

## North York Moors National Park Authority Finance, Risk, Audit and Standards Committee

Public Minutes of the meeting held at The Old Vicarage, Helmsley on Tuesday 27 August 2019.

### Present:

Jim Bailey, Peter Berry, Malcolm Bowes, David Jeffels, Shaun Moody, Caroline Patmore, Andrew Scott, Jeremy Walker.

### Apologies:

Patrick James

### Officers in Attendance:

Andy Wilson (Chief Executive), Ian Nicholls (Head of Corporate Services), Tom Stephenson (External Funding Officer), Pete Williams (Head of Finance), Sandra Strickland (NYCC, Accountant), Catriona McLees (Head of Marketing & Communications), Sally Smith (Gallery Curator and Events Co-ordinator), Debbie Trafford (Head of Recreation and Ranger Services), Andrew Muir (Commercial Properties Manager), Mags Waughman (Head of Historic Environment), Richard Smith (Authority Solicitor), Vanessa Burgess (Committees Officer)

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### Copies of All Documents Considered Are In The Minute Book

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### 33/19 Election of Chair

**Resolved:**

That Jeremy Walker be elected Chair of FRASC, to take office until the first meeting of FRASC following the Annual General Meeting of the Authority.

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### Jeremy Walker In The Chair

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The Chair thanked members for his re-appointment and welcomed everyone to the meeting, especially new FRASC members Peter Berry and Shaun Moody.

### 34/19 Election of Deputy Chair

**Resolved:**

That Caroline Patmore be elected Deputy Chair of FRASC, to take office until the first meeting of FRASC following the Annual General Meeting of the Authority.

### 35/19 Minutes

**Resolved:**

That the public minutes of the meeting held on 28 May 2019, having been printed and circulated, be taken as read and be confirmed and signed by the Chair as a correct record.

### 36/19 Members Interests

Members were reminded of their responsibility to declare any personal and prejudicial interests relating to any agenda item prior to its consideration.

### 37/19 Exclusion of the Public

**Resolved:**

That the public be excluded from the meeting during consideration of each of the items of business shown in column 1 of the following table on the grounds that each involves the likely disclosure of exempt information as defined in the paragraph of Part 1 Schedule 12A to the Local Government Act 1972 specified in column 2:-

<b>Item No on the Agenda</b>	<b>Paragraph No</b>
15	1,2 &3
16	1,2 &3
17	3
18	3
19	3

### 38/19 Corporate Risk Register

Considered:

The report of the Head of Corporate Services

Ian Nicholls informed members that:

- Good progress had been made on Capacity and Skills, therefore the risk level had been changed from 1 to 2.
- Wildlife corridors and minerals & waste, remain unchanged
- Outcome of Brexit – impossible to quantify at present
- Still awaiting information from Defra on ELMS progress
- New Defra grant due April 2020, but no information regarding the amount

One member commented whether there was a need for the Authority to include/capture in the CRR, other, lesser known/less clear risks, such as Brexit, not just devote energies to the main risks we are aware of.

Andy Wilson explained to members that the Authority's CRR focused on specific risks to the Authority, while bigger issues such as ELMS, Brexit which impacted mainly on the Park itself were being dealt with by different processes and more nationally or via joint Local Authority networks.

NYCC members informed the meeting of a forthcoming seminar taking place at County Hall to consider Brexit.

**Action:** NYCC members to feedback seminar discussions to the Authority

**Action:** IN/Officers to arrange for a more generalised discussion/information sharing presentation at Nov FRASC.

<p><b>Resolved:</b> Members noted the progress made on the CRR for 2019/20 and agreed with the recommended changes.</p>
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### 39/19 **Health and Safety Update**

Considered:

The report of the Head of Corporate Services

Ian Nicholls commented on two separate issues; a near miss incident at Scaling Dam, involving the Northern Apprentices transferring equipment via boat and the need for task day leaders to be mindful of volunteer's task allocation, based on ability/task requirements.

Referring to refresher training, Ian advised members that the Authority's H&S group members keep a regular check on training requirements.

Ian informed members that the Mental Health first Aid training undertaken by staff over recent months had been well received and some follow up feedback work was now taking place.

Members asked about Authority Staff/Volunteers awareness of Lime Disease/Ticks. Ian informed members that all were provided with clear guidance, regarding preventative measures/symptoms, plus the Authority issued tick removal tools to staff/volunteers who tend to be field based.

