

F & GP Committee held Monday 11 May 2020

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

Present: Chairman: Councillor C Hutson
Councillors P Eames, J Hutson
In attendance: Councillor P Cornfoot

Resolved:	Cllr C Hutson elected as Chair for this meeting only
FGP/1353	To receive apologies for absence
Resolved:	Apologies received from Cllr C Palmer and Cllr J Forrest.
FGP/1354	To receive declarations of interest from Councillors on agenda items:
Resolved:	None to receive
FGP/1355	To grant dispensation as appropriate:
Resolved:	None to receive
FGP/1356	To receive and approve F & GP minutes 9 March 2020, approved at Town Council meeting 16th March 2020
Resolved:	The minutes were received. All in favour.
FGP/1357	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, TC/182 and TC/183 to be held in private session
Resolved:	All in favour
FGP/1358	To receive updates on the following: FGP/1345 additional responsibilities evaluation Additional responsibilities worked during the Clerk's absence were to be evaluated by the independent HR person supporting the staff on the Clerk's return to work.
Resolved:	Cllr C Hutson to e-mail Cllr Forrest, copying in F&GP members, to ask whether this was done and what the outcome was. If not done seek advice from Avensure to progress it. All in favour
FGP/1359	FGP/1346 roof repairs and FGP/1347 taps No progress made yet on either of these as the Clerk has limited PC access.
Resolved:	Cllr C Hutson to contact the Clerk and ask her to progress both items, asking what limitations she is under. All in favour
FGP/1360	FGP/1348 retention of documents and clearing of attic and basement The Clerk circulated YLCA regulation LTN 40 on retention of documents 2016 and Cllr Eames found NTC's document retention policy 2018 on NTC website. Attic and basement not cleared yet.
Resolved:	Cllr C Hutson to forward LTN 40 document to Cllr Eames and clarify with the Clerk which document to use. Defer attic and basement clearing to next meeting when building and staffing situation should be clearer. All in favour
FGP/1361	FGP/1350 Label printer, Amenities iPad and DSE assessment by Cllr J Hutson DSE assessment could not be carried out as building closed currently. Clerk awaiting update from NYCC re label printer and iPad.
Resolved:	Cllr J Hutson to send e-mail to staff work addresses re DSE assessment and progress shelving. E-mail to be sent to Clerk asking her to purchase new recorder for meetings and items on Caretaker's list from general maintenance budget. All agreed
FGP/1362	YLCA health check report Report should be available for June meeting. Town Hall Condition Survey Align Properties were asked to carry out the survey on 27 April and given a PO number. Align keen to be involved in an advisory role to supervise the basement works and are awaiting our instructions.
Resolved:	Clerk to contact Align asking them to come on site to do the condition survey asap

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	and inform them that they are appointed to advise and supervise the basement works. All in favour
FGP/1363	Boxing Club update Attic and basement need to be cleared before work can start. Most of basement stuff needs to be skipped. 2 Chapels at Cemetery used for storing Amenities equipment and other storage arrangements should be looked into, units near Evolution suggested.
Resolved:	Cllr Atkin to inform Boxing Club not able to complete works by September but January more feasible, and find out if they would want to use it yet as it is a contact sport. Ask Clerk to look at costs of hiring a skip and if it could be sited outside the Town Hall rather than at the Cemetery. Request Clerk looks into costs of renting a small unit for Amenities staff to use for storage and workshop and ask if JBB would need to be involved if chapels cleared. All agreed
FGP/1364	To discuss and agree Clerk's report on internal audit Yorkshire Internal Audit Service have prepared a report dated March 2020.
Resolved:	Cllr C Hutson to ask the Clerk to circulate her response to the audit report to F&GP members and inform her that her response is required for Town Council meeting on 18 th May. All in favour
FGP/1365	To discuss and agree access to financial records The Clerk currently has no access to Rialtas finance system. Envisaged that Deputy Clerk and Admin Asst would update system to 31 st March while the Clerk had refresher training and start using system in new financial year. Both staff sick and no access to Town Hall have prevented this. Grave concerns expressed that unable to find cheque books and suppliers could not be paid.
Resolved:	Clerk to arrange Rialtas access, arrange refresher system training, and bring the accounting records up to date asap Clerk to update F&GP members on VAT return to 31 st March. Cllr C Hutson to e-mail Cllrs Forrest and Palmer asking for their proposals to resolve the issues, copying in other F&GP members. All in favour
FGP/1366	To discuss 2019/20 Annual Governance & Accountability Return (AGAR) The Clerk explained that the year end accounts and bank reconciliations need to be completed before the AGAR can be submitted to Littlejohns the External Auditors. Due to Coronavirus AGAR submission date has been extended to 31 st August but a further 4 week extension can be applied for. Rialtas system currently reconciled to end February and RBS to be used to assist with the system year end.
Resolved:	E-mail Clerk to ask what plans are in place to submit AGAR by the due date, copying in Cllrs J Hutson, Eames and Forrest. All in favour
FGP/1367	E-mail request from Cllr Atkin dated 8th May 2020 Cllr Atkin has requested the Clerk to prepare a list of invoices which should have been paid before 31 st March 2020 for the May Council meeting and requests that the Statement of Variances for 2019/20 financial year is submitted to full council before it is submitted to the External Auditor.
Resolved:	Cllr C Hutson to forward Cllr Atkin's e-mail to the Clerk for action

The meeting closed at 20.24