

BINGLEY TOWN COUNCIL



Cottingley Community Centre, Littlelands, Cottingley, Bingley, BD16 1AL

Bingley Town Council's first term of office ends in May 2019 and a new council will be elected.

The Town Council needs to consider arrangements for this new council and to ensure that the handover goes as smoothly as possible. To facilitate this a list of activities has been compiled. The list is not exhaustive.

Headings for the areas of work are as follows:

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	CJO	E
Bank reconciliations	SH, RB	E
Internal Controls	SH, HC	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, Donald Wood	D
Social Media. Monitoring, adding responses to posts, dealing with enquiries.	ES, SH, RD, JW	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.	SH	Maintaining existing (E). New bins (D)
Christmas lights. Liaising with contractor, permissions, liaising with Bingley Chamber of Trade. Liaising with schools.	MT & HO	Maintaining and installing existing (E). Additional features (D)

Identifying locations for additional lights.		
Floral displays. Liaising with contractor.	ES	(E) three-year contract
Market. Liaising with OTP, entertainers, first aid, rotas, publicity, risk assessments, setting up, taking down, displays.	HO, MT, JW, JB	(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, SH	(E)
Organising bulbs for local groups. Liaising with local groups about what they would like, compiling spreadsheet, distributing bulbs.	ES, SH, 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, SH	(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, SH	(D)
Keeping Bingley Beautiful Facebook page. Posting articles, replying to posts.	SH?	(D)
Remembrance Parade- marshalling	MT	(D)
Remembrance Parade- clean up	JG, ES (anyone else?)	(D)
Green & Clean forums. Organising event, communicating with attendees, promoting event, arranging speakers for events. Preparing presentations.	ES, SH, JG, AQ	(D)

Toilet/office project. Liaison with project manager, solicitor.	ES, MT	(E)
Changing Places	ES & MD	(E)
Signage	ES	(D)
Litter bins	ES	(D)
Police/ traffic		(E)
Emergency Planning		(E)
Neighbourhood Plan		(E)
Street furniture painting	MT	(E)

3. Risk Assessment

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

In May 2019 there will be some immediate tasks that need carrying out. The office staff are working on preparing each councillor an induction pack. E-mail addresses will need to be set up, GDPR consent forms will need to be signed etc. Information about the outgoing councillors will need to be removed from the website, together with hard copies from council files and shredded. A press release will need to be issued about the new council.

In the medium term, there will be some activities that the council has committed to that will need to take place. These are the markets, toilet/office project, annual report, floral displays, summer events, street furniture painting. Administrative/ governance type arrangements such as the internal controls and bank reconciliations will also need to continue. Social media will need to be monitored and the allotments dealt with. Christmas lights will be an activity for later in the year. The council will need to decide on the remaining activities, depending on councillor interest and ability to get involved.