



## Town Council Meeting Minutes, 17th August, 2020

	forward to have 5 porta loos including disabled facilities to open at 8:00-18:00 hrs with a cleaning contractor overseeing the appropriate cleaning of the facilities. This would be alongside re-opening the ladies' toilets in the town hall. Cllr Richardson stated how he is mindful of the public's discontent on this matter and how the temporary measure of porta-loos earlier was vandalised. He continued to discuss the possibility of re-opening the ladies' toilets upstairs as a priority. Cllr Palmer stressed how the need for a permanent solution for the town and not just a temporary solution is vital. The option of using an empty unit within the High Street as public conveniences is discussed. Cllr Palmer states the government COVID recommendations are for public toilets to undergo 'enhanced' cleaning after every use and using a contractor to facilitate this would be difficult. Cllr Young suggests the current system within the town hall is working and to place both caretaking staff in the building, 1 upstairs and 1 downstairs to assist with re-opening of the ladies' toilets.
Resolved:	Item deferred to private session. All in favour
<b>TC/383</b>	<b>To announce the Award of Honorary Citizen for Northallerton for 2020</b> Cllr Richardson announced Mr John Hyde and congratulated him on this award.
Resolved	Mr John Hyde accepts the award of Honorary Citizen 2020 and explained he is 'deeply honoured'.
<b>TC/384</b>	<b>To agree awards as deferred from TC/362</b> <b>a. Environmental award</b> <b>b. COVID 19 award</b> Cllr Richardson explained how the recipients of this award was discussed in a previous meeting and more work into the detail of this idea to be worked on offline. Cllr Palmer proposes this be deferred to F&GP and that they become an annual award where the recipients are presented with this at the May Annual meeting. Cllr Palmer elaborated how she would like both awards to be an annual item and renamed as 'Community Heroes Award' not just COVID 19 award.
Resolved	To defer to the next F&GP meeting and Cllr Palmers comments taken into consideration. All in favour
<b>TC/385</b>	<b>To discuss and agree donation to Children's resource centre as deferred from TC/361</b>
Resolved	To support the centre as a one off donation. All in favour
<b>TC/386</b>	<b>Mayor's chosen charity for charity box to start from August 2020</b>
Resolved	Cllr Richardson declared Yorkshire Air Ambulance as his chosen charity for 2020. All in favour
<b>TC/387</b>	<b>To discuss and agree Chaplain for Councillors and staff</b> Cllr Palmer explained how this will be an addition for the staff with the Employment Health Assured program that has been implemented but also offers a service to councillors when experiencing difficult times. Cllr Cornfoot asked if there is a requirement for a chaplain and what are the credentials of Mr Bowler as an ex-councillor and chaplain. Cllr Atkin stated how NYCC have had a chaplain for many years and the Town Council did use to have one as stated by Cllr Prest in an email. Cllr C Hutson separated the item into two questions, is a dedicated chaplaincy required and if so who do we want to be that chaplain?
Resolved	To accept the offer of chaplain for councillors and staff. 3 for, 5 against, 1 abstention. No dedicated Chaplaincy required.
<b>TC/388</b>	<b>To discuss and agree action upgrading the Applegarth Park as requested by a member of the public</b> Cllr Young explained she was approached by a member of the public regarding the updating of Applegarth park. Cllr Young suggested the council look at a 3-year plan for Applegarth to be updated. The Deputy Clerk explained she had a late letter from another member of the public regarding some tired areas of the park needing upgrading which can go on the next agenda. Cllr C Hutson put forward the reviewing of all parks due to the plans that have just gone ahead for Bullamoor and any repairs for Applegarth be completed under the council's remit. Cllr Palmer stated that Applegarth was the park that received a big investment prior to the recent Bullamoor revamp.
Resolved	To refer a review of all the parks to the Town Improvement Group and the Amenities team to oversee any repairs needed for the Applegarth park. All in favour
<b>TC/389</b>	<b>To receive a report from Deputy Clerk re: Bullamoor Improvements</b> Matthew Day from Streetscape explained the developments within the park at the current stage.
Resolved	The report is received.
<b>TC/390</b>	<b>To discuss and agree correspondence list</b> Cllr Richardson highlighted correspondence 089 regarding NTC caretaker Malcolm Rowell stating he has gone 'above and beyond in his role' and continues to do a sterling job.

