

## RIPON CITY COUNCIL

### MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON MONDAY 11<sup>TH</sup> JANUARY 2016 AT 7.07PM IN THE COUNCIL CHAMBER, THE TOWN HALL, RIPON

PRESENT:  
Cllr P Pearson – Chairman  
Cllr S Hawke – Vice Chairman  
Cllr Chambers.  
Cllr P Horton – as a substitute for Cllr Williams.  
Cllr S Jones  
Cllr S A Martin  
Cllr A I Morgan  
Cllr C E Powell  
Cllr P McHardy – The Right Worshipful The Mayor (ex-officio)

IN ATTENDANCE:

Acting Clerk  
Cllr Willis, Cllr Barnes and Cllr Stanley (non-committee members.)  
City Development Manager  
Borough Councillor A Skidmore  
The Mayor's Chaplain  
Serjeant at Mace  
5 members of the public.

Late Arrivals:

Cllr Williams (non-serving committee member) – 7.20pm  
Borough Councillor Z Metcalfe – 7.34pm  
County Councillor B Bateman – 7.34pm  
3 members of the public – 7.34pm

Early Departures: none.

1/16 To receive apologies and approve reasons for absence.

Apologies were received from Councillor Bate who was on holiday.

2/16 Disclosures of interest in relation to any matter under consideration at this meeting (financial or otherwise) & consideration of written requests for dispensation.

Councillor Morgan recorded his interest as Chairman of the Campaign to Reinstate Railway to Ripon.

3/16 Representations on agenda items from members of the public.

a) Item 5/16a.

An explanation for the reason of the extraordinary audit was sought. It was noted that the audit was held as a matter of standard audit practice to protect the integrity of the City Council's finances consequent upon the retirement of the Clerk, Mrs R Terry.

b) Item 13/16.

Confirmation was provided that the Serjeant-at-Mace is an employee of the Council. Their attendance at the Mace Bearer's Conference, as one of the valued committee members of this organisation, is considered a training opportunity and best practice by the Council.

4/16 To approve the Minutes of the Finance & General Purposes Committee Meeting held on 9<sup>TH</sup> November 2015.

Proposed – Cllr Martin

Seconded – Cllr Hawke

“That the Minutes of the Finance & General Purposes Committee Meeting held on 9<sup>th</sup> November 2015 be approved and signed as a true record by the Chairman.”

**RESOLVED**

5/16 Internal Audit.

a) Extraordinary audit – 6<sup>th</sup> October 2015.

The audit was carried out by Yorkshire Internal Audit Services whose representative reported that:

“I am pleased to say I found the records complete and accurate and no matters arose giving cause for concern.”

Proposed – Cllr McHardy

Seconded – Cllr Hawke

“That the Internal Auditor's report, dated 18<sup>th</sup> November 2015, be accepted.”

**RESOLVED**

b) Interim audit report dated 7<sup>th</sup> December 2015.

The Internal Auditor's report had been circulated to all Councillors prior to this meeting. In her covering report that Clerk noted that new personnel at Yorkshire Internal Audit Services and the City Council had given an opportunity to review the Council's affairs afresh.

The Internal Auditor's report contains a number of recommended action, including some which will be required to ensure that the Council achieves a 'clean' audit outcome at the end of the 2015/16 financial year.

Proposed – Cllr Martin

Seconded – Cllr Chambers

“That the Finance & General Purposes Committee notes the recommendations in the Internal Auditor's report and refers the matters raised to be dealt with by the appropriate committees.”

**RESOLVED**

*Proposed – Cllr Horton*

*Seconded – Cllr Morgan*

*“That items 6/16, 8/16 and 11/16 be referred for consideration at the Full Council meeting to be held later this evening.”*

**RESOLVED**

6/16 Ripon Town Hall – referred to Full Council (see above).

7/16 Road safety.  
Refer to F&GP item 85/15.

*Proposed – Cllr Martin*

*Seconded – Cllr Jones*

“That the City Council commits to taking part in North Yorkshire County Council's Temporary Vehicle Activated Sign Scheme, to include securing the use of one sign and up to three sockets at a total cost of £4,500 over four years.”

