

Kirkbymoorside Town Council

Information for meeting on Monday 21 November 2022

6. To consider financial matters

a. To report accounts paid since the last meeting of the Council and to approve cheque payments according to the list provided

Description	Supplier	Total
Office line rental & Broadband	Zen	55.66
Moorsider - software Licence	Lucid software inc	16.48
Yorkshire Post	Nat World Publishing	34.32
Non-Sterling Transaction Fee	HSBC	0.49
Sportsfield Electric Bill 25/08-24/09/2022	British Gas	39.96
Public Wifi	Welcoms	72.39
Ryedale View play area Rent	Ryedale District Council	10.00
Design of Winter 2022 issue of the moorsider	Ms Louise P Bolland	150.00
Contribution towards Remembrance Wreath with assignment	The Royal British Legion	50.00
Short Fall of Rent for the period 01/09/22 to 30/10/22. Due to the increase in hire charges	Ryedale Community Foodbank	18.00
Bank Charges	HSBC	16.31
Bank Charges	HSBC	8.00
Bank Charges	HSBC	10.00
Moorside Room cleaning	Sarah Simpson	60.00
Sportsfield Gas Bill 30.06 - 30.09.2022	Total Energies	66.37
DATA Protection Fee	ICO	35.00
Moorside Room - Water	Scottish water	17.23
Replacement bin @ westfields	Ryedale District Council	122.36
To cover cost of room hire	Ryedale Community Foodbank	20.00
Contribution to maintaining planting around war memorial & tub	Kirkbymoorside in Bloom	90.00
Moorside Room Cleaning Products	K & J Beecroft	6.00
Room Hire - Finance Committee	Clic	8.00
Payroll Q/E Sept 2022	Smailes Goldie Watson Limited	180.00
Paye	HMRC	549.26

10. Insurance

a. To receive information in respect of Cyber Risk Insurance

"With regards Cyber Insurance it's not just your web site but your email, storage of documents etc your general working day. How much of your working day do you spend on your computer? Is all your council information stored on a computer? Imagine if you were hacked in some way & held to ransom? How would you work?"

I've had councils where they have picked up a virus & lost all their historical records, one where they were close to losing their half precept as a hacker had gained access months previously & tried to intercept the payment by changing bank details... Most surveys suggest that around 70-80% of businesses suffer attacks & it's definitely a cause for concern moving forward.

The local council sector is quite a low risk for cyber-attack but that doesn't mean you are safe. Your web site & email addresses end in ".gov.uk" so a hacker will not know what he can gain access to until they are in but as a government organisation you could be high on

the attack list. You will also deal with many local businesses/parishioners (anyone in your address book) who could also be potentially affected by any hack.

As a council you are responsible for managing your risk. For buildings and contents you may instal a fire alarm or a burglar alarm to reduce the risk but still insure against fire or theft. With cyber you will pay for anti-virus software probably have an IT contractor who does their best to protect you however they can only protect you against things which have already caused others problems and hackers are always looking for new ways to make money. With this in mind we will always recommend having cyber insurance however ultimately the choice does remain with you."

Colin Raffell Cert CII
Local Council Scheme Manager



These Associations are not registered to give advice on the types of insurance cover that a local authority should have by choice. Cyber risk insurance cover is not a mandatory insurance as we are sure the Council is aware.

You have asked if it is recommended that a council has cyber risk insurance cover. Our response is that this is a matter which is for each individual council to decide upon, by carrying out an assessment of its cyber related risks, assessing the cover that is available to it via its insurance policy and adjudging whether it needs to include this in its policy or not.

I am sorry that it is not possible for us to give a blanket answer to this enquiry; the answer has to be based on assessment of risk, details of cover available and the cost.

Yorkshire Local Councils Associations, Suite 8, York House, Tadcaster Enterprise Park,
Commer House, Station Road, Tadcaster, LS24 9JF. Tel: 01937 228602.
E: admin@yorkshirelca.gov.uk. Website: www.yorkshirelca.gov.uk

b. To consider quotations for Cyber Risk Insurance for the period of cover from 1 November 2022 to 31 October 2023

- Quotation A The premium (based on turnover not exceeding £500,000 worth of cover), including IPT and all fees £369.20
- Quotation B The premium (based on turnover at £73,000 and £100,000 worth of cover), including IPT and all fees £473.00

12. The Pound

- a. To consider the design of structures commissioned to M U S T Forge pursuant to Minute 22083 dated 26 September

