

## North York Moors National Park Authority

Public Minutes of the meeting held at The Old Vicarage, Helmsley on 3 February 2020.

### Present:

Peter Berry, Malcolm Bowes, David Jeffels, Shaun Moody, Caroline Patmore, Andrew Scott, Jeremy Walker, Andy Breckon (Independent Person)

### Apologies:

Jim Bailey, Patrick James

### Officers in Attendance:

Andy Wilson (Chief Executive), Chris France (Director of Planning), Michael Graham (Director of Park Services), Ian Nicholls (Head of Corporate Services), Tom Stephenson (External Funding Officer), Pete Williams (Head of Finance), Sandra Strickland (NYCC, Accountant), Ian Morton (Audit Manager – Veritau), Gareth Mills (Grant Thornton – External Auditors), 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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#### 01/20 Minutes

Members requested a revision to minute 56/19 of the 18 November 2019 minutes. The words 'with a view to reducing the prospective deficit' to be added to line 5 of the resolution after the word 'required'

#### **Resolved:**

The revised public minutes of the meeting held on 18 November 2019, having been amended, printed and circulated, were taken as read and were confirmed and signed by the Chair as a correct record.

#### 02/20 Members Interests

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

#### 03/20 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>
16	1,2,3 & 4
17	10
18	1 & 2

## 04/20 Corporate Risk Register Update

Considered:

The report of the Head of Corporate Services

Ian Nicholls updated members on a number of changes to the CRR:

- Volunteering, Local Plan and Minerals Plan had all been taken off the register
- H&S and Woodsmith Mine are at Category 3 on the register
- 5 risks at Category 2 – Climate Change, a new risk with a significant amount of work required for which the Authority still needs to identify resources Wildlife Corridors, increasing public interest in wildlife and work relies on some of the Defra core grant. Capacity risk has now been amended to Capacity and Resilience. Minerals Development, it is unclear whether the current Government moratorium on fracking will continued.

Discussion followed around climate change and the risks for both the Authority as an organisation and the National Park as a whole. Discussion items included:

### David Jeffels arrived at 10.10am

- Absence of reliable and up to date data
- Lack of dedicated Authority resource to progress climate change work at present
- No plausible scenario to be carbon neutral in NYMNP, due to RAF Fylingdales, Woodsmith Mine and Boulby.
- Members supported of NPs being net zero by 2030
- NPs have collectively agreed to produce baseline data on consumption
- Authority needs to work in partnership with others on this issue, lots of work has already been done by NYCC
- New Management Plan work, use to adopt targets

**Action:** Officers to bring report back to June NPA

<p><b>Resolved:</b> Members noted the contents of the report, prior to agreeing it for submission to Authority in March.</p>
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## 05/20 Health and Safety Update

Considered:

The report of the Head of Corporate Services

Ian Nicholls updated members on recent accidents and near misses, plus any changes in procedures/practice as a result:

- Aiming to reduce the number of times heavy items are lifted/handled
- Greater support/supervision with practical tasks for less experienced apprentices
- Lost time – new simple pro forma introduced, for consistent response.
- Records in place for trees on our sites, as part of an adequate inspection regime
- Regular checks for staff using machinery which may lead to hand/arm vibration issues
- Mental health issues, particularly in younger people – 1 of the Authority's mental health first aiders had undertaken additional training to support young people within the Authority

- Driver training, sessions with external instructor being offered to staff

Looking ahead to next year's action plan, members asked that the following be included:

- Members H&S training (not to be delayed again)
- Vehicle checking, reducing risks to workers especially those working alone
- Kit/machinery checks, for safe working
- Lone working

Ian advised members that, with regard to lone working, a number of devices had been trialled with Rangers and a contract has now been taken out to use Track Plot. The Authority's vehicles are serviced regularly, but he was happy to include in the action plan for the coming year.

**Resolved:** Members commented on the proposed Health and Safety Action Plan for 2020/21 as indicated in the minutes and noted the work undertaken since the last FRASC meeting.

#### 06/20 **Quarter 3 2019/20 Finance Update**

Considered:

The report of the Head of Finance

Pete Williams updated members on the Q3 highlights.

Members commented on:

- car parking income continuing to fall below budget
- S106 money for Archaeology/Tree planting
- EU Funding, what might replace it; Shared Prosperity Fund?
- Budgeting for Minerals work (Boulby)
- Is spending on track

**Action:** Pete Williams informed members that he would be happy to undertake further work re: trends relating to car parking, such as weather and peak time usage.

Pete also informed members that expenditure was broadly on track towards the planned underspend and the Minerals Work has already been fully budgeted for.

Andy Wilson, CEO said the Authority had a good case to make politically regarding Defra grant freeze/flat cash.

