MINUTES OF A MEETING OF THE COUNCIL OF THE CITY OF RIPON

Date: **8th August 2016**
Time: **1904hrs**
Location: **Council Chamber, Ripon Town Hall**

Present: **Cllr A Morgan – The Right Worshipful The Mayor**
Cllr M Chambers
Cllr S Hawke
Cllr P Horton
Cllr S Jones
Cllr P McHardy
Cllr P Pearson
Cllr C Powell
Cllr M Stanley
Cllr A Williams

In attendance: **Mrs P Benson, the Acting Clerk**
Ms P Hartley, the Acting Deputy Clerk
Mr J Vauvert, Serjeant at Mace

101-16	**To receive apologies and approve reason for absence**: Cllrs Bate, Barnes, Martin and Willis.
102-16	**Members of the public are invited to question, seek clarification or make representation to members of the Council on any Agenda item as listed below**: None present.
103-16	**To request any disclosure of an interest in relation to any matter under consideration at this meeting (financial or otherwise) & to consider any written requests for dispensation**: There were no disclosures of interest not requests for dispensations.
104-16	**To approve the Minutes of the Meeting held on the 18th July 2016.** Proposed – Cllr Williams Seconded – Cllr Powell **RESOLVED** by a unanimous show of hands, one abstention.
105-16	**To receive the Acting Clerk's report on current Financial Matters.** 'To consider passing a resolution under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), that the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.' Proposed – Cllr Williams Seconded – Cllr Hawke **RESOLVED** by a unanimous show of hands **The meeting went into Private Session.** Points raised in discussion in response to the Clerk's report: It was noted that • 2 of 4 authorised signatories (Cllrs) to sign all cheques and/or authorise online payments. • Clerk must not be a signatory, having access to financial information but not able to make

	payments. • A report needs to be brought to the next meeting detailing how long the current banking arrangements have been in place and when this was authorised. • It was noted that the delegated authority for the Clerk to spend up to £500 in an emergency for Quarry Moor Park and Hugh Ripley hall has been given previously. • Backing up of computer data must be kept off-site with Clerk (or Deputy Clerk, when Clerk is away etc) in a fire-proof box. Clerk to investigate cost of a suitable box. • Ideally, a second back up of data should be kept on Town Hall site. • The Risk Assessment needs to be amended and brought back to Full Council for approval. • Internet banking must be suspended until new banking authorisation system can be put in place (where online payments are authorised by 2 signatories). All payments must be made by cheque in the interim. Proposed – Cllr Williams Seconded – Cllr Hawke **RESOLVED** by a unanimous show of hands **The Public Session was resumed.** 'To suspend the standing orders until Financial Regulations and Risk Assessment (mins 108 & 109) are approved.' Proposed – Cllr Williams Seconded – Cllr Stanley **RESOLVED** by a unanimous show of hands
106-16	**To receive the Internal Auditor's Interim Report** In response to the report, the following points were made: • The Auditor has advised that 6 months of reserves is sufficient for RCC. The precept is a guaranteed regular income and the budget is based on the precept so there is no need for more than 6 months. • The report on Earmarked Reserves does not show the £40,000 that was earmarked for City Plan initiatives, this includes £10,000 for the Car-Parking feasibility study. This amount is currently included in the general reserves and needs to be corrected. • After calculating the reserves (6 months), there is approx. £96,000 in the Council funds. • The draft budget to be placed on October's Full Council meeting agenda. It was proposed that the precept should be increased in line with inflation in both 2017/18 and 2018/19. **Quarry Moor** • Monies should be made available to enable Quarry Moor (QM) to continue to meet its obligations in the current financial year as its funds are nearly depleted. The charity's reserves should be restored to a level of £20,000 at 1 April 2017 and in future years from RCC's reserves to allow it to function It is proposed that this amount be added to the precept until such time that QM is able to generate its own income. At 1 April 2017, QM should be separated from RCC and managed as a separate entity. All QM matters should be discussed in separate charity meetings and subject to independent budgeting/financial management, and managed/administered by its Trustees, with all records in their keeping. • It was noted that the broken manhole cover in QM car park can be dealt with immediately as the Clerk is authorised to spend up to £500 and the cost of repair will be £375 plus VAT. **Hugh Ripley Hall** • Hugh Ripley Hall is in need of urgent maintenance and repairs. It has lost £2k in four

	months due to the poor condition of the Hall. The signage should be updated to brand it as RCC. A more efficient heating and lighting system will hugely reduce the annual costs. • HRH's trading account should be charged on a monthly basis for admin/staffing costs so that monthly reports to the committee are up to date. • £23,000 should be made available to HRH as a loan and be paid back at 2% interest. • Balance of surplus at HRH to be made available to them. Proposed – Cllr Williams Seconded – Cllr Hawke **RESOLVED by 5 in favour, 3 against.** **NOTED that Cllrs Chambers, Pearson and Stanley voted against this proposal. Recorded in accordance with Standing Orders 1. Meetings, item 's'.**
107-16	**To receive an update on the Council's current financial position** 'The Auditor's report means we can now move forward and the Council's current financial position is healthy' Cllr Williams also thanked the Clerk for all her work after only 3 days of starting the job. Proposed – Cllr Williams Seconded – Cllr Hawke **RESOLVED** by a unanimous show of hands
108-16	**To approve the updated Financial Regulations.** This item was **RESOLVED** previously in the meeting during private session (see min 105-16) as the document needs further work and should be approved at the next meeting.
109-16	**To approve the updated Risk Assessment.** This item was **RESOLVED** previously in the meeting during private session (see min 105-16) as the document needs further work and should be approved at the next meeting.
110-16	**Mayoral Announcements** None.

The meeting closed at 20.11hrs.
These minutes were recorded and prepared by Penny Hartley, Acting Deputy Clerk to the City Council.

SIGNED _____ DATE _____

THE RIGHT WORSHIPFUL THE MAYOR