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	Cllr Atkin described his frustrations that correspondence 104 has not been circulated in time as this opportunity for some funding has most likely been missed. Cllr C Hutson highlighted how there is many opportunities in the town where this funding could be used to benefit road safety. Cllr Atkin explained how correspondence 103 should have been at a priority level 1 due to the content affecting local government.
Resolved	089- To purchase a token of appreciation gift for Malcolm Rowell. All in favour 104- Cllr Eames to assist with getting the application in before deadline. All in favour 106- For Town Hall Improvement to collate comments from Councillors and issue letter from the Council. All in favour
<b>TC/391</b>	<b>To discuss and agree planning list 78</b>
Resolved	No observations. The planning list 78 is accepted. All in favour
<b>TC/392</b>	<b>To receive orders, payments and petty cash</b> Cllr Palmer raised the concern of a possible duplication of payment. The Deputy Clerk agrees to follow this up.
Resolved	Orders, payments and petty cash are received. All in favour
<b>TC/393</b>	<b>To agree the Annual Return and Governance Statement for 2019/20 as TC/365</b> <b>Section 1 Annual Governance Statement</b>
Resolved	To move items 19-27 into private session. All in favour
<b>TC/394</b>	<b>To discuss and agree use of tracker for Town Council meetings</b>
Resolved	To adopt the use of a Town Council meeting tracker. All in favour
<b>TC/395</b>	<b>REQUESTS TO OBTAIN OR PRESENT INFORMATION – Items being notified to the Town Mayor and Town Clerk prior to the start of the meeting and being of an informative nature only, not able to be dealt with by the office and not resulting in policy decisions or financial implications for the Town Council.</b> Cllr Atkin updated the council on the disposing of files from the attic as he has used the last two Monday's to deal with this, he states he is making good progress. He continued to state a couple more weeks and this will be completed but reiterated the need for the Clerk to look through the 'disposed of' pile as a fresh pair of eyes however he doesn't think it will be a priority. Cllr Atkin explained the 'confidential' and 'dispose of' pile should all be shredded. Cllr Richardson thanked Cllr Atkin for this work on this. Cllr C Hutson suggested getting quotes for contractors for the secure disposal of documents as a one off. Cllr Palmer said the use of disposal contractor should be noted in the tracker.
Resolved	To get three quotes for secure disposal of bulk files. All in favour To note the use of contractor within new Town Council meeting tracker. All in favour
<b>TC/396</b>	<b>To consider exclusion of members of the press and public under the Public Bodies (Admission to Meetings) Act 1960 for items due to the confidential nature of the business</b>
Resolved	Cllr Atkin left the meeting at this point. Cllrs are given a short period of time to access the private link previously circulated by the Deputy Clerk.
<b>TC/397</b>	<b>To consider and agree options relating to the provision of public conveniences for the next 6 months (deferred item 19)</b> Cllr J Hutson questioned the details of Ian Donaldson's contract and if relief caretaking duties are within this. Cllr Cornfoot stressed the need to stay focused on the toilets rather than staff relations at this point. Cllr Young suggested discussing with outdoor employee Dave Moore for the possibility of doing more hours and relieving Malcolm. Cllr J Hutson put forward the idea for all three members of staff to assist with the reopening of toilets in town hall and have a mix of all 3 employees. Cllr Richardson stated the staff need a level of flexibility to suit the needs of the business and he does not see this from some members of staff at this time. Cllr C Hutson stated how we need to act on what the public are asking with a permanent solution which doesn't just lie with the Town Council and if Dave Moore is to commence work caretaking he will need an amendment of contract for this. Cllr C Hutson proposed the implementation of porta-loos.
Resolved	To implement porta-loos in the Applegarth until December. 4 for and 4 against. Cllr Richardson had the casting vote against the implementation of porta-loos. To open the Ladies Town Hall toilets upstairs. All in favour To discuss with Dave Moore the change of temporary contract to assist with the manning of the toilets alongside Malcolm Rowell and Ian Donaldson. All in favour
<b>TC/398</b>	<b>To agree the Annual Return and Governance Statement for 2019/20 as TC/365</b>

