



**KIRKBYMOORSIDE TOWN COUNCIL**

Church House  
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Kirkbymoorside  
YO62 6AT

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**Response to invitation by North Yorkshire Council to submit expression of interest for piloting double devolution**

**A. Full name of town or parish council**

Kirkbymoorside Town Council

**B. Name and contact details of town or parish council clerk / responsible finance officer including job title, postal address, email address and telephone number**

Lisa Bolland

Town Clerk and Responsible Financial Officer

Church House

7 High Market Place

Kirkbymoorside

YO62 6AT

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01751432217

**C. The town or parish council must agree to the submission of this expression of interest at a full town or parish council meeting. Attach (as an appendix) a copy of the minutes of the meeting signed by the mayor or chair of the council.**

Appendix A 2022.12.19 Minutes: Minute 22153 of the Ordinary Town Council meeting held at Church House on Monday 19 December 2022 at 7pm. Signed by Town Mayor Cllr Wells on 16 January 2023.

**22153** Agenda item 14. The invitation on behalf of North Yorkshire Council to town and parish councils to submit expressions of interest in managing services and assets was considered. Cllr Dowie proposed that the feasibility of managing the Town Farm car park should be explored. **Agreed.**

**D. Describe (maximum one side of A4) the services that the town or parish council currently delivers and the assets that it currently manages**

Kirkbymoorside Town Council manages the provision of a range of services and assets including two play areas, one skate park, street lighting, christmas lights and defibrillators, the sports facilities at New Road, the Moorside Room, Manor Vale woodland, the town Pound and the town cemetery.

Asset/Service	Value
<b>The Moorside Room, 9 Church Street, Kirkbymoorside YO62 6AZ</b>	£136,262
Community building for use by commercial and not for profit organisations/groups and individuals.	
<b>Sports Field at New Road</b>	
Management of premises including cricket and football pavilion and pitch, Indoor bowls pavilion and outdoor bowling green, tennis courts, and squash courts	£159,156
<b>Play Equipment</b>	
Old Road play area and skate park	£96,152
Ryedale View play area and woodland trail	£18045
<b>Street Furniture</b>	
127 street lights, 62 public benches/seats and 21 waste bins	£86,608
Information Panel and structures at The Pound, Manor Vale Lane	£1,600
Information Panels in Manor Vale Woodland	£3,695
Town Council notice board	£4,355
Tree planters, hanging baskets and brackets	£2,659
Gates and fences	£5,000
2no. Defibrillators	£3,258
<b>Miscellaneous</b>	
127 no. Street lights	£76,720
Christmas lights	£8,007
<b>E. Total income of the town or parish council in financial year 2021/22</b>	
£55,723	
<b>F. Income raised by precept in financial year 2021/22</b>	
£74,000	
<b>G. Total expenditure in financial year 2021/22</b>	
£124,477	
<b>H. Attach (as an appendix) a copy of the town or parish council's final accounts for the financial year 2021/22</b>	
Appendix B Annual Return 2021-22	

**I. Anticipated total income of the town or parish council in financial year 2022/23**

£53,000

**J. Anticipated income raised by precept in financial year 2022/23**

£74,000

**K. Anticipated total expenditure in financial year 2022/23**

£146,000

**L. Attach (as an appendix) a copy of the town or parish council's budget for the financial year 2022/23**

Appendix C Budget 2022-23

**M. Summarise (maximum one side of A4) the roles that the town or parish council currently employs paid officers to undertake, the numbers of paid officers, and the relevant qualifications held by the clerk / responsible finance officer and other paid officers**

The Town Clerk (CILCA qualified) is the sole employee of Kirkbymoorside Town Council and acts as Proper Officer and Responsible Financial Officer.

To act upon decisions made by the Town Council in accordance with legal requirements and best practice.

Key responsibilities are:

- management and administration of the Town Council's affairs as acting Proper Officer;
- ensuring the Town Council and members of the public are informed of any developments connected with the work of the Council and its committees;
- management of the Town Council cemetery, allocating plots in accordance with legal requirements and issuing certificates, correspondence and invoices ensuring that the bereaved are at all times dealt with in a sensitive and supportive manner;
- maintain effective press and public relations on behalf of the Council;
- management of contracts instructed by the council from tender to completion ensuring adequate risk assessment, insurances, Health & Safety Policy in line with legislative and local requirements;
- carry out research and provide reports to the Council in order that they can make informed decisions.;
- dealing with all correspondence pertaining to the Council and raising matters to the attention of the Chairman, Committee members and Councillors as appropriate;
- management of accounts, ensuring accurate administration of income and expenditure in accordance with financial protocol and recorded minutes. Provision of finances to the Council's accountants to ensure all financial records are updated and reports produced as necessary;
- management of the Moorside Room to include marketing, advertising, reservations, maintenance and repairs etc;

- management of the sports field including administration of levies and utilities to each of the sports clubs;
- Design and production of The Moorsider.

**N. Describe (maximum one side of A4) the services that the town or parish council wants to deliver or assets it wants to manage through the double devolution pilot.**

The Town Council would like to adopt responsibility for the management of Town Farm car park and hopes to offer extended periods of free parking to encourage use of the car park and increase consumer traffic into the town centre, thereby supporting the local economy..

**O. Has the town or parish council adopted the General Power of Competence as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012?**

Yes

Appendix D 2022.05.16 Minutes: Minute 22101 of the Ordinary Town Council meeting held at Church House on Monday 16 May 2022. Signed by Town Mayor Cllr Jill Wells on 20 June 2022.

