

Bingley Town Council priorities for 2019 and going forward

At the start of the council in June 2016, the councillors created a priorities list, much of which has been achieved or is ongoing. The list was informed by consultation with residents and councillor input. A list of the projects and work streams currently being undertaken by the council (not exhaustive) is below with additional information added about representation to outside bodies (agreed at the Annual Meeting in May 2019).

Looking ahead, there is plenty to deliver in 2019-20 and events and matters may arise to which the council has to respond.

To help deliver the programme of work for 2019-20, councillors are needed to undertake various roles and responsibilities. So, it would be helpful to agree point 1 and start to gather the following information raised in points 2-4:

1. Confirm that good governance (including arrangements for staff) and management of the allotments are over-arching priorities.
2. Identify councillors who will be involved in on-going projects (see table below).
3. Identify the priorities of councillors and new projects that councillors may wish to propose for 2020-2021 and beyond. (Project outlines should not only describe what is to be done but by whom, over what time frame, likely cost, insurance and resource implications, following the scoping document). It is suggested the councillors email the Chair who will pull together discussion document for next appropriate meeting.
4. Ideas for a consultation with the parish about residents' priorities and wishes. This to combine with Neighbourhood Plan/CIL consultation. (Again, email Chair).

1. On-going projects: recap

The table was agreed and accepted by the council at its March 2019 meeting. The initials are those of councillors who carried out these responsibilities in the first council. Xx indicates a space. The councillor representatives to various organisations was agreed at the Annual Meeting on 14 May 2019.

The over-arching priorities agreed previously were good governance and management of the allotments.

1. **Administrative.** Much of this work is completed by the Clerk and Administrative Officer, but councillor input needs to be identified.

Task	Current responsibility	May 2019 arrangement Essential (E) Desirable (D)
News items on website	ES	E
Monthly mailings. Compiling, sourcing photos, producing in Mailchimp or on website, dealing with responses in mailinglist@bingleytowncouncil.gov.uk	ES, RD	D
Hard copy newsletter. Writing, editing, sourcing photos, liaising with designer. Distribution and storage	EMAC and HO	D
E-mail addresses and accounts	xx	E
Bank reconciliations	Xxx, XX	E
Internal Controls	Xx,xx	E

Website maintenance. Liaising with the developer and working on developing enhancements.	ES	E
Press releases. Radio interviews, dealing with queries from the press. Press releases. Liaising with the clerk. Managing press cuttings	RD, HO, ES, Donald Wood (EMAC TBC)	D
Social Media. Monitoring, adding responses to posts, dealing with enquiries.	ES, HO, RD, xx	E

2. Service Delivery

Task	Current responsibility	May 2019 arrangement
Grit bins. Carrying out surveys for new bins, liaising with CBMDC, risk assessments, adding BTC stickers to bins. Keeping spreadsheet up to date.	xx	Maintaining existing (E). New bins (D)
Christmas lights. Liaising with contractor, permissions, liaising with Bingley Chamber of Trade. Liaising with schools. Identifying locations for additional lights.	MT & HO	Maintaining and installing existing (E). Additional features (D)
Floral displays. Assessing locations, obtaining permissions from CBMDC, producing maps, liaising with contractor.	ES	(E) three-year contract
Market. Liaising with OTP, entertainers, first aid, rotas, publicity, risk assessments, setting up, taking down, displays.	AM, JB, JG, MT, HO	(D)
Litter picks. Liaising with local community groups and CBMDC. Organising rotas, risk assessments.	ES, JG	(D)
Events. Rotas, display boards, attendance. Setting up and clearing away	GW, ES	(D)
Allotments. Attend occasional meetings with site reps, minor works on allotment site, providing specifications for works. Winter and Summer tap on and off.	JG, xx	(E)
Organising bulbs for local groups. Organising bulbs and summer bedding for local groups. Liaising with CBMDC, liaising with local groups about what they would like, compiling spreadsheet, distributing bulbs and bedding plants.	ES, xx, JG	(D)
Liaison enhancing Bingley groups, i.e. Dog Poo Free Bingley and Plastic Free Bingley	ES	(D)
School Liaison – G&C items Attendance at assemblies. Liaising with schools for dates, planning assemblies.	ES, JG, HO	(D)
Liaison with CBMDC – cleansing items	ES	(E)
Bulb and wildflower planting. Liaison with groups, getting permissions, arranging rotas of people to plant bulbs.	JG, ES, xx	(D)
Keeping Bingley Beautiful Facebook page. Posting articles, replying to posts.	SH? xx	(D)
Remembrance Parade- marshalling	MT	(D)
Remembrance Parade- clean up	JG, ES, RD (xx?)	(D)