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	<p><b>Section 1 Annual Governance Statement (deferred item 20)</b>                  Cllr Richardson stated he does not feel comfortable from looking at the criteria on the statement and cannot sign. Cllr C Hutson explained how he could not see how Cllr Richardson can sign a blank form and the form should've been completed alongside the Clerk. He continues to state how he is concerned the deadline is fast approaching. Cllr Richardson ran through the list of criteria with the Council and the list is debated and proven the form is not ready to be submitted. Cllr C Hutson explained that this form is in reflection of year 19/20 and this cannot be changed however the criteria must be looked at going forward. Cllr Palmer confirmed she is aware of an extension due to COVID-19 restrictions.</p>
Resolved	For Deputy Clerk to research if an extension is possible. All in favour Items 19-26 to go to the next F&GP committee meeting. All in favour
<b>TC/399</b>	<b>To agree the Annual Return and Governance Statement for 2019/20</b> <b>Section 2 Accounting Statements TC/365 (deferred item 21)</b>
Resolved	Deferred to F&GP. All in favour
<b>TC/400</b>	<b>To receive the Internal Auditor's Report responses for the Financial Year 2019/20 (deferred item 22)</b>
Resolved	Deferred to F&GP. All in favour
<b>TC/401</b>	<b>To receive Town Council Accounts for return with AGAR (deferred item 23)</b>
Resolved	Deferred to F&GP. All in favour
<b>TC/402</b>	<b>To agree and adopt Financial Risk Assessment for 20/21 to return with AGAR following internal audit report (deferred item 24)</b>
Resolved	Deferred to F&GP. All in favour
<b>TC/403</b>	<b>To agree and adopt Internal financial controls policy to return with AGAR following internal audit report (deferred item 25)</b>
Resolved	Deferred to F&GP. All in favour
<b>TC/404</b>	<b>To agree and adopt Reserves policy to return with AGAR following internal audit report (deferred item 26)</b>
Resolved	Deferred to F&GP. All in favour
<b>TC/405</b>	<b>To agree and adopt Grants policy to return with AGAR following internal audit report (deferred item 27)</b>
Resolved	Deferred to F&GP. All in favour
<b>TC/406</b>	<b>To discuss and agree quotations for Town Hall electrical check</b> Cllr Richardson explained this item is following the Align Property check where the Town Hall required electrical work. He continued to state he finds it difficult to make a decision with the information presented.
Resolved	To go to F&GP meeting for more discussion. All in favour
<b>TC/407</b>	<b>To receive the Staffing minutes 13th July 2020</b> <b>To receive the minutes Town Council meeting 20th July 2020-</b> Cllr Eames stated he did not feel TC/373 bears what was discussed in relation to the NTC vehicle and he challenges this content. <b>To receive the minutes E O meeting 27th July 2020-</b> To follow as minutes previously discussed in public session were not ready yet.
Resolved	To receive the Staffing minutes 13th July 2020- Received. All in favour To receive the minutes Town Council meeting 20th July 2020- Clarity to be sought on the minutes before being approved. All in favour To receive the minutes E O meeting 27th July 2020- To follow due to not being circulated. All in favour
<b>TC/408</b>	<b>To discuss and agree complaint re Applegarth play park</b>
Resolved	To write to complainant and implement signage. All in favour
<b>TC/409</b>	<b>To discuss and agree working unit for amenities team and costs</b> Cllr Richardson reiterated how his fears are within the safety of the location the Amenities team currently work in and needs looking into asap. Cllr C Hutson stated the need for the Clerk to sought the disposal of chemicals professionally and safely is an urgent matter.
Resolved	To refer to the Town Hall Improvement group. All in favour
<b>TC/410</b>	<b>To discuss and agree quotations to purchase a vehicle as TC/373</b>
Resolved	To seek clarification as discussed under item 31. All in favour

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<b>TC/411</b>	<b>To receive the outcome from the recent appeal panel to consider follow up action required.</b>
Resolved	The Deputy Clerk left the meeting. The follow up action was agreed. Cllr Palmer requested a named vote. Cllr J Hutson, Cllr C Hutson, Cllr Richardson, Cllr Young and Cllr Eames for the follow up action. Cllr Palmer and Cllr Cullen- against.

Meeting closed at 9:35pm