



## **BOROUGHBRIDGE TOWN COUNCIL**

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

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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 20 August 2019 18.30pm – 1 Hall Square, Boroughbridge

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

**Responsible Financial Officer Present (RFO):** H Heavisides.

**Public Present:** None

**Late Arrivals:** None

**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 receive tenders for the Grave Digging Contract for Boroughbridge and Aldborough Cemeteries.** 2 tenders were received and opened in presence of all Committee members. **RECOMMENDATION:** Proposal to accept tender from Abbotts Memorials. All in favour. To be ratified at the Full Council Meeting of 3 September 2019.
  - b. **To receive an update on replacement chairs for the meeting room.** **RECOMMENDATION:** To buy 4 @ £184 plus vat. Cllr Taylor to send link to Clerk to make the purchase. **Action: Clerk/Cllr Taylor**
  - c. **To further consider financial support for Brighter Boroughbridge and District (BB&B) and Chamber of Trade (CofT) Christmas Lights.** Clerk to ask CofT for breakdown of the costs for 2019 to include information on contribution from Harrogate Borough Council. **Action: Clerk.**  
Support for BB&D should be assessed on specific requests via Small Grant Donation application.
  - d. **To receive a quotation for the replacement of the computer expansion drive.** A quotation of £65 plus vat has been received. Approved. **Action: Clerk**
  - e. **To approve the Wallgate hand cleaning service contract for the public toilet block.** Servicing of 2 units for one year £478. Approved. **Action: Clerk**
  - f. **To approve a budget for the Tourist Information Point Volunteers' end of season dinner.** 2018 budget was £20-25 per head, approximately £550. 2019 = £30 per head. £660. Approved.
  - g. **To consider purchase of flower tubs for Hall Square.** Barrel tubs are decaying. Replacements approximately £30. Cllr Taylor to get more quotations for Full Meeting of the Council. Cllr Wilkinson to contact Boroughbridge Hall to ask for input. **Action: Cllrs Wilkinson/Taylor.**
  - h. **Balance of accounts 20/08/2019.** As at 20/08/19  
Money Manager - £88,409.57  
Current Account - £6,424.04  
Noted.
5. **Human Resources**
  - i. **To receive notification of Clerk's revised date for resignation of 8 September as notified to the Mayor on 8 August 2019.** Holiday due 22 hours. Clerk will be leaving on 27 August 2019. Office closure will be necessary to accommodate Deputy Clerk's holiday

which coincides with the posting of the October agenda, and the Cemeteries and Council Assets Meeting of 17/9/19. Clerk to add to agenda for Full Council Meeting in September.

**Action: Clerk**

- j. To discuss terms, conditions and the recruitment process for Clerk/RFO & Deputy Clerk's posts. Approved Job Specification.** Clerk stated that the job had grown in complexity and more than 15 hours should be considered over 5 days instead of 3 days. This statement was noted. Clerk to advertise on website, YLCA (£15), newspaper community page, notice boards around town, NYCC, HBC. **Action: Clerk** Interview panel to be chosen at next meeting. Delegated authority given to panel to choose a suitable candidate. Clerk to add to September agenda. Deadline Tuesday 1 October. Date of interview to be in October for ratification at the Full Meeting of the Council in November.

**Action: Clerk**

- 6. To agree dates below for future meetings of the F&HR Committee:**

22 October 2019.

**Councillor Discussion:**

**PT-** To get quotes for electric cooling fans for meetings **Action: Cllr Taylor**

Youth Club are requesting funding. Ask representative from Youth Club to attend a meeting with some councillors. Add to full Council Agenda. **Action: Clerk**

Handyman to re hang picture in meeting room. **Action: Clerk**

**Meeting Closed: 19.54**

Signed: \_\_\_\_\_ Dated \_\_\_\_\_  
Chairman