

Minutes of a Finance and General Purpose Committee Meeting of Northallerton Town Council held at 7.00pm on Monday 14th June 2021 in the Town Hall

Present: Cllr P Eames (Mayor), Cllr P Atkin, Cllr D Calvert, Cllr P Cornfoot, Cllr C Hutson and Cllr J Hutson

Also present: Alexandra Little, Locum Clerk

FGP21/001 Apologies

No apologies for absence received. Declarations of Interest were received from Cllrs C & J Hutson in relation to the BID.

FGP21/002 Minutes

It was resolved that the Minutes of the Finance and General Purpose Committee Meeting on 23rd April 2021 be approved.

FGP21/003 Administration

To agree to an updated bank mandate.

- 1. It was resolved that Cllr D Calvert become a signatory on the bank mandate at HSBC and Unity Trust Bank and Cllrs Richardson and Young be removed from the mandate**

To review progress on the electronic bank account and identify any necessary actions.

Discussion took place regarding the authorisation process and councillors will receive all invoices electronically.

- 2. It was resolved that a system to set this up to support this and the Locum Clerk to arrange this**

Discussion took place regarding the positioning of funds with in the two bank accounts

- 3. It was resolved the Locum Clerk review this further with the internal auditor**

FGP21/004 Amenities

A report was received from the Amenities Working Group. A discussion took place regarding the allotments and further investigation is needed into this area.

- 1. It was resolved that the Deputy Clerk will support the Amenities Working Group with the work required for the Christmas Illuminations**
- 2. It was resolved that the tender for Christmas Lights install/dismantle be put out in July**
- 3. It was resolved that a meeting be set up with the Bullamoor Residents Group to consider further proposals for the play area**

To consider the layout plans for Applegarth Play Area and agree equipment to be ordered, in line with resolution FGP2304/03 1.

- 4. It was resolved that SSQ1143REV5 option 2 be ordered**
- 5. It was resolved that the Clerk will undertake a grant application for the 2 additional items**
- 6. It was resolved that CCTV will be purchased for the area**

To approve quotations to undertake surveys of the church wall and Bullamoor Park bridges.

- 7. It was resolved that the surveys be undertaken, subject to confirmation that the Diocesan Building Inspector is in agreement with this**

A verbal report on Town Hall refurbishment, including recent works and planned works to enable public use of the basement was received.

- 8. It was resolved that the flood defence equipment be checked to ensure it is fully operational**

To agree a means for identifying required improvements in Town Hall access and security arrangements regarding keys in circulation, keysafe access, alarm and CCTV internal Cameras.

- 9. It was resolved that Cllrs Eames, Cornfoot and Calvert will meet with IES to progress this**

To agree a means to identify a headquarters for the Amenities Team.

Discussion took place regarding the requirement for additional space for the amenities team to work safely and securely

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100m building, workshop, storage, secure vehicle parking, electrical provision, skip parking, greenhouse/polytunnel.

- 10. It was resolved that the Locum and Deputy Clerk will contact Northdale, NYCC and HDC, put an advert on social media and look into the possibility of engaging an agent to secure an alternative location**

FGP21/005 Financial Management

To agree a budget for support to the Caretaker.

- 1. It was resolved that an assistant to support the Caretaker on 20hrs pw and that the Clerk will work with him to put together an outline for this for the next Staffing Committee meeting**

To agree a budget to support BON.

- 2. It was resolved that £750 be allocated to the Bienvenue Ormesson Northallerton within the budget 2021/2022 and ongoing for future years. This amount will be vired from 4900 Civic Events for 2021/2022**

To agree a budget to support Northallerton TIC.

- 3. It was resolved that £500 be allocated to the budget for Northallerton Tourist Information Centre 2021/2022 and ongoing for future years and to invite the Chairman of the TIC to attend a meeting to give a summary of their work to FGP. This amount will be vired from 4900 Civic Events for 2021/2022**

FGP21/006 To review year end documentation.

Year End Papers and JBC accounts for 2020/2021 were reviewed.

- 1. It was resolved figures from RIALTAS for AGAR 2020/2021 be accepted, incorporating the JBC Accounts**
- 2. It was resolved that Guy Baragwanath (GB), Accountant, will undertake an Internal Audit and the Locum Clerk will work with the auditor and staff to present this by 23rd July**
- 3. It was resolved that GB will support the Locum Clerk to put in place a robust process to support council and to protect staff so they feel confident in policies and procedures**
- 4. It was resolved that a Policies Working Group be set up with two councillors, auditor and clerk, this will be an agenda item for the next FGP Meeting**

Cllr J Hutson proposed a vote of thanks to P Watt and A Little for the work that has been done so far to support the financial management of the council.

To identify any gaps in implementing the Strategic Plan and agree necessary actions:

- Yorkshire in Bloom - the Deputy Clerk will be asked to look into this
- BID have offered to support with funding for extension of floral displays to North and South of the town
- An update will be given to full council on the Strategic Plan in September

FGP21/007 It was resolved to exclude members of the press and public by virtue of Public (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed

A strategy for the rented shop spaces in the Town Hall was discussed and feasibility for the toilet project is underway.

FGP21/008 To agree the date and time of the next meeting

It was resolved that the next meeting will be on 12th July at 7pm to review Internal Audit, followed by a budget setting meeting on Tuesday 5th October at 7pm

The meeting closed at 9.21pm.