WETHERBY TOWN COUNCIL
BUDGETS & GOVERNANCE COMMITTEE
MEETING MINUTES

Date: **Tuesday 12th August 2025**
Time: **5.30 pm**
Location: **Wetherby Methodist Church, Bank Street, Wetherby, LS22 6NQ**

Present: **Councillor Mulhall (Mayor), Councillor O'Byrne, and Councillor Newcombe (Chair)**

In attendance: **Town Clerk and RFO, Assistant Clerk**

MINUTES

1. **Apologies** – Councillor Payne.

2. **Declarations of interest in items on the agenda and requests for dispensations** – none.

3. **Minutes**
It was **RESOLVED** that the minutes of the Budgets & Governance Committee meeting held on *8th July 2025* be approved as a true record of proceedings.

4. **Payments.**
Members conducted checks on the payment to be made for the period between 9th July and 12th of August 2025.
The following payments were checked:
   - Transaction 2023 - Friends of Sandringham Park - £11,000.00
   - Transaction 2040 - Amazon Business EU Sarl UK Branch - £172.99
   - Transaction 2049 - Pullan Landscape Construction & Maintenance - £1,038.82
   - Transaction 2053 - Expenses - £13.69
   - Transaction 2019 - Expenses - £106.24
   - Transaction 2029 - Firstcom Europe Ltd - £74.59

   It was **RESOLVED** that the checks were carried out effectively and that all payments to be made.

5. **Receipts.**
Members conducted a check on the Council's receipts in line with the bank statements and the income transaction report.
The following receipts were checked:
   - Transaction 345 - Joseph C Roberts - £1,076.30
   - Transaction 347 - AM Jones Ltd - £243.20
   - Transaction 353 - Thursday Market Tolls 17/07/25 - £22.50
   - Transaction 363 - Kemps General Store & Kemps Books - £60.00

   It was **RESOLVED** that the checks on the receipts were carried out effectively and received.

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6. Bank Reconciliations.

Members conducted a check of the Council's cashbooks and corresponding bank statements for the month of July 2025. It was **RESOLVED** that the bank reconciliations and checks be approved and countersigned by the Clerk & RFO

7. Budget Comparison.

Members **RECEIVED** and **CONSIDERED** an updated budget comparison report. Notably, the current garden maintenance contract is being reviewed to provide a more sustainable and cost-effective plan which should help to reduce costs under grass cutting and ground maintenance. Payment for the refurbishment of Sandringham Park will be made once final touches have been completed.

It was **RESOLVED** that delegated authority be given to the Clerk to purchase a new laptop at an approximate value of £900.00, which is more appropriate for comms and digital media work.

The clerk reported that a separate budget heading will be created for the CIL payment for the BMX Track to help monitor expenditure.

It was **RESOLVED** that the report be received and accepted.

8. Date of next meeting – Confirmed as being held on *Tuesday 9th September 2025.*

The meeting closed at 6.10pm
These minutes were recorded and prepared by the Assistant Clerk.

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