**RESOLVED**

8/16 Council's Reserves - referred to Full Council (see above).

9/16 2016/17 Financial Year.

a) Budget.

It was noted that the Terms of Reference for this committee state that “it shall consider budget proposals from the other standing committees, and agree upon an overall budget, reserves policy and precept requirement every year subject to final approval by Full Council.”

Councillor Pearson reported on the work carried out by the Business Plan and Budget Setting Working Group, which had culminated last week in a briefing for Councillors to consider draft budget proposals.

It was noted that both options put forward for the committee's consideration tonight include substantial increases to the precept to allow the Council to implement a multi-faceted approach to grant funding and investment in Ripon.

*Proposed – Cllr Chambers*

*Seconded – Cllr Martin*

“That the Finance & General Purposes Committee approves the adoption of the budget known as ‘Option A’ and that this be put forward for the Full Council's approval.”

**RESOLVED**

b) Precept.

*Proposed – Cllr Martin*

*Seconded – Cllr Chambers*

“That a precept of £230,854 be applied for in the 2016/17 financial year.”

**RESOLVED**

- 10/16 Reappointment of the Business Plan and Budget Setting Working Group.  
It was agreed that the Group should be renamed as the 'Business Plan Working Group'.  
Councillor Pearson commented that input on the issues to be considered would be welcomed from all Councillors so that a collaborative outcome can be achieved.

Proposed – Cllr Horton

Seconded – Cllr Chambers

“That the Business Plan Working Group be reappointed, with the same membership and constitution as agreed at the Finance & General Purposes Committee’s meeting in November 2015, to progress the development of the Council’s Business Plan.”

**RESOLVED**

- 11/16 Council’s Investments - referred to Full Council (see above).

- 12/16 Market Place.

Members considered a report from the City Development Manager outlining proposals for the tender arrangements for the ice-cream concession on the Market Place from the 2016 season.

Proposed – Cllr Martin

Seconded – Cllr Horton

“That the approach outlined in the City Development Manager’s report be adopted and the Council begins the process of tendering the ice-cream concession.”

**RESOLVED**

Proposed – Cllr Martin

Seconded – Cllr Horton

“That in conjunction with Officers, any two members from Councillors McHardy, Morgan, Pearson or Hawke, assess the tenders once received.”

**RESOLVED**

- 13/16 Mace Bearer’s Conference.

Proposed – Cllr Hawke

Seconded – Cllr Horton

“That approval be given for expenditure of £438.03 to cover the costs of the Serjeant-at-Mace attending the annual Mace Bearer’s Conference and the Serjeant-at-Mace be asked to report back to the Committee after attending.”

**RESOLVED**

- 14/16 To approve the list of payments for the period to 30<sup>th</sup> November 2015.

Proposed – Cllr Martin

Seconded – Cllr Hawke

“That the list of payments covering the period to 30<sup>th</sup> November 2015 be approved.”

**RESOLVED**

15/16 To approve the monthly income & expenditure report from 1<sup>st</sup> to 30<sup>th</sup> November 2015.

Proposed – Cllr Martin

Seconded – Cllr Hawke

“That the monthly income & expenditure report from 1<sup>st</sup> to 30<sup>th</sup> November 2015 be approved.”

**RESOLVED**

16/16 Items to be considered at the next meeting of the Finance & General Purposes Committee (8<sup>th</sup> February 2016):

- a) Cabman’s Shelter
- b) Changes to the External Audit Regime
- c) Celebration of the Queen’s 90<sup>th</sup> birthday – Councillors Barnes, Jones and Morgan offered to help draw up proposals for celebrating the Queen’s 90<sup>th</sup> birthday later this year. Proposals will be brought for the committee’s consideration at its February meeting.

The meeting closed at 8.04 pm

SIGNED

DATE

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CHAIRMAN

ACKNOWLEDGED AT FULL COUNCIL MEETING FOR INFORMATION ONLY

SIGNED

DATE

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