Members commented on Training refresher periods and whether the Authority reviews the extent to which the timescales are being observed by staff/volunteers.

**Action:** IN to check the Authority provides adequate numbers of tick removal tools

**Action:** IN to check with Debbie Trafford re: equipment transportation methods by boat

**Action:** IN report back to members regarding training refresher periods and the extent to which timescales were being observed.

<p><b>Resolved:</b> Members noted the work undertaken since the May FRASC health and safety.</p>
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### 40/19 **2019/2020 Finance Update**

Considered:

The report of the Head of Finance

Members were asked to note an error in Appendix 1 of the update, S106 figure should be a minus ( - ) rather than a plus ( + ).

Pete Williams updated members on the Q1 budget.

Members asked for more information on the aims/objectives of the new Commercial Properties Manager post.

**Action:** PW to report back on the Commercial Properties Manager's post at November FRASC

**Resolved:** Members approved the contents of the report.

#### 41/19 **Medium term Financial Strategy and Budget 20/21**

Considered:

The report of the Head of Finance and the Chief Executive

Pete Williams updated members, advising that the Financial Grant Memorandum was currently being reviewed by Defra. Regarding the Defra Grant, the Treasury are to produce a one year settlement in Sept, with a full review to take place in 2020/21.

After a short discussion on the review work being undertaken by Defra on the Financial Grant Memorandum members agreed that the Authority should sign/return the relevant document to Defra.

Members commented on the demand on reserves and asked that the Authority aim to keep the call on reserves to a minimum.

**Action:** AMW to sign/return Defra documentation

**Action:** PW to look at scenario thinking re: grants.

**Resolved:** Members commented on the report, as indicated above and agreed the updated MTFS as a basis for further work.

#### 42/19 **External Funding**

Considered:

The report of the External Funding Officer

Tom Stephenson informed members that good progress had been made against all priorities from the current business plan objectives.

Mags Waughman, Head of Historic Environment, updated members on items 7 and 8 of Table 1 in the report; Prehistoric Settlements and Heritage of the Alum Industry stating there was still more work to do on these two items:

Alum Heritage – Outline plan for research into Alum Industry including communities and Education/Interpretation - £200K over 2 years. Mags is working with Tom to secure further funding.

Prehistoric Settlements – S106 funding gone towards LIDAR data mapping. Consultant appointed to initially investigate 2-3 more significant sites.

**Action:** TS to contact Malcolm Bowes re: use of LIDAR mapping for medieval site at Bilsdale

**Resolved:** Members approved the contents of the report and agreed the current work being done to secure external funding.

43/19 **Business Continuity Internal Audit Report 2018/19**

Considered:

The report of the Head of Corporate Services

**Resolved:** Members noted the contents of the report.

44/19 **Members Training in 2018/19 and Programme for 2019/20**

Considered:

The report of the Committees Officer.

FRASC Members asked that the proposed training programme be shared more widely with other members to seek any additional suggestions they may have for the proposed training programme for 2019/20. Members of FRASC asked that BREXIT be included as a topic for discussion going forward.

**Resolved:**  
Members commented as indicated above and subject to any additional items, suggested by other Members, the proposed training programme elements for 2019/20 were agreed.  
Members noted the review of training in 2018/19.  
Members noted that the next round of the Development Discussion meetings would take place towards the end of 2020.

45/19 **Other Business**

Grant Thornton's Annual Audit letter, sent to members via e-mail prior to the meeting, was noted by FRASC and the fee increase of £1.5K for the coming year was considered acceptable by members.

**Copies of all presentations can be found in the relevant e-file**

..... (Chair)  
18 November 2019

**Public Summary of Items considered "in private"  
at the meeting of the Finance, Risk, Audit and Standards Committee  
on 27 August 2019**

**Private Minutes**

Members agreed that the private minutes of the meeting held on 28 May 2019, having been printed and circulated, be taken as read and be confirmed and signed by the Chair as a correct record.

**Complaints and Compliments Update**

Members were updated on the details of the complaints and compliments received by the Authority in Quarter 1 of 2019/20.

**Own Art Purchase Scheme**

Members approved the Authority entering into the Own Art Scheme. Members agreed that the Scheme should be reviewed in Autumn 2021.

**Roseberry Car Park**

Members agreed in principle to Officers proposals and instructed officers to continue looking at options and negotiate a suitable agreement, which would benefit both residents and visitors.

**S106 Contributions**

Members supported the exception to procurement and noted the Authority would continue its` ongoing relationship with WTY.