

BINGLEY TOWN COUNCIL



The Hub, Myrtle Place, Bingley, BD16 2LF

Bingley Town Council Annual Meeting of the Council 2023

Date: Thursday 11th May 2023

The public and press are invited to attend the Annual Meeting of the Council of Bingley Town Council which will be held on Tuesday 16th May 2023 at 6.30pm at Bingley Baptist Church, Clyde Street, Bingley.

Yours sincerely,

A handwritten signature in black ink that reads 'E. Haskins'.

Eve Haskins, Town Clerk
Bingley Town Council, Myrtle Place, Bingley, BD16 2LF
townclerk@bingleytowncouncil.gov.uk
07529 222679

This meeting is open to the press and public by virtue of the Public Bodies (Administration of Meetings) Act 1960, s1

AGENDA

2324/01 Election of the Chair

To receive nominations and elect the Chair of Bingley Town Council for the 2023-24 municipal year, and the subsequent signing of the Acceptance of Declaration of Office by the Chair.

2324/02 Chair's remarks

To receive remarks from the Chair.

2324/03 Apologies for absence

- a) To note apologies for absence.
- b) To receive and consider apologies for absence.
- c) To approve reasons for absence.

2324/04 Disclosures 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.

2324/05 Minutes of previous meeting

To approve the minutes of the previous meeting held on 25th April 2023 (attached).

2324/06 Confidential items to be discussed in confidence after item 2324/30

To consider if any further items on the agenda need to be discussed in confidence after item 2324/30, following exclusion of the press and public, due to their sensitive nature.

2324/07 Public participation

Members of the public are reminded that this is their opportunity to speak to the meeting on any topic relevant to the work of the council. However, they may not speak during the rest of the meeting unless specifically invited to do so by the Chair.

2324/08 Councillor attendance

To consider and approve the councillor meeting attendance report spreadsheet (attached).

2324/09 Election of the Vice-Chair

To receive nominations and elect the Vice-Chair of Bingley Town Council for the 2023-24 municipal year.

2324/10 Ongoing items

To receive information/updates on the following ongoing issues and to agree further actions where necessary:

- a) Bingley Pool.
- b) Climate Emergency.
- c) Speed Indicator Devices (SIDs).

2324/11 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, sec 1-8.

2324/12 Councillor vacancies

To receive an update on the councillor vacancies.

2324/13 Appointment of Committees and terms of reference

To review the Council's current Committees and Working Groups, and to approve the Terms of Reference if applicable (all attached):

- a) Emergency Support Sub Committee.
- b) Events, Marketing and Communications Committee.
- c) Neighbourhood Plan Working Group.
- d) Finance and General Purposes Committee.
- e) Planning Committee.
- f) Staffing Committee.
- g) Youth Involvement Working Group.

2324/14 Election of members to Committees and Working Groups

To elect members to the following Committees and Working Groups for the municipal year 2023-24 (Chair and Vice-Chairs to be elected at each first meeting):

- a) Emergency Support Sub Committee (up to four Town Council members).
- b) Events, Marketing and Communications Committee (up to six Town Council members).
- c) Finance and General Purposes Committee (up to eight Town Council members, including the Chair and Vice-Chair).
- d) Neighbourhood Plan Working Group (up to four Town Council members).
- e) Planning Committee (up to eight members, including the Chair and Vice-Chair).
- f) Staffing Committee (up to six members, including the Chair and Vice-Chair).

- g) Youth Involvement Working Group (up to five Town Council members).

2324/15 Appointment of Councillors to external bodies

To agree members as representatives on the following external bodies:

- a) Armed Forces Covenant (one member).
- b) Bingley Chamber of Trade (three members).
- c) Bingley Pool (one member).
- d) Bingley Ward Partnership (Chair to attend).
- e) Canal River Trust (one member to liaise).
- f) Parish Councils Liaison Group (one member).
- g) Plastic Free Bingley (one member).
- h) Pub Watch (two members).
- i) SCAPAG (one member).
- j) YLCA (Chair and Vice-Chair).

2324/16 Finance

- a) Schedule of payments and bank reconciliation: to receive the schedule of payments to date and to agree the bank reconciliation for April 2023 (to follow).
- b) Internal controls: to receive an update on the internal controls for 2022-23 Quarters 3 and 4.
- c) Bank mandate/financial controls:
 - (i) To agree the Council's bank mandate (confirmation of four bank signatories).
 - (ii) To agree two councillors to sign monthly bank reconciliations and statements.
 - (iii) To agree two councillors to undertake quarterly internal controls.

2324/17 Policy review

To review and confirm the following (documents attached):

- a) Code of Conduct.
- b) Financial Regulations.
- c) Standing Orders.

2324/18 Insurance

To review and confirm the Council's annual insurance provision (documents attached).

2324/19 Schedule of meetings

To agree the schedule of Full Council and mandatory committee meetings for the forthcoming municipal year.

2324/20 Annual Report

To agree actions for the publication of the Annual Report 2022-23.

2324/21 Finance and General Purposes (F&GP) Committee

To receive an update and recommendations from the F&GP Committee (draft minutes attached), including on the following:

- Allotments updates.
- To recommend the transfer of £150,000 from the Unity Bank account into the Public Sector Deposit Fund account.
- To recommend the adoption of the new business case process (further information attached).
- Work on the Hub, including recommendations regarding the dome and solar panels.

2324/22 Green and Clean (Councillor Goode)

To consider any updates on Green and Clean.

2324/23 Five Rise Way-marking (Councillor Gibbons)

To receive a progress update on the Five Rise Way-marking project.

2324/24 Town Clerk's Report

To receive the Town Clerk's Report (attached).

2324/25 BCB Radio request

To consider the request from BCB Radio for the Council to be involved in a radio programme on local councils.

2324/26 Consultations from Highways at Bradford Council

To consider the following proposals from Highways at Bradford Council (further information attached):

- a) Proposed B6265 Bradford Road highway improvements - provision for speed humps.
- b) Proposed extended 20 mph zone for Bingley town centre.

2324/27 Correspondence

To consider any correspondence received by the Council and to agree any actions, including the following:

- a) Email from Bradford Council re consultation on increased places at Hazelbeck School, Bingley.
- b) Email from Bradford Council Highways Department re the proposed B6265 Bradford Road highway improvements - provision for speed humps, and Bingley town centre - extended 20 mph zone.
- c) Email from a resident re the purchase of a coronation bench.
- d) Email from Age UK Bradford and District re Buddy scheme (further information attached).
- e) Email from Loo of the Year Awards 2023, confirming receipt of entry for the Hub toilets.
- f) Letter from Unity Trust Bank re new Post Office counter service (re toilet cash).
- g) Emails from YLCA re White Rose and Law and Governance publications, Chair and members Declaration of Acceptance of Office forms etc., and the Infrastructure Levy consultation (latter attached, for further discussion to defer to the Planning Committee).
- h) Emails from Bingley Chamber of Trade re the Christmas lights switch-on event 2023.
- i) Email from resident re concerns re refuse collection arrangements on Kent Road.

2324/28 Promotional items

To consider any promotional items that the Town Council wishes to publicise from this meeting.

2324/29 Date of the next meeting

To agree the date of the next Full Council meeting as Tuesday 27th June 2023 at 6.30pm, at TBC.

2324/30 Exclusion of press and public

To resolve that members of the press and public be excluded from any items under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1 (2)) during consideration of items of a confidential nature.