



BOROUGHBRIDGE TOWN COUNCIL

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**MINUTES OF THE FINANCE AND ASSETS COMMITTEE MEETING HELD ON TUESDAY 13th FEBRUARY
AT THE COUNCIL OFFICES AT 6.00 p.m.**

Present: Cllr Z Metcalfe (Chair), Cllr S Hynes, Cllr N Plowright, Cllr R Young and Cllr J Wilkinson

1. Apologies & Absence

Cllr P Phillips (Dep Chair)

2. Declarations of interest in items on the agenda

None

3. Review of Terms of Reference for the Finance & Assets Committee

Chair discussed Cllr Phillips' suggested addition to 3.4 'Co-opted members have no voting rights on the committee or at full council'. Also, an additional point under point 5 (Finance) to include a suggested wording regarding high/medium/low risk financial spend authorisations. Both points were accepted and agreed by the committee unanimously.

Chair suggested an addition under point 3. Membership, to read 'The Chair to have discretion to include additional external specialists/subcontractors to attend the committee meeting in an advisory capacity only. This was accepted and agreed by the committee unanimously.

Cllr Wilkinson asked a question regarding point 3.4 – given that in standing orders point 4b, is it 'legally' possible for the committee to include co-opted members onto a subcommittee? Chair to discuss with the Clerk and report back to the committee via email.

Cllr Wilkinson suggested on point 4.5 that 'October' to be replaced by 'December'. This was accepted and agreed by the committee unanimously.

Cllr Wilkinson suggested that on point 5.1.10 the expenditure maximum should correspond with the financial regulations of £500.00. This was accepted and agreed by the committee unanimously.

Chair suggested that point 4.2 to be deleted as the Mayor should decide at a Full Council Meeting. This was accepted and agreed by the committee unanimously.

Chair proposed all amendments/additions, Cllr Hynes seconded, agreed unanimously.

Chair discussed with the committee an additional point clarifying the Chair of the Committee Responsibilities such as partnership Working with the RFO, regular bi-monthly meetings, Chair to be available to answer queries for internal/external auditor, setting of the committee meetings and agendas.

4. Review of Policies

Asset Register – Committee discussed the asset values and felt they were current. Cllr Wilkinson asked if the asset value on the register should reflect an insurance value for rebuild or replacement only not the market value. Chair to discuss with the Clerk.

Code of Conduct – no changes or amendments to be made to the document.

Small Grants Scheme – Chair suggested under the Payment heading, the second bullet point words ‘clear indication’ should be replaced with ‘evidence’. A third bullet point created to read ‘grant money is required to be spent within 2 years of the applicant/organisation receiving the grant, otherwise the funds will be required to be returned to Boroughbridge Town Council’. This was accepted and agreed by the committee unanimously.

Finance Regulations – no changes or amendments to be made to the document as it was reviewed in July 2024.

Standing Orders – no changes or amendments to be made to the document as it was reviewed in August 2024.

Retention of Documents & Records – Chair discussed an additional line to the table under 4.1 regarding taped recorded FCM minutes and for them to be erased as soon as the minutes are typed up by the Clerk. Cllr Wilkinson felt the recording should be kept till the Full council meeting when the minutes are formally approved. Cllr Wilkinson also discussed the form of words at the end of the FCM Agenda regarding the right to record the FCM meeting, pointing to an adopted BTC policy on this matter. Chair to discuss with the Clerk the policy and report back to the committee by email.

Procedure for Trespass on Back Lane Car Park – Under the Insurance Policy heading, Chair to ask Clerk to confirm the number of days. No further amendments or changes to be made to the document.

(6.38pm Cllr Robert Young left the meeting)

Guidelines for the use of Public open spaces and village greens – Chair discussed adding Aldborough Green and the Recreation ground to be added to list of public open spaces that

belong to Boroughbridge Town Council. This change was accepted and agreed by the committee unanimously.

Caravans on Back Lane Car Park, Boroughbridge – Committee felt that this policy should be disregarded as it was covered by the Policy on Trespass on Back Lane Car Park.

Risk Assessments – Chair to make arrangements to carry out the Risk Assessments with a member of the Clerking team.

Chair proposed all amendments/additions, Cllr Hynes seconded agreed unanimously.

Chair to discuss with the Clerk the possibility of the YLCA to review the policies.

5. Contractors

Chair to assess any sub-contractor to the Council scope of work and costs, reporting back to the Committee at the next meeting.

6. Expenses of the Burial Clerk

Committee needed further clarity and agreed to give Chair discretion to authorise outside the meeting when a discussion with the Clerk has taken place.

7. Information Sharing

Chair informed the committee that the Barker Partnership is being contacted re the internal auditor role for this year's accounts.

Chair and Deputy Chair met with the Clerk to discuss the work of the committee and set the Committee meeting dates have been set as follows: 20/03/2025, 20/08/2025, 06/11/2025.

Cllr Wilkinson asked a question regarding the cash flow sheet presented at January's full Council meeting and queried the format of the spreadsheet. Chair to discuss with the Clerk and report back to the committee via email.

Meeting ended at 7pm

Date of the next meeting will be 20th March 2025 at 6pm.

Signed _____

Date _____

Chairman of Finance and Assets Committee