

BOROUGHBRIDGE TOWN COUNCIL

1 HALL SQUARE, BOROUGHBRIDGE, NORTH YORKSHIRE. YO51 9AN

www.boroughbridge.org.uk

email: info@boroughbridge.org.uk

Tel: 01423 322956

These draft minutes are subject to change until approval at the next full meeting of the Council.

MINUTES OF THE MEETING OF THE FINANCE AND HUMAN RESOURCES COMMITTEE (F&HR)

Tuesday 17th December 2019 18.30pm – 1 Hall Square, Boroughbridge.

Present: J Wilkinson (Chairman), P Taylor, R Young, M Kaczmarczyk, G Haldenby.

Clerk/RFO present : J Nichols.

Public Present: None.

Later Arrivals: P Phillips (joined at 7:20pm) , K Fuller, J Goss, S Hynes (all joined at 7:40pm).

Early Departures: None

Meeting Opened: 18.30

1. To receive apologies and reason for absence.

None.

2. Declarations of interest in items on the Agenda.

None.

3. Public questions and statements.

None.

4. Finance

a. To discuss the 2020/21 budget and precept request.

The Draft 2020/21 Income and Expenditure Plan was circulated and discussed.

Minor layout changes discussed and agreed.

We await the data from HBC regarding the number of Council Tax paying houses in our area which we are due to receive by week ending 20th December.

Resolution – The Draft Plan was approved. All in favour.

Action – JW in conjunction with Clerk/RFO.

b. To discuss upgrading and improving office IT architecture.

Proposals for the modernisation and improved resilience of the office IT system at an estimated cost of £1,526 (including hardware discussed under 4b) presented and discussed in the presence of the majority of the Full Council.

All agree that this is a priority and should proceed now with formal ratification at Full Council in January 2020.

Resolution – that this programme of work can commence immediately. All in favour.

Action – Clerk/RFO.

c. To discuss improvements to office filing and documentary storage.

Proposals for the modernisation and improving of the office documentary storage system at an estimated cost of £2,340 presented and discussed in the presence of the majority of the Full Council.

All agree that this is a priority and should proceed now with formal ratification at Full Council in January 2020.

Resolution – that this programme of work can commence immediately. All in favour.

Action – Clerk/RFO.

- d. To discuss rationalisation and cost effectiveness of office printing/copying/scanning hardware.
Linked to 4b), above.
Proposals for the purchase and installation of a new combined laser printer/copier/scanner and support contract presented and discussed in the presence of the majority of the Full Council. This will achieve payback within 3 years compared with the current aged equipment and it will additionally facilitate the release of better copying hardware to the TIP area to replace aged equipment.
All agree that this is a priority and should proceed now with formal ratification at Full Council in January 2020.
Resolution – that this can commence immediately. All in favour.
Action – Clerk/RFO.
- e. To discuss office equipment and consumables procurement – open an Amazon account to sit alongside the existing Viking procurement channel
Resolution – The Council open an account with Amazon for smaller office supply procurement. All in favour.
Action – Clerk/RFO.
- f. To receive an update on new chairs for the meeting room at an estimated cost of £500.
Decision taken to merge this with 4c). Costings presented and discussed.
Resolution – In tandem with 4c), proceed now with the purchase of 12 suitable replacement stackable chairs. All in favour.
Action – Clerk/RFO.
- g. To review BTC’s Finance Regulations – annual review due by end 2019
All Council Policy Documents and Standing Orders were last reviewed by Full Council and Sub Committees in June 2019.
It was agreed that at the start of June 2020 all Policy Documents and Standing Orders are submitted to then appropriate Full Council or Sub Committee members at which they will be discussed and amended if so required.
Resolution – to proceed as outlined above. All in favour.
Action – Clerk/RFO in late Spring 2020.
- h. To discuss preparation for annual audit due March 2020
No specific action required at present.
- i. To review the TOR of the Finance and HR Committee.
Merged with point 7g) above.
Resolution – all in agreement with this course of action.

5. Human Resources

- a) To discuss an assessment by YALC of Boroughbridge Town Council’s position on the NALC national salary scales.
Resolution – The Council to go ahead with this process. All in favour.
Action – JW supported by Clerk/RFO.
- b) To discuss the replacement of the Deputy Clerk leaving 20th December.
Resolution – The Council commence the search and selection of an Assistant Clerk. All in favour.
Action – GH/PT.
- c) To discuss the Contract of Employment of the Town Clerk
No further action until the review process narrated under 5a) completed.

d) To discuss better office business continuity at time of HR changes – process mapping.

The objective is to have a full set of “process maps” covering all key office processes in place by end Q1 2020.

Resolution – All in favour of this action.

6. Mill Lane Development

Councillor Phillips presented discussion papers outlining work completed by The Architects regarding the utilisation of the site.

Resolution – Architect plans sanctioned and decision taken to move forward to pre planning. All in favour.

Action – PP.

7. To agree dates below for future meetings of the F&HR Committee.

Future dates to be considered and decided upon by the Chairman in due course.

Meeting ended 8:05pm

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