**Resolved:** Members approved the report.

#### 07/20 **Budget Estimate**

Considered:

The report of the Head of Finance

Pete Williams informed members that the report remained broadly the same since the last meeting. The Authority was still assuming a 1.72% increase in Defra grant and

pay award at 2%. A brief discussion followed regarding deficits, reserves and pensions.

**Resolved:** Members approved the budget for 2020/21, for onward transmission to March NPA.  
Members noted with concern year 2 and 3 of the indicative budget with further work required to bring the figures into balance, with a view to further discussion once the Defra grant settlement was known.

## 08/20 **Treasury Management and The Prudential Code of Capital Finance**

Considered:

The report of the Chief Finance Officer

Pete Williams, Head of Finance gave the report.

**Resolved: That Members recommend to the Authority at its meeting on 23 March 2020 to:**

(i) approve the Annual Treasury Management Strategy for 2020/21 as detailed in **Appendix B**, including the Prudential Indicators set out in Section 3, and the Minimum Revenue Provision policy set out in Section 9 of that Strategy;

(ii) adopt the Annual Investment Strategy agreed by the County Council for 2020/21;

(iii) approve the authorised borrowing limit of £427.7k for 2020/21, under section 3(i) of the Local Government Act 2003 as set out in **Appendix B**;

(iv) confirm the delegation to the Chief Finance Officer, as agreed in previous years, for the following matters:

(a) any need to effect changes between the separate agreed limits for borrowing and other long term liabilities (such as finance leases) in accordance with option appraisal, value for money or other relevant factors. This applies to the Prudential Indicators in **Appendix B**;

(b) decisions to borrow from the PWLB and money markets at the most advantageous rate, as set out in Appendix B.

(v) approve the Capital Strategy as set out in **Appendix C**.

## 09/20 **External Funding**

Considered:

The report of the External Funding Officer

Tom Stephenson updated members on changes since his last report and advised that there was a need to consider what the Authority's next large scale projects might be.

Tom mentioned 2 new projects; Birds on the Edge and Coastal Access Routes  
One member asked how the Authority was planning to take forward electric car charging points within the Park. Tom advised that there was potential funding for this

work, linked to climate change issues and work was currently taking place with NYCC and the LEP.

Officers and members had a brief discussion about where funding might come from now the country had left the EU. Andy Wilson, CEO said that Coastal Marine project work might fit in with Devolution bids.

One member thought that all Authority members should lobby their MPs to try and find out about future funding opportunities/funding share prosperity.

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

#### 10/20 **Grant Thornton Audit Update**

Considered

The report of the Auditors

Gareth Mills updated members. Some discussion took place regarding Grant Thornton's proposed fee increase. The Authority has the option to discuss the proposed fee increase with the Public Sector Authority Appointments (PSAA) if they wish.

Andy Breckon, Independent Person asked the Auditors to confirm that they did not undertake any consultancy work. Gareth Mills confirmed that they didn't.

The Chair thanked Gareth Mills and all Grant Thornton colleagues for their help over the past year.

Members noted the Auditors report and the option for the Authority to contact the PSAA, should they wish to do so.

#### 11/20 **Internal Audit Progress Report**

Considered

The report of the Auditors.

Ian Morton informed members that the Auditors would bring the following to the next meeting:

- Auditors annual opinion report
- Options for the Audit plan for next year

The Chair thanked Ian Morton and all Veritau colleagues for their help over the past year.

#### 12/20 **Customer Service Excellence**

Considered:

The report of the Head of Corporate Services

Ian Nicholls explained the reasons for the desire to change the assessment time periods for the CSE standard from every year to every 3 years and talked about some

of the options which could offer useful alternative interim measures such as Mystery shoppers.

**Resolved:** Members approved the contents of the report, including; the change in assessment time periods for the CSE standard, and the development of other customer service related work to continue to improve service delivery.

13/20 **Periodic Review of Standing Orders Financial Regulations and Scheme of Delegation**

Considered:

The report of the Solicitor

Richard Smith, advised members on a small number of changes proposed for the Financial Regulations and the Scheme of Delegation. No changes were highlighted for the current Standing Orders.

**Resolved:** Members supported the proposals in paragraphs 4 and 5 of the report prior to consideration by the Authority.

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

..... (Chair)  
22 June 2020

**Public Summary of Items considered "in private"  
at the meeting of the Finance, Risk, Audit and Standards Committee  
on 3 February 2020**

**Private Minutes**

Members agreed that the private minutes of the meeting held on 18 November 2019, having been printed and circulated, be taken as read and be confirmed and signed by the Chair as a correct record.

**Update on Financial Requirements of Café Mobilisation – Verbal**

Members were updated on the outcome of the recent retendering of both the Moors Centre and the Sutton Bank cafes

**Complaints and Compliments Update**

Members were updated on the details of the complaints and compliments received by the Authority in Quarter 3 of 2019-20.