

F & GP Committee Monday 08 June 2020

Northallerton Town Council Held 7.00 p.m. remotely via TeamLink

Present: Councillor P. Cornfoot, Councillor P. Eames, Councillor C. Hutson, J. Hutson,
Councillor D. Richardson

Minutes: Councillor P. Eames in the absence of the Town Clerk.

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| FGP/1368 | To elect Chairman. |
| Resolved: | That Councillor D. Richardson as Mayor is automatically appointed as Chairman for the period until the 2021 Annual Meeting in accordance with the Committee's Terms of Reference version 2.0. Proposed by Councillor C. Hutson, seconded by Councillor P. Cornfoot. All in favour. |
| FGP/1369 | To elect Vice Chairman. |
| Resolved | That Councillor P. Eames as Deputy Mayor is automatically appointed Vice Chairman for the period until the 2021 Annual Meeting in accordance with the Committee's Terms of Reference version 2.0. Proposed by Councillor David Richardson, seconded by Councillor C. Hutson. All in favour. |
| FGP/1370 | To receive apologies for absence. |
| Resolved: | No apologies received. |
| FGP/1371 | To receive declarations of interest from Councillors on agenda items. |
| Resolved: | None received. |
| FGP/1372 | To grant dispensation as appropriate. |
| Resolved: | None to receive. |
| FGP/1373 | To receive and approve F&GP minutes 11th May 2020. |
| Resolved: | That the minutes are received. Proposed by Councillor D. Richardson, seconded by Councillor C. Hutson. All in favour. |
| FGP/1374 | To discuss and agree terms of reference membership for F&GP. |
| | It was pointed out that Terms of Reference version 2.0, in common with the previous version 1.0, require a membership of 6 individuals. At the Annual Meeting 4 + 1 ex-officio members were elected. This was evidently out of line with the Terms of Reference. The appointment of the Vice Chair of Staffing to F&GP would resolve this discrepancy since this position has standing membership of F&GP according to the Terms of Reference. |
| Resolved: | To appoint Councillor Young as a member of the F&GP Committee by virtue of her position as Vice Chair of the Staffing Committee (as per F&GP Terms of Reference), subject to ratification by Full Council. Proposed by Councillor D. Richardson, seconded by Councillor P. Cornfoot. All in favour. |
| FGP/1375 | To agree a letter is sent to HDC for additional funding following Covid-19 regarding loss of rental and letting income. |
| | The letter written by Bedale Town Council was discussed and it was agreed that it offers a good model for Northallerton to follow. |
| Resolved: | That the Clerk write to HDC to request additional funding as a result of the Covid-19 crisis, to include an estimate of the loss of rental and letting income to-date and to emphasise that losses will continue going forward. That the Clerk draws on the support of the Administrative Assistant as necessary and contacts HDC beforehand to determine if there is any deadline for submission of the request. Proposed by Councillor C. Hutson, seconded by Councillor D. |

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| | Richardson. All in favour. |
| FGP/1376 | To discuss and agree expenditure of CIL monies. |
| | £8,010.38 of Community Infrastructure Levy is due to be paid to Northallerton Town Council “shortly” according to HDC. Members discussed the types of improvements that CIL monies are intended for and expanded this discussion with the suggestion that it should form part of a wider Town Improvement Plan, which could dovetail with HDC and BID plans and eventually develop into a formal Neighbourhood Plan. It was pointed out that the development of a Neighbourhood Plan would entail the engagement of consultants as well as involve significant public consultation. The question was raised as to how much CIL monies have been received by NTC to-date, how these have been spent and how much unspent monies may be at risk of being reclaimed by HDC 5 years after being granted but not used. |
| Resolved: | To draft Terms of Reference for a Town Improvement Working Group that would liaise with HDC and BID to develop a Town Improvement Plan, which could later be developed into a Neighbourhood Plan and which would include the development of plans to spend CIL monies. Proposed by Councillor D. Richardson, seconded by Councillor C. Hutson. All in favour. |
| Resolved: | That the Clerk provides details of how much Community Infrastructure Levy monies have been received by Northallerton Town Council since January 2016 by year, along with a breakdown of what has been spent and how it has been spent over the same period, in such a way that F&GP can assess how much money may potentially be subject to claw-back by HDC in future. Proposed by Councillor D. Richardson, seconded by Councillor P. Cornfoot. All in favour. |
| FGP/1377 | To receive an update from Councillor Cornfoot regarding the Town Hall improvement plan. |
| | Align Property Partners have been appointed to undertake a full multi-disciplinary condition survey of Northallerton Town Hall to take place in the week commencing 8 th June. The report from the survey will indicate required improvements and their associated indicative costs and may include recommendations to consider the engagement of a facilities management provider, which could potentially assist the Town council in a number of ways, for example in relation to the maintenance of the heating system and possibly in the provision and maintenance of any new cleaning and sanitation facilities required as a response to the Covid-19 crisis. |
| Resolved: | That the update be accepted. Proposed by Councillor D. Richardson, seconded by Councillor C. Hutson. All in favour. |
| FGP/1378 | To receive an update on items reviewed at the 11th May F&GP Meeting (itemised below, updates in italics). |
| | <p>Items reviewed:</p> <ul style="list-style-type: none"> • To agree an action plan to review progress on the repair of the boiler system and establish a care and maintenance contract. <i>No new information on progress. Recent reports of a natural gas smell in the Town Hall were discussed and the need to resolve this urgently was agreed. Resolutions follow below.</i> • FGP/1359 – Progress regarding roof repairs and taps. <i>No new information.</i> • FGP/1360 Clearing of attic and basement. <i>No progress due to Town Hall closure and visits only when necessary. Requires further thought by Town Hall Working Group.</i> |

