

BINGLEY TOWN COUNCIL



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

Minutes of the meeting of the Finance and General Purposes Committee held on Wednesday 9th June at 6.30pm at St Wilfrid's Community Hall, Gilstead Lane, Bingley, BD16 4QR

Councillors present: Clough, Gibbons, Goode, Miah, Owen, Taylor, Williams

Non-member Councillors present: None

In attendance: Eve Haskins, Town Clerk, Nicola Mansfield-Smith, Deputy Clerk

Members of the public: One, for part of the meeting

2122/1 Election of Chairman and Vice-Chairman

Resolved to elect Councillor Williams as the Chair of Bingley Town Council Finance and General Purposes Committee for 2021-22.

Resolved to elect Councillor Miah as the Vice-Chair of Bingley Town Council Finance and General Purposes Committee for 2021-22.

2122/2 Apologies for absence

There were no apologies received.

2122/3 Disclosures of interest

Councillor Owen declared an interest on item 2122/8/6 as her husband is joint tenant of an allotment: she did not take part in the discussion for this item.

2122/4 To confirm as a correct record the minutes of the Finance and General Purposes Committee meeting held on 14th April 2021

Resolved to confirm the minutes of the meeting of the Finance and General Purposes Committee held on 14th April 2021.

2122/5 Public Participation

A member of the public wished to contribute to the discussion on allotments in item 8; agreed that item 2122/8 be taken as the next agenda item, and the member of the public was invited to speak during this item by the Chair. The member of the public reported that the allotments have never looked better following the hard work and diligence of Ruth Thompson, Administrative Officer at Bingley Town Council, and expressed their gratitude to her. The Town Council also expressed their gratitude to the tenants of the allotments for their hard work.

2122/8 Allotments

a) Allotment report

Resolved that the allotment report was considered and the following agreed:

- Item 1.1 Proposed rent increase implemented: noted.
- Item 1.2 Use of external contracts to clear items left by previous tenants implemented: noted.
- Item 1.3 Introduction of an initial condition agreement implemented: noted.

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- Item 1.4 Proposed additional tree work at Beck Lane allotment site: agreed that Bingley Town Council to put in an application to Bradford Council regarding reducing the sycamore trees casting shade, as this is appropriating allotment land (in accordance with the law on statutory allotments: Department for Communities and Local Government – Allotment disposal guidance: Safeguards and alternatives).
- Item 1.5 Introduction of a new mentor scheme for new plot holders implemented: noted.
- Item 2 Results of May 2021 Annual Inspection: agreed that the Committee supports the view that, following inspections, tenants with large fruit trees to receive individual letters requesting that they are pruned, non-compliance with which will lead to further action; regarding willow arch: no new willows permitted, and existing well-established trees can remain on the condition that the tenant signs an agreement stating that they will cover the cost of any damage to drains and be responsible for the removal of the tree once the tenancy comes to an end.
- Item 3 Risk Assessment: agreed that Councillors Goode and Taylor to visit the site of the two plots on Stanley Street to measure up to determine whether a fence refurbishment is required for health and safety reasons.
- Item 4.1 Complaints regarding smoke pollution: noted.
- Item 4.2 Complaints by plot holders at Beck Lane regarding uncleared dog defecation: noted.
- Item 4.3 Access agreements: noted.
- Item 4.4 Difficulties obtaining quotes: noted.
- Item 5 Vacant plots and the waiting list: agreed to close the waiting list for Stanley Street to new applicants and to keep the waiting list for Beck Lane open to monitor the need for allotments.
- Item 6 Ad-hoc Expenditure, for expenditure in principle to cover cost of removal of rubble on Stanley Street site: agreed that ad-hoc expenditure not to be approved, more definitive proposals based on actual need required.
- Item 7 Reserve and Income: noted.
- Appendix 1 Allotments Risk Assessment: noted.
- Agreed that Ruth Thompson deserves to be commended by the Committee for a successful job looking after the allotments.

The member of the public left meeting 7.08pm.

2122/6 Good Councillor Guide to Cyber Security

Resolved that Councillors Gibbons and Miah to undertake a review of the Town Council's Information Security Policy, with respect to the 'Guide', in light of the recent acquisition of Office 365: to bring recommendations back to the Committee.

2122/7 Bank reconciliation and statement for April 2021

Resolved that the bank reconciliation for April 2021 approved; and agreed that in future the usual process of two councillors verifying, signing and dating both the bank reconciliation and bank statements every month prior to a meeting is adhered to (councillors to be appointed at the next Full Council meeting).

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2122/9 Street lighting and Green Energy suppliers

Resolved that the Town Clerk to contact the suppliers to inform them that the Town Council does not have any street lighting needs.

2122/10 Financial Regulations

Resolved that the Town Clerk to review the Financial Regulations and financial processes (including the schedule of payments and the need for an Internal Controls Policy) as part of their probationary period: to be revisited in six months.

2122/11 Litter picks

Resolved that the litter pick dates to be included in the next newsletter (usually every six weeks).

2122/12 Risk and Resource Assessment for Owl

Resolved that the Committee recommend the approval of the Risk and Resource Assessment for the Owl equipment to Full Council, with the following considerations:

- It should be funded from the Regeneration and Tourism budget rather than the Climate Emergency budget.
- Town Clerk to determine whether the transporting and storage of the equipment by Councillors has any insurance implications.

Councillor Clough left meeting 8.01pm

2122/13 Review risk, identifying any new or unacceptable levels of risk to the Town Council

It was noted that there is a recurring problem with graffiti in the Hub public toilets, which may have an impact on the cleaning contract.

2122/14 Grants

Resolved that a grant of £2000 is approved for the application from Bingley Little Theatre to replace performance lighting with energy efficient lighting.

2122/15 Next meeting of the Finance and General Purposes Committee

Noted that the date for the next Finance and General Purposes Committee meeting is scheduled for Wednesday 14th July 2021 at 6.30pm at St Wilfrid's Community Hall, Gilstead: apologies noted from Councillor Owen.

The meeting closed at 20:15.

Chairman Date