Kirkbymoorside Town Council

Information for the meeting on Monday 19 October 2026

7. Financial matters

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

Code	Description	Supplier	Net
Office costs	Town Council Mobile	Sky Mobile	10.00
SF Gas	Sports field Gas Bill 02.08-31.08.26	Total Energies	15.81
Bank Interest & Charges	Bank Charges	HSBC	3.00
General Grants	Traffic Management Costs	Roadway UK TM Limited	419.00
Moorside Room running costs	Moorside Room Window Cleaning	A Touch of Glass	25.00
Bank Interest & Charges	Bank Charges	HSBC	13.75
Audit	AGAR 2025/26	PKF Littlejohn Ltd	420.00
Training	Financial Risk Management Webinar	Yorkshire Local Councils Association	18.80
Bookkeeping	Bookkeeping QE June 2026	Smailes Goldie Watson Limited	470.00
Moorside Room running costs	Cleaning Products	Boyes	12.83
Office costs	Annual Parking Permit	North Yorkshire Council	354.40
Office costs	Annual Rent 2026/27	Kirkbymoorside Community Library	4,500.00
Office costs	Office Utilities 2025/26	Kirkbymoorside Community Library	526.15
Office costs	Meeting Room Hire 2026/27	Kirkbymoorside Community Library	275.00
Moorside Room running costs	Moorside Room Electric	SSE Energy	44.84
Bank Interest & Charges	Annual Fee	HSBC	32.00
Christmas	Year 3 Installation	Blachere Illumination	5,484.12
Moorside Room running costs	Installation of External Sockets at Moorside Room	Stewart Forbes Electrical Services Ltd	280.00
Sports Field Development	Production of Kirkbymoorside Signs	Signs Express York	791.80
General Grants	Grant of £1250 to contribute towards the rental cost associated with the Community Archive in Crown	Kirkbymoorside History Group	1,250.00
Play Areas	Replace posts of trim rail, remove rotten & loose stepping stones as agreed	P&A Gospel	390.00
Grass, Flowers, etc.	2026 Watering of hanging baskets	Ben Daniels	1,221.00
Moorside Room running costs	Moorside Room cleaning	Kimberley Sowden	54.00
Grass, Flowers, etc.	Grass cutting on side of A170, cut grass at weir, remove dead tree at West Pastures	P&A Gospel	370.00
Seats & Street Furniture	Supply & concrete in 2 sign posts, install Welcome to Kirkbymoorside sign	P&A Gospel	500.00
Office costs	Cllr Badges	Abalone Graphics Ltd	28.76
Staff costs	Month 6 - PAYE/NICs	HMRC	926.07
Staff costs	PAYE/NIC - Month 7	HMRC	750.49

b. To receive the Financial Summary to 30 September 2026

c. To update the HSBC Bank Mandate

d. To consider making enquiries of HSBC regarding facilitation of BACS payments from the Town Council current accounts and corresponding modifications to the Financial Standing Orders

Extract of Financial Standing Orders:

7. Electronic payments

7.1 Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.

7.2 All authorised signatories shall have access to view the council's bank accounts online.

7.3 No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.4 The Clerk shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.

7.5 In the prolonged absence of the Clerk an authorised signatory shall set up any payments due before the return of the Clerk.

7.6 Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

7.7 Evidence shall be retained showing which members approved the payment online.

7.8 A full list of all payments made in a month shall be provided to the next council meeting.

7.9 With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at the time of contract renewal.

7.10 Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every four years (council term).

7.11 If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.

7.12 Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

7.13 Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14 Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

e. To note the forecast increase of 2.5% to the YLCA membership subscription for 2027/28

YLCA AND NALC MEMBERSHIIP SUBSCRIPTION FEES FOR 2027/2028

As you are aware, a Council or Parish Meeting that subscribes to the Yorkshire Local Councils Associations, also subscribes to membership of the National Association of Local Councils (NALC). This is a constitutional arrangement.
The National Assembly of NALC is recommending to the NALC AGM (on 12 November) that it raises its pence per elector (ppe) charge to 8.8p from 1 April 2027, an increase of 2.3% (2.6% for councils with an electorate over 25,000). At its October meeting, the YLCA Finance and Scrutiny Committee agreed to recommend to the YLCA Joint Executive Board (meeting on 7 November 2026) the same percentage increase in the YLCA element of the membership subscription.