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| | <ul style="list-style-type: none"> • FGP/1361 Purchase of new recorder and general maintenance items for caretaker. <i>It is understood that costs have been requested.</i> • FGP/1362 Clerk to provide update on contact with Align Properties. <i>Refer to FGP/1377 above.</i> • FGP/1363 Clerk to provide update for provision of possible facility for storage and workshop offsite. <i>No new information. Resolution follows below.</i> • FGP/1364 To review the report from the Clerk in response to the findings of the Internal Audit report. <i>Brief report from Clerk reviewed; agreed that a more detailed response to the audit is required. Resolution follows below.</i> • FGP/1365 Update on progress with 31 March 2020 VAT return. <i>Councillor J. Hutson reported that this is almost complete. The subject of VAT registration details being displayed on Council invoices was discussed. Resolution follows below.</i> • FGP/1366 Update from Clerk on AGAR report production. <i>No new information. Refer to FGP/1379 below.</i> • FGP/1367 Clerk to prepare a list of invoices which should have been paid before 31 March 2020 and a statement of variances for 2019–20 to be submitted to Full Council before presenting to External Auditors. Agree action plan for the bookkeeping for the VAT return to quarter ended 30 June 2020. <i>In the absence of any action on this item arrangements for the payment of overdue invoices have recently been made by Councillors and a list of the payments made to-date sent to the Clerk on 8th June. Some additional overdue invoices have been identified by the Clerk but it is not known yet whether this list is complete and it has yet to be shared with Councillors. The Clerk's reported issues with respect to access to financial information were discussed. Resolution follows below. It was confirmed the Clerk will undertake the Q2 VAT return.</i> <p>The tracking of action on resolutions was discussed and the use of a template produced by Councillor P. Eames was agreed. Resolution follows below.</p> |
| Resolved: | That the Clerk to obtain three quotations for maintenance and upkeep of the Town Hall boilers. Proposed by Councillor Richardson, seconded by Councillor Cornfoot. All in favour. |
| Resolved: | That the Mayor follows up the reports of a natural gas smell in the Town Hall as a matter of urgency and ensures that the building is made safe. Proposed by Councillor P. Eames, seconded by Councillor C. Hutson. All in favour. |
| Resolved: | That the provision of a possible facility for storage and workshop offsite be taken on by the Town Hall Working Group. Proposed by Councillor P. Eames, seconded by Councillor D. Richardson. All in favour. |
| Resolved: | That the Clerk develops the report on the findings of the recent Yorkshire Internal Services Audit Report for Year Ending 31 st March 2020 into a full response (proposed action) to the auditor on each finding. Proposed by Councillor C. Hutson, seconded by Councillor J. Hutson. All in favour. |
| Resolved: | That the Deputy Clerk raises the question with the internal auditor of whether the Council's VAT registration details should be shown on sales invoices. Proposed by Councillor J. Hutson, seconded by Councillor C. Hutson. All in favour. |
| Resolved: | That the Clerk be encouraged to resolve any residual financial access issues |

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| | and have the relevant software installed since the cost is within authorised spending limits, following which a full report on the status of unpaid invoices and statement of variances is produced. Proposed by Councillor C. Hutson, seconded by Councillor J. Hutson. All in favour. |
| Resolved: | To implement the tracking of action on resolutions agreed at F&GP meetings, not to be disclosed to the public since it may occasionally contain confidential information. (Template attached). |
| FGP/1379 | Agree action plan for progressing 31st March year-end accounts preparation. |
| | It was reported by Councillor C. Hutson that following the completion of the Q1 VAT return, the Deputy Clerk will contact Rialtas for them to conduct the year-end accounts preparation, which will then be provided to the Clerk to undertake the preparation of the AGAR. |
| FGP/1380 | Due to confidential nature of the business to be transacted and under the Public Bodies (Admissions to meetings) Act 1960 and LGA 1972, ss 100A to 100K: and ACA 19998, FGP/1381 to be held in private session. |
| Resolved: | Proposed by Councillor D. Richardson, seconded by Councillor C. Hutson. All in favour. |
| FGP/1381 | To ratify tenants free period of rent for April and May 2020 and consider free period of rent for June. |
| | The principles relating to the re-instating of rents for Town Hall tenants re-open were discussed. Businesses should not be charged rent while they are closed, but full rent should be charged from the point that each business re-opens. It was acknowledged that the coffee shop has been open for most of the lock-down. It was suggested that the other businesses be contacted to understand their plans. |
| Resolved: | That the coffee shop rent be re-instated from June, that the other businesses be contacted to understand their plans, and that rents for the other businesses be re-instated when they re-open. |

The meeting closed at 20.47

Attachment: F&GP Committee Resolution Tracker 2020-06-07