

**Minutes of the Finance and General Purpose Committee Meeting of
Northallerton Town Council held at 7.00pm on
Thursday 19th November 2020 using video/teleconferencing.**

Present: Cllrs Richardson, Cornfoot, Eames, C Hutson, J Hutson and Young
Also present: Alexandra Little, Locum Clerk

No apologies for absence

Cllrs C & J Hutson declared a non pecuniary interest in the matter FGP1911/02 referring to the countdown clock as member/director of the BID

FGP1911/01

The Amenities Report was received and discussed

It was resolved that the following items be approved:

- Purchase of Summer Bedding Plants as required
- Purchase of a Grass Cutter at a cost of £600 in readiness for Spring 2021
- Positioning of new hanging baskets in two phases be completed and undertaken in 2021 and associated costs of approximately £3200 be included in the budget for 2021/2022
- Works to Applegarth with zip wire leg repairs at £300, tree works at £220 and the cost of shrubs to be advised
- D Moores to attend a Chainsaw operators course to be arranged by L Oakley
- Locum Clerk to purchase a robust case for ipad to be used by the grounds maintenance team
- Planters on Zetland Street to be replaced in consultation with Hambleton District Council
- Contractor be contacted to replace the Town Marker sign that had been removed
- The Charles Barker memorial bench be collected from S Turners and put in place

It was resolved that all Councillors undertake a tour of the town council amenity areas in Spring, a review of the Council Asset Register will be undertaken at this time. Cllrs Eames and Cornfoot will also take a tour with L. Oakley as soon as possible

It was resolved that Northallerton Town Council will close for Christmas from 24th December to 3rd January and staff will be required to take 3 days holiday for this period. This will be notified to members of the public with information that the toilets will be closed at this time

FGP1911/02

Outstanding matters of a financial nature were discussed.

Christmas lights and associated works have been undertaken.

It was resolved that £15,000 from the unused budget for Bonfire Night be allocated to the Christmas Lights fund

Cllr Young proposed that the child who's motif was unfortunately not illuminated this year be invited to turn on the lights and receive a gesture of apology.

It was resolved that the child be invited to switch on the lights in the churchyard and that a gift card to the value of £20 be purchased by the locum Clerk and given to them

Bullamoor Play Area was discussed at Full Council and items for discussion will be taken back to full council as needed.

Public Works Loan Board payments were discussed, as cheque payments are not accepted.

It was resolved that the outstanding balance to the end of the financial year 2020/2021 be paid by BACS transfer

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The Basement refurbishment is ongoing and planning guidance is required before the next steps are taken. The Boxing Club and Youth Space have expressed an interest in using the basement as soon as possible.

It was resolved that Cllr Cornfoot and the locum Clerk will arrange for a planning officer to visit the site and that the planning officer will also be asked to advise on the possible use of an un-let unit as a public toilet

An Electrical Safety Survey needs to be completed as soon as possible, quotes have been circulated to all councillors for approval.

It was resolved that the Electrical Safety Survey be conducted once approval has been given for the cost by full council

Maintenance Van

It was resolved that the new van order to be reviewed to establish which variation was ordered as this has been supplied as a single cab not crew cab

Shop leases

The sandwich shop window is in need of replacement and the lease needs an amendment.

It was resolved that the window be replaced and the tenancy paperwork be updated in line with the tenants requirements

Countdown Clock

The clock will be installed on the balcony, there will be a cost involved with this which will be shared between the Town Council and the BID.

It was resolved that £200 be allocated to the cost of installation of the Countdown Clock

FGP1911/03

The ordering and authorisation process for all staff and councillors was discussed and all are to be reminded of the ordering procedure and that requests for spend should go through the locum Clerk.

It was resolved that the locum Clerk have delegated responsibility for spend, in line with Northallerton Town Council Financial Regulations

FGP1911/04

Requirements for the role of Responsible Financial Officer were discussed, in the absence of staff.

It was resolved that the interim use of a spreadsheet to track payments and income be accepted and the locum Clerk undertakes the role of Responsible Financial Officer

FGP1911/05

Updating the banking arrangements for day to day transactions is still ongoing. HSBC have requested information to allow the account to remain open which will be looked into further.

It was resolved that the Mayor and locum Clerk review the requirements from HSBC and take necessary steps

FGP1911/06

The date and time of the next meeting was agreed as Monday 7th December at 7.00pm