**22010** Agenda item 10. The Council **resolved** to adopt the General Power of Competence.

**P. Describe (maximum one side of A4) why the town or parish council wants to deliver the services or manage the assets, including the benefits for the local community, how the transfer would fit with wider plans and local partnerships, and any public consultation already undertaken**

Car parking is a constant cause of frustration and in Kirkbymoorside this is exacerbated by the fact that Town Farm car park is under-utilised because of the parking charges. Since 2020 Kirkbymoorside Town Council has been doggedly trying to determine the feasibility of an arrangement with Ryedale District Council whereby car parking could be made available at no charge in Town Farm car park, either all the time or for extended periods.

In September 2021, Ryedale District Council proposed to extend the free parking period from 1 hour (offered only during the lunchtime period between midday and 2pm) to 3 hours at any time. In order for the proposal to be considered by the Senior Management Board (SMB), Ryedale District Council requested that information be submitted demonstrating that free parking will make a difference to local businesses and the Kirkbymoorside community. The Town Council duly submitted a petition and expressions of support for the proposal detailing how the initiative would be of benefit locally. See Appendices E & F.

Despite the overwhelming evidence in support of the proposal in November 2021 the Town Council was informed that “the final recommendation of SMB was that a specific offer for Kirkbymoorside should not be implemented at this time, and provision should be made for Kirkbymoorside at the same time as the district wide offer.” Appendix G

It is worth noting that to date the 'district wide offer' has not been implemented and there have been no changes to the parking charges or concessions.

**Q. Describe (maximum one side of A4) the skills, knowledge and experience the town or parish council already has that will enable it to deliver the services or manage the assets; and the skills, knowledge and experience which it will need to acquire and how it will acquire these.**

All financial transactions of the Town Council are governed by the Financial Standing Orders. Financial regulations are one of the council's governing policy documents providing procedural

guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders<sup>1</sup> and any individual financial regulations relating to contracts.

All financial transactions, including receipt of any fundings allocated to management of the car park, will be recorded in a specifically designated cost code in the Town Council's accounting records. The accounting reports will be received and approved by the full council at the Ordinary meeting each month. The reports will be included with the supporting documents for the Ordinary meetings and are public documents, ensuring full transparency to the electorate.

Kirkbymoorside Town Council has experience in delivering large scale projects. In 2013 the Town Council embarked on a project to refurbish the former library building at 9 Church Street, Kirkbymoorside. Since North Yorkshire County Council relocated the library to Church House, on High Market Place in 2010 the building had been vacant and was significantly dilapidated and not fit for use. The ambition of the Council was to convert the building so that it could be used by the community.

In order to bring the building to a standard where these activities were possible, the development project involved:

- renovating the building to provide access to meet Disability Discrimination Act 1995 requirements - achieved by dropping the floor level so that the entrance is level with the pavement.
- maximising space, by extending the entrance area forward, using the area where the steps were, so providing space for two toilets, one being a disabled person's toilet, and a cupboard to house a boiler, cleaning equipment, etc.
- preserving the character of the building by rebuilding the front wall and re-using the arch window, carved stonework, and quoin stones.
- Provisions of a kitchen area with a sink, fridge, worktops with space for a microwave, and cupboards for storage.
- Where possible, sustainable building materials and methods were used.

The project was successfully completed, within budget and timeframe, and the venue is known as The Moorside Room. Since its refurbishment the venue has been used for a range of activities, including:

- Community cinema
- Art Exhibitions, including the annual Open Studios
- Youth club
- Charity fund raising events
- Theatre rehearsal space
- Community events, e.g. Annual town meeting, Christmas market
- Venue hire, e.g. Birthdays, Christenings, Funeral Services, commercial and social meetings

**R. Describe (maximum one side of A4) any changes the town or parish council envisages making to the services or assets, and how these will be funded.**

The Town Council would like to offer extended periods of free parking in Town Farm car park.

The free parking would be subsidised by the precept and the calculation would be based on revenue figures with an aim to subsidise the average annual income:

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<sup>1</sup> Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

Information provided in February 2021, upon request from Economic Development & Business Partnerships, Ryedale District Council:

Income for Town Farm car park over the past 5 years:

2019/20	£10,047.26
2018/19	£9,830.19
2017/18	£10,196.30
2016/17	£12,030.13
2015/16	£11,714.45

Average annual income = £10,763.66

Information relating to expenditure, specifically the costs associated with enforcement of Town Farm car park is still awaited.

**S. Describe (maximum one side of A4) the main risks the town or parish council will need to manage to deliver the services or manage the assets and how it will mitigate these risks.**

There is a risk that the Town Council's proposal is not supported by the majority of the electorate. This will not be determined until a thorough public consultation has been carried out. To date the proposal has not progressed beyond discussions with Ryedale District Council so a public consultation detailing the proposals and outlining the objectives, associated costs and financial implications has not been possible.

There is a risk that expensive repairs would be required. A way of managing that would be application to North Yorkshire Council or the award of funds prior to commencement of the management period to cover such costs.

**T. Any additional information (maximum one side of A4) that the town or parish council wishes to provide.**

It should be noted that the Road Traffic Regulation Act 1984, section 57 provides general powers to parish and town councils for provision of parking places and section 60 provides for:

(1) A parish or community council may contribute towards:

(a) the reasonable expenses incurred by any person in doing anything which by virtue of section 57 of this Act that council has power to do.

Therefore, in the event that the Town Council no longer qualifies for General Power Of Competence during the term of the application, specifically due to a change in clerk or insufficient elected council membership, section 60 of The Road Traffic Regulation Act 1984, provides the statutory power for