

BINGLEY TOWN COUNCIL



Bingley Town Council, The Hub, Myrtle Place, Bingley, BD16 2LF

**Minutes of the meeting of the Finance and General Purposes Committee held on
Wednesday 8th March 2023 at 6.30pm at the Hub, Myrtle Place, Bingley, BD16 2LF**

Councillors present: Beckwith, Fenton, Gibbons, Goode, Miah, Truelove
Member Councillors absent: Carney, Kirdale
Non-member Councillors present: None
In attendance: Eve Haskins (Town Clerk)
Members of the public: Two

Start time: 6.30pm

End time: 8.00pm

2223/167 Apologies for absence

Apologies received and reasons for absence noted from Councillors Carney and Kirdale.

2223/168 Disclosures of interest

None received.

No written requests for dispensation had been received.

2223/169 Minutes

Resolved to confirm the minutes of the Finance and General Purposes (F&GP) Committee meeting held on 8th February 2023 as a correct record.

2223/170 Confidential items to be discussed under item 2223/179

No further items to be discussed in confidence after item 2223/179, following exclusion of the press and public, due to their sensitive nature.

2223/171 Public Participation

A member of public queried the splitting of plot 2 at the Stanley Street allotments, due to be discussed in agenda item 2223/172. Councillor Goode explained that it is now Town Council policy to split newly vacant plots where appropriate, in order to reduce the long waiting list, and confirmed that plot 2 at Stanley Street will be split down the middle.

2223/172 Allotments

Resolved to receive the following updates on the allotments and to agree the following actions:

- Annual rent increase for allotment rents for 2023-2024 in line with the Consumer Price Index (CPI), from April 2023: rent increase agreed, Town Clerk to investigate which month's CPI figure to use.
- Plot 2, Stanley Street, to be re-let in two plots: Town Clerk to organize for the two new plots at Stanley Street to be offered to the next two people on this waiting list and to arrange site visits.
- Plot 7A, Beck Lane: Councillor Goode to undertake a further visit to investigate the potential splitting of the plot; Town Clerk to determine when the current plot holder will be vacating.

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- Plot 23, Beck Lane: no update.
- Plot 27, Beck Lane: Councillor Fenton reported that this work should be completed within two weeks.
- Review of the Allotments Policy: Councillor Gibbons reported that proposed amendments to the policy have been sent to all plot holders in the form of a consultation, with a deadline of 21st March; to be approved at the next Full Council meeting on 28th March.
- Request for local brownies to visit Beck Lane allotments: agreed this request subject to viewing the risk assessment document; Town Clerk to arrange for all Beck Lane plot holders to be informed of the dates of these visits.

2223/173 Bank reconciliation, statement, balances

- a) **Resolved** to agree the bank reconciliations February 2023.
- b) **Resolved** to agree the bank statements for February 2023.
- c) **Noted** the 2022-23 projected year end figures.
- d) **Noted** the balances to date as follows: Unity Bank: £27,784.25; PSDF: £143,334.

2223/174 Green and Clean

Resolved to receive an update on Green and Clean as follows:

- a) Litter picks:
 - Councillor Goode reported that the next litter pick is due to be held on 11th March, at the top of Queens Road.
 - Councillor Gibbons reported that the Canal and River Trust will be removing the litter bins from the canal to save money and will be writing to all councils to see if they want to take over this litter clearance/bins: agreed to keep a watching brief on this issue.
- b) Resident's request for planting of trees on Main Street, Bingley: agreed that Highways at Bradford Council would need to be contacted regarding this issue, rather than the Town Council.
- c) Green and Clean Forums: Councillor Goode confirmed that the next Forum was planned for 29th April, however the proposed speaker is now not available, therefore may postpone this one to arrange a date that the speaker can attend. Town Clerk to check the projector on loan from Eldwick Village Society to determine whether it is necessary to purchase a new projector.