3no. x 3D structures in Mild steel

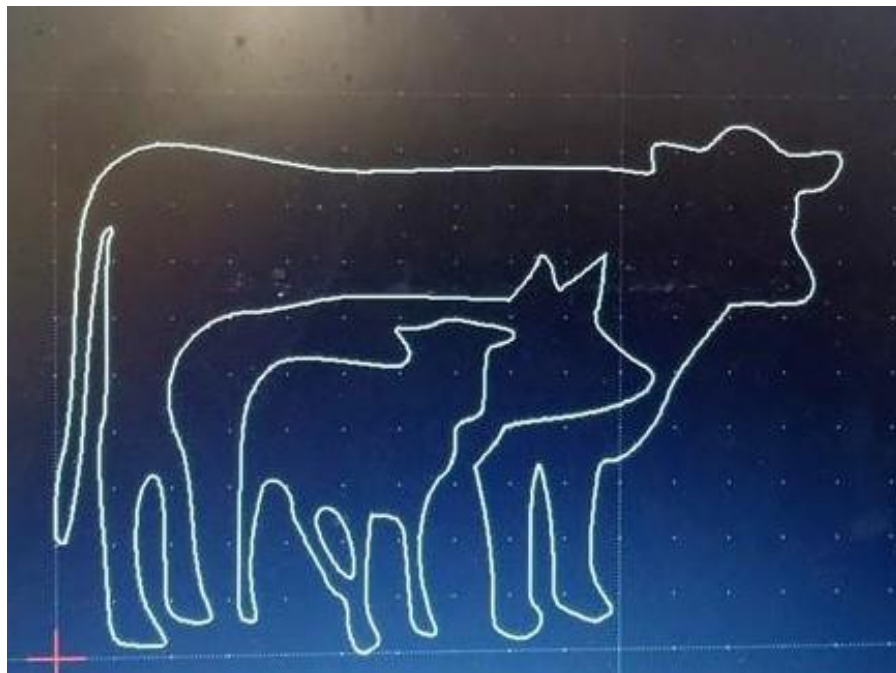
Lifespan 15 years, can be repaired easily and cost effectively

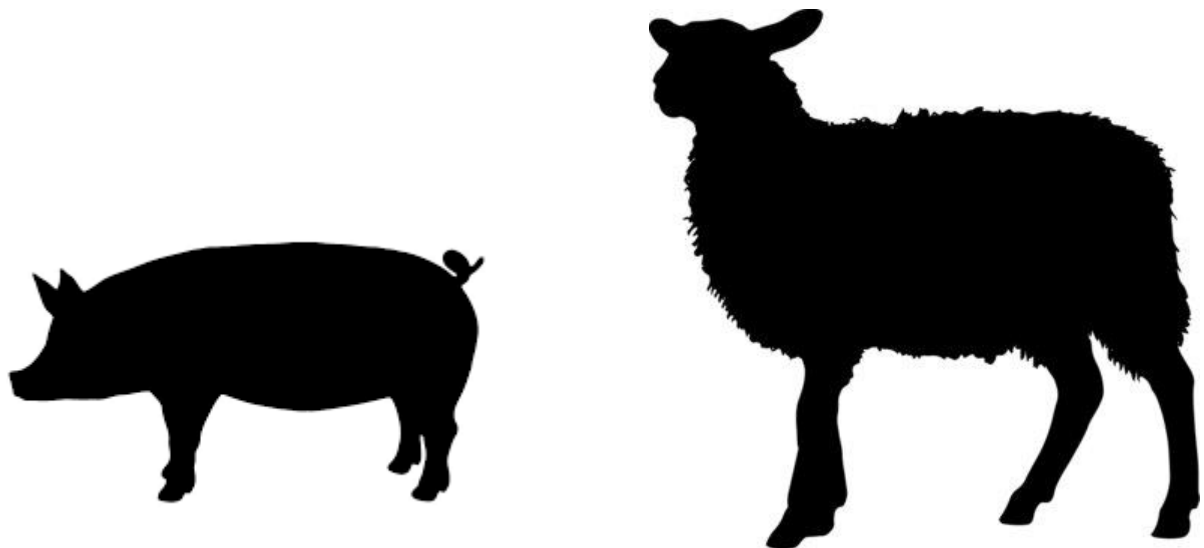
Life expectancy of mild steel structures is 10-15 years, dependent upon whether it is sat on a wet area, so many factors to consider. May last much longer and can be repaired easily without much cost.





3no. x silhouette structures in Corten Steel lifespan 40-60 years





b. To consider the content and design of the information panel

c. To consider the cost of the post mounted information panel from £290 + VAT

2 x 2.5m black 50mm posts with clips, covers and rails plus sign at approx. 840mm x 840mm full colour print with all-weather laminate on ibond. Plus 2hrs design time.
£290 + vat

Don French Signs Ltd

Tel: 01723 864450



Minutes associated with consideration of 'The Pound'

Extract of Minute 22056 of the Ordinary Town Council meeting dated 20th June 2022

Groundworks at 'The Pound' on Manor Vale Lane are in progress, authorised by the Town Clerk pursuant to Minute 22027 dated 16 May 2022 at a cost of £450, and include clearing all vegetation, installation of a suitable membrane and application of 20mm gravel. Additional works to install a post and rail fence and pedestrian gate have also been instructed at a cost of £230 in accordance with Financial Standing orders. Since issue of the agenda the Kirkbymoorside History Group have submitted a proposal for additional features at the Pound, which will be included for consideration at the July meeting.

Minute 22071 of the Ordinary Town Council meeting dated 18th July 2022

The proposal by Kirkbymoorside History Group for installation of structures and an information panel at The Pound was **considered** with interest. It was agreed to explore the costs involved with the project in order to allow informed consideration at the next available meeting.

