



## Town Council Meeting Minutes 21<sup>st</sup> September, 2020

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	state he did not think it is fair on staff, town council members and hirers to remain open for bookings. Cllr Richardson explained the public toilet situation seems to be working well however suitable public conveniences is something that needs researching into with opportunities such as the high street fund. Cllr Dickinson (HDC) states this is a subject she is keen to help with and it will be looked into. Cllr Atkin within his HDC councillor role explained he has spoken to Peter Cole and the land behind CEX and Boots Opticians is being looked into as a possible location.
Resolved	To close the Town Hall and review on 1 <sup>st</sup> January, 2021. 3 for, 5 against. Due to the resolution it is discussed to revert back to original resolution TC/381 with an assessment on a case-by-case basis for each booking. The office staff alongside Cllr Eames and Cllr Cornfoot are to be heavily involved in the decision making process. The Deputy Clerk stated a time limit will be put on emails to councillors for answers so action can be made and staff can progress.
<b>TC/419</b>	<b>To receive and approve Ground Maintenance Supervisor report</b> Cllr Cornfoot informed the council how a letter was passed in a previous meeting to write to HDC regarding the untidy piece of land near M&S.
Resolved:	To send letter to HDC regarding unkept piece of land. All in favour The GM Supervisor report is received. All in favour
<b>TC/420</b>	<b>To receive an update on Applegarth park meeting with Cllr Young</b> Matthew Day from Streetscape was present to discuss the meeting with Cllr Young. He starts by updating the Council on Bullamoor park and how the CCTV is almost completed. Following meetings with councillors he states that he has reviewed the other parks in the town alongside Applegarth. He details the proposed plan for Applegarth and how parts can be subtracted and added as the council wish.
Resolved	To discuss at a later meeting with costs included. All in favour
<b>TC/421</b>	<b>To discuss and agree Northallerton &amp; Romanby JBC Cllr vacancy</b>
Resolved	Cllr Atkin to fill Northallerton and Romanby JBC vacancy. All in favour
<b>TC/422</b>	<b>To discuss and agree correspondence list</b>
Resolved	113- To reply to the lady re Les' response on AG concerns and the added detail re proposed works in future. All in favour 122- To write to journalist and explain the general figure of the annual standing donation and explain that we do not have enough resources to provide more detail. All in favour 127 – To write to NYCC re implementing a pelican crossing on Friarage St roundabout. All in favour
<b>TC/423</b>	<b>To receive planning list 79 and HDC outcome list</b>
Resolved	Planning list received. All in favour HDC outcome list received. All in favour
<b>TC/424</b>	<b>To receive orders, payments and petty cash</b>
Resolved	All received. All in favour
<b>TC/425</b>	<b>To discuss and agree placement of memorial bench from Cllr Young</b> Cllr Young explained her idea that the Council should come together and commemorate the late Charles Barker with a memorial bench in the town. Cllr Young stated she has spoken with the Barker family who are extremely touched by the tribute. Cllr Atkin requested a high quality bench so wear and tear isn't as frequent.
Resolved	For Cllr Young to research into good quality memorial benches and report back to councillors. All in favour
<b>TC/426</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>
Resolved	All in favour
<b>TC/427</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	To exclude members of the public. All in favour Cllr's were given a quick break to log onto the private link circulated to them by the Deputy Clerk.
<b>TC/428</b>	<b>a) To receive update re AGAR documents</b> Cllr Atkin joined slightly later due to technical difficulties. Cllr Richardson gives a background re AGAR

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	<p>documents and how the checklist needed to be reflective of the reality which is what the F&amp;GP committee have tried to do when answering the ten questions. He continued by clarifying the check list with Cllr C Hutson.</p> <p>AGAR Checklist detail responses as follows:</p> <ol style="list-style-type: none"> <li>1. No</li> <li>2. No</li> <li>3. Yes</li> <li>4. Yes</li> <li>5. No (no risk assessment)</li> <li>6. Yes</li> <li>7. No</li> <li>8. Yes</li> <li>9. N/A</li> </ol> <p>Cllr C Hutson recommended that the AGAR checklist should reflect the outcome of the internal audit that was carried out. Cllr C Hutson explained the auditor report should be provided to Deputy Clerk in preparation for next meeting. For the benefit of Cllr Prest, Cllr C Hutson goes over the purposes of the documents due to him being absent in the August TC meeting. Cllr Prest stated he hasn't seen reports on financial management of the town council being unsatisfactory before in years gone by as a councillor. An overall agreement with all councillors to progress the AGAR items marked negatively in the checklist is made as a priority.</p> <p><b>b) To receive letter from Internal Audit company</b></p> <p>Cllr Richardson read the Internal Auditor letter for the benefit of members. Cllr Prest suggested contacting YLCA for some options for new internal auditors. Cllr Atkin confirmed due to this being a specialist service there is no need for 3 quotes. Cllr Eames clarified he had contacted the company personally and left it amicably and he sees this as closed now.</p> <p><i>Due to an earlier request from Cllr C Hutson re the office staff working arrangements, Cllr C Hutson reiterated for this to be discussed at this point as the meeting was coming to a close</i></p> <p>Cllr C Hutson brought up the suggestion to consider the office staff to return to the office due to arrangements of working from home being implemented during covid-19. Cllr Prest asked the Deputy Clerk her views on this as it is concerning staff. The Deputy Clerk expressed how she would like to discuss this with just Cllr Richardson rather than opening it up to the floor of members as there are other matters which are more important happening regarding staff than this. Cllr Prest proposed this meeting take place so a decision can be made then brought back to Council.</p>
Resolved	<p>To complete the AGAR with the checklist answers as discussed and submit by deadline. All in favour The letter is received. All in favour</p> <p>For the Deputy Clerk and Cllr Richardson to meet to discuss the office staff working arrangements. All in favour</p>

Meeting closed at 8:55pm