

BINGLEY TOWN COUNCIL

MINUTES OF THE ANNUAL MEETING OF BINGLEY TOWN COUNCIL HELD ON TUESDAY 14th MAY 2019 AT
6:00PM AT CARDIGAN HOUSE, FERNCLIFFE ROAD, BINGLEY, BD16 2TA

Start: 6:00pm

Finish: 7:20pm

Councillors Present: Councillors Barton, Brazendale, Clough, Dawson, Drucquer, Goode, Heseltine, Malik, Miah, Owen, Pennington, Simpson, Truelove, Williams, and Winnard.

In attendance: Ruth Batterley, Town Clerk

Members of the public: Six

1. Election of the Chair for 2019-2020

Resolved to elect Councillor Dawson as the Chair of Bingley Town Council for 2019-2020. A recorded vote was requested:

In favour: Councillors Brazendale, Drucquer, Barton, Miah, Goode, Owen, Simpson and Dawson. Against: Councillors Clough, Winnard, Williams, Heseltine, Pennington and Truelove.

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. Reasons for absence

None.

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.

Councillor Williams declared his interest in item 10.1 (i); his daughter is the licensee of the Brown Cow pub.

No requests for dispensation had been received.

5. Election of the Vice Chair of the Council

Resolved to elect Councillor Owen as the Vice Chair of the Council for 2019-2020. A recorded vote was requested.

In favour: Councillors Brazendale, Drucquer, Barton, Miah, Goode, Owen, Simpson and Dawson. Against: Councillors Clough, Winnard, Williams, Heseltine, Pennington and Truelove.

Councillor Malik arrived at 6:10pm.

6. To review the Terms of Reference for the following committees/ Working Groups

- a) **Finance and General Purposes committee**
- b) **Planning committee**
- c) **Staffing committee**
- d) **Neighbourhood Plan Working Group**

- a) **Resolved** to review and approve the Terms of Reference for the Finance and General Purposes committee with small amendments. The membership is to be reduced to eight and the quorum is to be reduced to four
- b) **Resolved** to review and approve the Planning Committee's Terms of Reference.
- c) **Resolved** to review and approve the Staffing Committee's Terms of Reference with small amendments.
- d) **Resolved** to review and approve the Neighbourhood Planning Working Group's Terms of Reference.

7. Election of members to committees and Working Groups of the town council

- a) **Finance and General Purposes Committee**
- b) **Planning Committee**
- c) **Staffing Committee**
- d) **Investigating Committee**
- e) **Neighbourhood Working Group**
- f) **Election of Chairs of committees and Neighbourhood Plan Working Group**
- g) **Election of Vice Chairs of committees and Neighbourhood Plan Working Group**

- a) **Resolved** that Councillors Brazendale, Malik, Goode, Miah, Williams and Simpson be elected to the Finance and General Purposes committee.
- b) **Resolved** that Councillors Malik, Drucquer, Barton, Heseltine, Miah and Clough be elected to the Planning committee.
- c) **Resolved** that Councillors Malik, Simpson, Winnard and Brazendale be elected to the Staffing committee.
- d) **Resolved** that Councillors Winnard, Brazendale, Clough and Pennington, the Chair and Vice Chair as ex officio members be elected to the Investigating committee. Terms of Reference are to be drawn up for this committee.
- e) **Resolved that** Councillors Druquer, Dawson, Brazendale, Williams, Barton and Owen be appointed as Councillor members of the Neighbourhood Plan Working Group. **Resolved** that Philippa Gibbons, Sara Hardman, Andrew Quarrie, John Dekker, Gordon Lakin, Tim Meggitt, Tony Urwin and Martyn Weaver be appointed as non councillor members of the Neighbourhood Plan Working Group. A request is to be made for additional non councillors to join the group.
- f) **Resolved** to elect Councillor Simpson as the Chair of the Finance and General Purposes committee. **Resolved** to elect Councillor Clough as the Chair of the Planning committee. **Resolved** to elect Councillor Winnard as the Chair of the Staffing committee. **Resolved** to appoint Councillor Dawson as the Chair of the Neighbourhood Plan Working Group.
- g) **Resolved** to elect Councillor Miah as Vice Chair of the Finance and General Purposes committee. **Resolved** to elect Councillor Heseltine as the Vice Chair of the Planning committee. **Resolved** to elect Councillor Malik as the Vice Chair of the Staffing committee.

Resolved to appoint Councillor Williams as the Vice Chair of the Neighbourhood Plan Working group.

8. General Power of Competence.

To consider if Bingley Town Council wishes to adopt and use the General Power of Competence under the Localism Act 2011, sec1-8

Under the Localism Act 2011, sec1-8, the town council:

Resolved that it meets the criteria to adopt and use the General Power of Competence

9. Review of delegation arrangements to committees and staff

Resolved to review and confirm the Scheme of Delegation to committees and staff.

10. Appointment of Councillors to Outside Bodies

- 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 Trulove 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.
- j) **Plastic Free Bingley. Resolved** that Councillors Druquer, Simpson and Brazendale be appointed as council representatives to Plastic Free Bingley
- k) **Bingley Pool.** Councillors Heseltine and Dawson declared their interest as Councillor Dawson is a member and Councillor Heseltine is a trustee of 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.
- m) **To confirm arrangements for reporting back from meetings with the above organisations. Resolved** that a summary report be provided to the appropriate council meeting.

11.To review and confirm

- a) **Financial Regulations. Resolved** to confirm the existing Financial Regulations and to delegate their review to the Finance and General Purposes committee.
- b) **Standing Orders. Resolved** to confirm the existing Standing Orders and delegate their review to the Finance and General Purposes committee.

- c) **Asset Register.** It was noted that the asset register has just been reviewed and approved in time for year end.
- d) **Complaints procedure. Resolved** to confirm the Complaints procedure and delegate its review to the Finance and General Purposes committee.
- e) **Employment policies and procedures. Resolved** that the current employment policies and procedures be confirmed and to delegate their review to the Staffing committee.
- f) **Policies and procedures in respect of its obligations under the Freedom of Information Act and data protection legislation. Resolved** to confirm the policies and procedures and to delegate their review to the Finance and General Purposes committee.
- g) **Charter agreement with Bradford Council. Resolved** that the council will consider the charter at its May meeting.

12. Subscriptions

- a) **YLCA. Resolved** to confirm the subscription to YLCA of £1,974
- b) **SLCC. Resolved** to confirm the clerk's subscription to the SLCC.

13 Town council insurance. It was noted that the insurance has recently been renewed.

14 To appoint four signatories for the town council bank and investment accounts

Resolved to appoint Councillors Winnard, Dawson, Truelove and Goode to be signatories to the town council bank and investment accounts.

15 To consider if councillors wish to attend any of the Flying Start YLCA training events

Resolved that Councillor Druquer attend one of the courses if convenient for the cost of £115.

16 To appoint councillors to work on the following projects:

- a) **Project team working with the Clerk dealing with the project manager, Bowman Riley (2 councillors) Resolved** that Councillors Simpson and Truelove work with the clerk. Richard Holmes is also working on this project.
- b) **Councillors to work with Changing Places campaigners Resolved** that Councillors Druquer and Simpson work on the Changing Places project.
- c) **Market (4 councillors) Resolved** that Councillors Malik, Brazendale, Goode, Simpson and Trulove be the lead councilors on the market.

17. Ordinary Vacancy

The vacancy will be advertised with the deadline for expressions of interest as 31st May 2019.

18. Date and time of ordinary meetings

The ordinary meetings of the council will be held on the last Tuesday of the month, starting at 6:30pm.