting agenda will include the 6-month budget review and butter market cobbles, and cemetery expenditure. The meeting will likely be in September in the council offices.

The meeting closed at 19:05.

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

Signed _____

Date _____

Chairman of Finance and Assets Committee