

## Appendix February 2020

### 1920/236 YLCA conference

The agenda for the conference is below:

9.15 - 9.30am Registration and Refreshments

9.30 - 9.45am Move to workshops which will start with an overview of the day and housekeeping

9.45 – 10.45am Workshop 1:

- A Climate Change issues - Simon Bowens, Friends of the Earth
- B Getting the best from your website - Ray Smith, 2COMMUNE
- C Finance Part 1: Internal Controls and Internal Audit - YLCA
- D Registering parish council land - Nicholas Dodds, Public Sector

Engagement team, HM Land Registry

10.45-11.00am Refreshments

11.00-11.55am Workshop 2:

- A Social Media in local councils - Ken Eastwood, Digital Nomads
- B Finance Part 2: Year End Accounts for External Audit - YLCA
- C Police matters - Chief Inspector Chris Matthews, West Yorkshire Police
- D Meeting procedures - YLCA

12.00-1.00pm Workshop 3:

- A Getting confident with risk assessments - BHIB Insurance
- B Community Infrastructure Levy and planning enforcement action - Andrew Towleron: Planning Consultant
- C Managing people - Phil Parry of Phil Parry Associates, Training and Coaching
- D Play area inspections, maintenance and funding - Douglas Belfield, Streetscape Play Products and Services

1.00 – 1.45pm Lunch in the restaurant

1.45 – 2.45pm Workshop 4:

- A Code of Conduct - Gurvynda Paddan-White, Solicitor at NALC
- B Understanding VAT for local councils - Debra Smith, The Parkinson Partnership
- C Dealing with the press and press releases - presenter to be confirmed
- D Topic to be confirmed - Phil Parry of Phil Parry Associates, Training and Coaching

2.45-3.00pm Refreshments

3.00-4.00pm Workshop 5:

- A Public rights of way and the law - Sarah Ford, Barnsley MBC
- B Topical legal issues - Gurvynda Paddan-White, Solicitor at NALC
- C Freedom of Information Act and Environmental Information Regulations – YLCA
- D Appraisals, performance and capability - presenter to be confirmed

4.00pm Conference close immediately after the last workshop.

### 1920/237 Warden mobile phone contract

Quotations have been obtained. The provider that best matches the council's procurement policy is Phone Co-op who can offer:

*The Business Fairphone 3 handset bundle from the Phone Co-Op includes the Fairphone handset, unlimited texts and calls and 3gb of data per month for £27 per month. This would be on a 24-month contract and can be on EE, Vodafone or O2. After the 24-months you would own the handset and the monthly price would then revert to the SIM-only bundle price (£14.45). Prices exclude VAT*

### **1920/238 Summer bedding**

The council historically has obtained bedding from Bradford Council at reduced rates. This planting is then given free to local community groups to plant up in communal areas.

### **1920/240 Updates**

- a) **Street furniture.** Alex Ross Shaw has confirmed that the sign off will be issued. Bradford Council is unable to definitively advise that their contractor must do the work. Further work is needed on this by the Town Council including drawing up a specification to put out to interested contractors. There will need to be pavement closures and diversions.
- b) **Bingley pool.** The business plan has now been 'signed off' by CBMDC and a paper is being prepared recommending that the matter now proceeds and that Heads of Terms be issued. This will result in a draft lease being issued. Meetings have been held with various parties at CBMDC regarding timings and it has been agreed that the handover will take place in late summer/early autumn of this year. I will provide a verbal update at the meeting.
- c) **Speed Indicator Devices.** Please see the comments below from Craig Williams regarding availability. The Town Council was told in October 2019 that the proposed service agreement was to be sent to the principal engineers within 2 weeks, but nothing further has seemingly happened, despite regularly asking for updates. The Highways authority are recommending Mallatite and have agreed a price with them with a promise that the Town Council can acquire the units at cost price. However, the delays in providing a maintenance schedule and any further detailed information has led me to think that the Town Council, should consider asking the various providers to let it have a per unit price for the items. To that end Craig Williams has been asked to provide me have a copy of the specification they issued to the various parties so the Town Council can ensure that if approved it is installing the correct type of unit.

Dear Mr Holmes,

My apologies for the delay in getting back to you.

My comments in response to the issues raised are as follows:

- **What is the lead in time for delivery/installation from the date on which an order is placed?**

I believe the lead in time to be 2-3 weeks regarding delivery. If a Parish/Town Council entered into a service agreement with the highway authority, a SID is likely to be erected by Council staff within 1-2 weeks of its being delivered to the Council depot.

- **Have you concluded the wording and the pricing for the service agreement?**

The service agreement is to be sent to the relevant Principal Engineers within the next two weeks, with a view to seeking their approval regarding the wording and prices contained within.

- **Unfortunately, I have to obtain 3 quotes for the servicing (including yourselves). I did try Mallatite but they weren't interested. Is there anyone else out there who does this type of work, and if so could you let me have their details?**

The following firms manufacture/provide SIDs:

- Unipart Dorman
- Covalt
- Mallatite
- Westotec
- Swarco
- Solagen

d) **Library consultation.** Information to follow.

e) **Blue plaque** *This might sound a bit of a strange request, however, it would be great to see the town do a little more to honor the poet John Nicholson (a.k.a. the Bingley Byron). Not only was he from Eldwick but he wrote some lovely lines about Bingley (and the surrounding area) in his poetry.*

h) Governance and Accountability. This document sets out proper practices required for completing Year End and the Annual Governance Return (AGAR)

<https://www.surveymonkey.co.uk/r/BNMJ2YL>. It is recommended that the consultation be delegated to the Clerk in conjunction with the Chair of the council.

### **1920/242 Finance**

Items purchased by the clerk under delegate authority:

Warden laptop etc	£703.90
Warden uniform	£293.94
Safety boots	£43.99
Work shoes	£47.99
Gloves	£10.47

In addition, the clerk purchased a replacement leg for the gazebo. £57.60