The clerk explained that the ground works had not yet been completed because there was a fault with the contractor's machinery and a part has been ordered. A member of the public suggested that instead of a post and rail fence with a pedestrian gate it would be more in keeping to have a five bar livestock gate across the entrance to The Pound. **Agreed.**

Minute 22083 of the Ordinary Town Council meeting dated 26th September 2022

Agenda item 9. The costs associated with the installation of structures at The Pound were considered, pursuant to Minute 22071 dated 18 July 2022. Councillors agreed that the structures must be able to withstand all weather conditions and have significant longevity. Cllr Wells proposed acceptance of the quotation from M U S T Forge for three silhouettes of a longhorn cow, a typical sheep and a pig, made of corten steel. **Agreed.**

In the absence of existing silhouettes for comparison the Town Clerk will liaise with the artist to provide draft designs for final approval at the next meeting. It was agreed that the content, design and cost of the information panel will be considered at the same time, to complete the project.

15. Civility & Respect

- a. To receive information on the Civility & Respect Project [Civility & Respect Project](#)
- b. To consider signing up to the Civility in Public Life Pledge
- c. To receive the new model councillor-officer protocol and consider adoption of the same

NEW MODEL COUNCILLOR-OFFICER PROTOCOL

The ongoing Civility and Respect Project, which is being run by the National Association of Local Councils and the Society of Local Council Clerks, has produced a model councillor-officer Protocol for adoption by member councils, this is attached.

The purpose of the Protocol is to guide councillors and officers of the council in their relations with one another. The Protocol's intention is to build and maintain good working relationships between councillors and officers as they work together. Employees who are required to give advice to councillors are referred to as "officers" throughout. A strong, constructive, and trusting relationship between councillors and officers is essential to the effective and efficient working of the council. The Protocol also seeks to reflect the

principles underlying the Code of Conduct which applies to councillors and the employment terms and conditions of officers. The shared objective is to enhance and maintain the integrity (real and perceived) of local government.

The following extract from the Local Government Association guidance on the 2020 Model councillor Code of Conduct states that: "Both councillors and officers are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority. At the heart of this relationship, is the importance of mutual respect. councillor[1]officer relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of their respective roles and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party"

The Protocol covers:

- The respective roles and responsibilities of the councillors and the officer;
- Relationships between councillors and officers;
- Where/who a councillor or an officer should go to if they have concerns;
- Who is responsible for making decisions.

The Protocol is also intended to assist councillors and officers in approaching some of the sensitive circumstances which arise in a challenging working environment. The reputation and integrity of a council is significantly influenced by the effectiveness of councillors and the officer working together to support each other's roles. The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Overly close personal familiarity between councillors and officers is not recommended as it has the potential to damage this relationship

Yorkshire Local Councils Associations, Suite 8, Tadcaster Enterprise Park, York House, Station Road, Tadcaster. LS24 9JF.

Telephone: 01937 228 602 **Email:** admin@yorkshirelca.gov.uk

16. To receive information from North Yorkshire County Council in respect of increased energy costs for street lighting and consider a response as appropriate

You will no doubt be aware of the escalating costs during the current energy crisis. North Yorkshire County Council is not exempt from these increases which have had a significant impact on our annual street lighting energy bill. As with domestic properties, costs are spiralling and where in 2021/22 we were being charged 16.93p/kwh, our rate has risen to 36.91p/kwh.

Unfortunately, as an existing customer on our current street lighting energy account your Council will also be subject to this increase in cost.

I am informed that there may be further increases in April 2023 but as yet, I am unable to give you any assurance as to what the new figure might be. As a result, I would encourage you to test the energy market before agreeing to continue with the County Council. Your energy invoice for 2022/23 will be £4461.98 + admin + VAT.
(2021/22 - £2,152.14 + VAT)

It may be time for your Council to consider the wholesale replacement of your footway lighting stock with new LED technology. For an investment of around £339 per lantern (19 lanterns) there is a resulting energy saving (at 36.91p/kwh) of £1541.83/year so the pay back on your investment would be 4 years.

The above costs are subject to our ability to install the new LED lanterns on the existing infrastructure, brackets, posts and columns etc. Where we have undertaken this exercise in the past we have had to replace some bracket arms, electricity supplies and the odd column due to age or condition which all add to the cost.

Should your Council consider moving forward with the conversion of your equipment to LED my colleague Nick Wilson can supply you with any necessary information to enable you to work out accurate costs and payback. This will most likely involve a visual structural inspection that is normally costed out at around £10/column.

Nick can be contacted at Nicholas.Wilson@northyorks.gov.uk

At the same time, your Council could also consider implementing part-night lighting as the County Council has on its own roadway lighting. There will be an energy saving, albeit at the cheaper overnight rate, however there would be no additional cost associated with the installation of the necessary equipment if it's completed at the same time as the LED installation.

If you require any further information regarding this, or any other lighting matter, please do not hesitate in contacting myself or Nick.

Kind regards

Jennifer Aspden

Energy and Asset Management Officer

North Yorkshire County Council

BES

Electrical Engineering

41 Northallerton Road

Leeming Bar

DL7 9AL

01609 780780