Green & Clean forums. Organising event, communicating with attendees, promoting event, arranging speakers for events. Preparing presentations.	ES, xx, JG,	(D)
Toilet/office project. Liaison with project manager, solicitor.	ES, MT + Richard Holmes	(E)
Changing Places	ES & RDr	(E)
Signage	ES, MT	(D)
Litter bins	ES	(D)
Police/ traffic	xx	(E)
Emergency Planning	xx	(E)
Neighbourhood Plan	NPWG	(E)
Street furniture painting	MT	(E)
Climate Change Emergency*	ES, RD + xx?	(E)
Tourism and regeneration initiatives	ES, RD, MT, HO	(E)
Grants scheme**	Staff	(E)
6 x summer play in the park events***	HO	(E)
Youth development****	JB	(E)

3. Risk Assessment

Task	Current responsibility	May 2019 arrangement
Checking floral displays	Ward councillors	(E)
Risk assessments- litter picks	ES and JG	(E)
Risk assessments – events	ES	(D) If events don't continue

*This has been added to the list following the Town Council's resolution in March 2019.

**Not on the list agreed in March 2019 but previously agreed as a key area of work.

***Agreed at April 2019 meeting.

****Commitment to bring a proposal to the 2019 elected council.

Councillors to Outside Bodies (from Annual Meeting 14 5 19)

- a) **YLCA Resolved** that Councillors Dawson and Owen be appointed as the councillor representatives to YLCA
- b) **Bingley Chamber of Trade Resolved** that Councillors Goode, Truelove and Heseltine be appointed as councillor representatives to the Bingley Chamber of Trade
- c) **SCAPAG Resolved** that Clough be appointed the council representative to SCAPAG
- d) **Parish Council Liaison Resolved** that Councillor Goode be appointed the Parish Council Liaison representative.
- e) **Representative to Police Tasking. Resolved** that Councillors Heseltine and Williams be appointed as council representatives to the Bingley Ward Police tasking group. **Resolved** that Councillors Clough and Goode be appointed to the Bingley Rural Police tasking group.
- f) **Armed Forces Covenant.**
- g) **Canal Festival Steering Group**
- h) **Destination Plan working with the Canal River Trust. Resolved** that Councillors Truelove and Simpson be appointed to the Destination Plan Group.
- i) **Pub Watch Resolved** that Councillors Druquer and Williams be appointed as council representatives to Pub Watch.

Ros Dawson May 2019

- j) **Plastic Free Bingley. Resolved** that Councillors Druquer, Simpson and Brazendale be appointed as council representatives to Plastic Free Bingley
- k) **Bingley Pool. Resolved** that Councillors Brazendale and Dawson are appointed as council representatives to Bingley Pool.
- l) **Bingley Partnership. Resolved** that Councillors Owen and Truelove be appointed to Bingley and Councillors Clough and Miah be appointed to Bingley Rural.

For information, the top three 2017-18 priorities were:

1. Regeneration (a broad heading including initiatives ranging from improving the market, improving Bingley's retail offer, Christmas lights, events, working with Bingley Chamber and businesses, tourism initiatives, map of businesses, improving car parking offer, tackling derelict buildings).
2. Neighbourhood Planning: creating a Neighbourhood Plan Working Group, appointing a consultant, starting the creation of a NP.
3. Green and clean (including initiatives to protect the environment, litter-picking, floral displays and planting and other initiatives)
4. Liaising with, supporting and encouraging voluntary and community groups.