Due to roundings within the calculation the precise increase will vary for individual councils but is not expected to exceed an increase of 2.5% (2.6% for councils with an electorate over 25,000) or £3, whichever is the greater.

Fees are based on the number of electors in a parish and the calculation is affected by rises and decreases in electorate numbers in a parish. If the electorate has grown then members should anticipate that their subscription fee will additionally increase by a similar proportion. We obtain electorate figures from the principal authorities for the purposes of subscription calculation in December each year.

We will include an article in WRB after the YLCA JEB meeting on 7 November and NALC AGM on 12 November to advise if the % increases have been approved by the boards.

We hope that sharing this information now assists current members in their budgeting process.

YLCA
YORKSHIRE LOCAL COUNCILS ASSOCIATIONS
CLOSEST TO THE PEOPLE

Karen Canadine
Local Councils Advisory and Training Officer
Yorkshire Local Councils Associations
Suite 8, Sibling Workspace
Station Road, Tadcaster, LS24 9JF
Tel: 01937 228602
https://www.yorkshirelca.gov.uk

f. To note instruction to re-fill the grit bins for the 2026 winter season at a cost of £426.25 + VAT, authorised by the clerk

KIRKBYMOORSIDE TOWN COUNCIL
Church House
7 High Market Place
Kirkbymoorside
YO62 6AY
Tel: 01751 432217
e.mail: town.clerk@kirkbymoorsidetowncouncil.gov.uk

North Yorkshire Council
County Hall
Racecourse Lane
Northallerton
DL7 8AL

PURCHASE ORDER
10/26/01

Date: 05 October 2026

Product / work required	Net amount Excl VAT	Budget Code	Minute
Re-fill of the following salt bin(s) for the 2026/27 winter season @ £38.75 per bin: • How Keld Close - outside no 17 in front garden • Rivis Square • Ryedale Crescent - outside no 2 • Keld Hed Orchard - adjacent no 40 • Parkers Mount – 2 bins • Market Place - Tinley Garth junction • Market Place - near the chemist • Manor Vale Lane • Petch Garth - outside no 18 • Westfield Mews – o/s no.18 (private) and 1 opp no.1 • High Market Place - outside the library	£ 426.25	9	411c
Total	£426.25		
VAT	£85.25		
Total incl VAT	**£511.50**		

Authorised by the Town Clerk in accordance with Financial Standing order 14.3.

From: Area4 Kirby Misperton
Date: Mon, 28 Sep 2026 09:53:19 +0100
Subject: Kirkbymoorside TC salt bins

As part of our preparations for the coming winter season, we are reviewing the salt bins provided for Parish and Town Councils. Our records show the following salt bin(s) associated with your Council:

- How Keld Close - outside no 17 in front garden
- Rivis Square
- Ryedale Crescent - outside no 2
- Keld Hed Orchard - adjacent no 40
- Parkers Mount – 2 bins
- Market Place - Tinley Garth junction
- Market Place - near the chemist
- Manor Vale Lane
- Petch Garth - outside no 18
- Westfield Mews - outside no 18 (private) and 1 opp no 1 on grass verge
- High Market Place - outside the library

We would be grateful if you could confirm whether you would like the bin(s) refilled for the 2026/27 winter season. The charge is £77.55 per bin for two refills, normally consisting of an initial refill ahead of winter and a further refill after Christmas. Alternatively, a single refill can be provided for £38.75 per bin.

We recognise that Area 4 has not consistently recovered the refill charge from Parish and Town Councils in recent years. However, the arrangement for these bins is that the cost of refilling is met by the relevant Parish/Town Council. We are therefore bringing the process back into line with this arrangement from the 2026/27 winter season onwards. There will be no retrospective charge for previous winter seasons.

Please let us know whether you wish to continue with the refill service and whether you require one or two refills.

Nicola Woodhall

Business Support Officer

Highways and Transportation

Area 4 - Kirby Misperton