

## BINGLEY TOWN COUNCIL

### MINUTES OF THE ANNUAL MEETING OF BINGLEY TOWN COUNCIL HELD ON TUESDAY 23RD MAY AT 6:30PM AT ELDWICK CHURCH HALL, OTLEY ROAD, BINGLEY, BD16 3HQ

Start: 6:30pm

Finish: 6:50pm

**Councillors Present:** Councillors Beckwith, Clough, Dawson, Dearden, Fenton, Goode, Hardman, O'Neill, Quarrie, Simpson, Truelove, Varley, J Wheatley, and Winnard.

**In attendance:** Ruth Batterley, Town Clerk  
Laura Jowett, Administrative Officer

**Members of the public:** Four

#### **1. Election of the Chair for 2017-2018**

**Resolved** to elect Councillor Dawson as the Chair of Bingley Town Council for 2017-2018. Proposed Councillor Simpson, seconded Councillor Truelove and agreed. All were in favour.

#### **2. To receive the Chair's Declaration of Acceptance of Office**

The Chair and the Clerk both signed the Chair's declaration of acceptance of office.

#### **3. Apologies for absence**

**Resolved** to approve the apologies of Councillor Chapman (illness) and Councillor M Wheatley (Work). Proposed Councillor J Wheatley, seconded Councillor Goode and agreed. All were in favour.

#### **4. Declaration of Interest**

- a) To receive declarations of interest from councillors on items on the agenda.
- b) To receive written requests for dispensations for disclosable pecuniary interest
- c) To grant any requests for dispensation as appropriate.

There were no declarations and no written requests for dispensation had been received.

#### **5. Election of the Vice Chair of the Council**

**Resolved** to elect Councillor Dearden as the Vice Chair of the Council for 2017-2018. Proposed Councillor Goode, seconded Councillor Truelove and agreed. All were in favour.

#### **6. Election of Members to committees of the Town Council**

##### **a) Finance and General Purposes Committee**

**Resolved** to elect Councillors Beckwith, Hardman, Varley, Simpson, Goode, O'Neill and Winnard to the Finance and General Purposes committee. Proposed Councillor Dawson, seconded Councillor Goode and agreed. All were in favour.

## **b) Planning Committee**

**Resolved** to elect Councillors Clough, Truelove, Fenton, Quarrie, J Wheatley and M Wheatley to the Planning committee. Proposed Councillor Dawson, seconded Councillor Goode and agreed. All were in favour.

## **c) Staffing Committee**

**Resolved** to elect Councillors Chapman, Winnard, J Wheatley and Simpson to the Staffing committee. Proposed Councillor Dawson, seconded Councillor Clough and agreed. All were in favour.

## **7. Review of delegation arrangements to committees and staff**

It was noted that the arrangements for delegation to committees are contained in the terms of reference for individual committees and the budgetary delegation is contained in the full council minutes from January 2017, item 1617/171. Budgetary delegation to the clerk is contained in the same minute.

## **8. Appointment of Councillors to Outside Bodies**

### **a) YLCA**

**Resolved** to appoint Councillors Clough and Dawson as representatives to YLCA. Proposed Councillor Dawson, seconded Councillor Clough and agreed. All were in favour.

### **b) Bingley Chamber of Trade**

**Resolved** to appoint Councillors Chapman, Goode and Truelove to be Town Council representatives to the Bingley Chamber of Trade.

### **c) SCAPAG**

**Resolved** to appoint Councillor Winnard as the SCAPAG representative for Bingley Town Council. Proposed Councillor Clough, seconded Councillor J Wheatley and agreed. All were in favour.

### **d) Parish Council Liaison**

**Resolved** to appoint Councillor Simpson as Parish Council Liaison representative. Proposed Councillor Truelove, seconded Councillor Quarrie and agreed. All were in favour

### **e) Representative to Police Tasking**

**Resolved** to appoint Councillor Clough as the representative for Bingley Rural. Proposed Councillor Truelove, seconded Councillor J Wheatley and agreed. All were in favour.

### **f) To confirm arrangements for reporting back from meetings with the above organisations**

**Resolved** that short written reports are to be provided after each meeting/event. Proposed Councillor Dawson, seconded Councillor Truelove and agreed. All were in favour.

**9. To review the Terms of Reference for the following committees**

**a) Finance and General Purposes committee**

It was noted that the Finance and General Purposes committee's remit needs to be expanded to include complaints.

**b) Planning committee**

**c) Staffing committee**

The terms of reference for all three committees were noted.

**10. To review and confirm**

**a) Standing Orders, Financial Regulations, Asset Register**

All were reviewed and confirmed.

**b) Subscriptions to YLCA, SLCC and NABMA**

There was discussion about the need for the council to belong to YLCA.

**Resolved** that the council will retain membership of YLCA, SLCC and NABMA. Proposed Councillor Goode, seconded Councillor Varley and agreed. All were in favour.

**11. To review the Council's Complaints Procedure**

The Complaints Procedure was reviewed.

**12. To set the dates for the Ordinary meetings of the full Town Council for 2017-2018 up to and including the Annual Meeting of the Council 2018**

**Resolved** that the dates for the ordinary meetings of the council be set as the last Tuesday of the month, apart from December 2017 which will be on the 19<sup>th</sup> December and January 2018 which will be on the 23<sup>rd</sup> January 2018.

The Annual Town Meeting is to be held on 26<sup>th</sup> April 2018 and the Annual Meeting of the Council is to be held on 29<sup>th</sup> May 2018. Proposed Councillor Dawson, seconded Councillor Trulove and agreed. All were in favour.