2223/175 CIL funding

Resolved the following:

- To receive an update from Councillor Goode on in progress CIL projects:
 - The work on the Cottingley Green flowerbeds' refurbishment is nearly complete, and is an excellent job.
 - The project to install a mains electricity supply to the bandstand in Myrtle Park has been approved in principle by the Town Council, subject to receiving further documentation from Bradford Council (a comprehensive Service Level Agreement (SLA) etc.): agreed that the Town Clerk to write directly to Mick Priestley at Bradford Council to obtain all necessary information (including the SLA, full specification provided for the quotes obtained etc.).
- Noted the Town Council's remaining CIL funding amounts, all allocated to the bandstand project:

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- 2018-2019: £2,948
- 2019-2020: £2,731.
- 2020-2021: £4,219.
- 2021-2022: £1,833.

2223/176 Policies/procedures

- a) **Resolved** the following:
- (i) To review the Allotment Policy at the Full Council meeting on 28th March.
 - (ii) To approve the Financial Risk Assessment Policy.
 - (iii) To approve the Grant Funding Scheme Guidelines and Criteria.
- b) Noted the Fire Procedures; staff are currently undertaking training on this.

2223/177 Risk Management

No new risks to the Council identified.

2223/178 Date of next meeting

Noted the date for the next Finance and General Purposes Committee meeting on Wednesday 12th April 2023 at 6.30pm at the Hub, Myrtle Place, Bingley.

2223/179 Exclusion of the press and public

Resolved to exclude the press and public from items 2223/180, 2223/181 and 2223/182 under the provision of the Public Bodies (Admission to Meetings Act 1960 s1 (2)), due to their confidential nature.

2223/180 The Hub

Resolved to receive the following updates on the issues associated with the Hub and to agree the following actions:

- a) Electrical work: awaiting quotes.
- b) Entrance dome: Councillor Fenton to liaise with the Town Clerk regarding quotes from contractors regarding the removal of the dome and replacement with a straight window.
- c) Exterior wood staining: to revisit this issue in the summer.
- d) Fire detectors in accessible toilets: awaiting quotes.
- e) Sewerage and drainage problems: Councillor Gibbons reported that a meeting is being arranged with the contractors of the Changing Places facility and Bradford Council's Assistant Ward Officer to discuss this further.
- f) Solar panels on the Hub: awaiting meeting regarding the feasibility study on the building.

2223/181 Toilet cash

Resolved to agree that the procedures for the banking of the toilet cash need to be reviewed following the update that it will no longer be possible to bank this at the post office after May this year and the Financial Regulations amended accordingly: Town Clerk to contact YLCA again to determine whether it would be appropriate for councillors to bank this cash; to include on the next Full Council agenda for further discussion and approval.

2223/182 Hanging basket repairs

Resolved to accept the quote from Carlton Nurseries for the necessary repairs to brackets/hanging baskets.

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Actions

- **Agenda item 2223/172:**
 - Town Clerk to investigate which month's CPI figure to be used to set the allotment rents for the coming year beginning 1st April 2023.
 - Town Clerk to organize for the two new plots at Stanley Street to be offered to the next two people on this waiting list and to arrange site visits.
 - Councillor Goode to undertake a further visit to investigate the potential splitting of the plot; Town Clerk to determine when the current plot holder will be vacating.
 - Town Clerk to include the review of the Allotment Policy on the next Full Council meeting agenda.
 - Town Clerk to arrange for the Brownie request to be responded to accordingly – agreed subject to viewing the risk assessment document; to also arrange for all Beck Lane plot holders to be informed of the dates of these visits.
- **Agenda item 2223/174c:** Town Clerk to check the projector loaned by Eldwick Village Society to determine whether it is necessary to purchase a new projector.
- **Agenda item 2223/175:** Town Clerk to write directly to Mick Priestley at Bradford Council to obtain all necessary information relating to the bandstand electricity project (including the SLA, full specification provided for the quotes obtained etc.).
- **Agenda item 2223/180b:** Councillor Fenton to liaise with the Town Clerk regarding quotes from contractors regarding the removal of the dome and replacement with a straight window.
- **Agenda item 2223/180c:** Town Clerk to add the issue of wood staining to a future agenda in the summer months.
- **Agenda item 2223/181:** Town Clerk to contact YLCA to determine whether it would be appropriate for councillors to bank the toilet cash; to include on the next Full Council agenda for further discussion and approval.
- **Agenda item 2223/182:** Town Clerk to arrange for the quote from Carlton Nurseries for the repairs to the hanging baskets to be accepted.

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