

BINGLEY TOWN COUNCIL

MINUTES OF THE ANNUAL MEETING OF BINGLEY TOWN COUNCIL HELD ON TUESDAY 29th MAY 2018 AT 6:00PM AT ST AIDAN'S, CANAL ROAD, CROSSFLATTS, BINGLEY, BD16 2SR

Start: 6:00pm

Finish: 6:30pm

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

In attendance: Ruth Batterley, Town Clerk

Members of the public: Four

1. Election of the Chair for 2018-2019

Resolved to elect Councillor Dawson as the Chair of Bingley Town Council for 2018-2019. Proposed Councillor Simpson, seconded Councillor Dearden and agreed. Ten were in favour and there were three abstentions from the vote.

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

Resolved to approve the apologies of Councillor Fenton. Proposed Councillor Winnard, seconded Councillor Quarrie and agreed. Six were in favour, five were against and there were two abstentions from the vote.

Resolved to approve the apologies of Councillor Owen. Proposed Councillor Simpson, seconded Councillor O'Neill 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 2018-2019. Proposed Councillor Truelove, seconded Councillor Quarrie 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 Brazendale, Beckwith, Clough, Goode, Hardman, Simpson and Winnard to the Finance and General Purposes committee. Proposed Councillor Quarrie, seconded Councillor Goode and agreed. All were in favour.

b) Planning Committee

Resolved to elect Councillors Brazendale, Clough, Truelove, Owen, Quarrie and M Wheatley to the Planning committee. Proposed Councillor M Wheatley, seconded Councillor Winnard and agreed. All were in favour.

c) Staffing Committee

Resolved to elect Councillors Owen, Simpson, Winnard and J Wheatley to the Staffing committee. Proposed Councillor Goode, seconded Councillor Quarrie and agreed. All were in favour.

The Chair and Vice Chair of the Council are ex-officio members of the above council committees.

d) Investigating committee

Resolved to elect Councillors Dearden, Hardman, Quarrie and J Wheatley to this committee. Proposed Councillor Truelove, seconded Councillor Simpson and agreed. All were in favour.

e) Elections of Chairs of committees and Neighbourhood Plan Working Group.

Resolved to elect Councillors Beckwith, Dawson, Hardman, Owen, Quarrie and M Wheatley to the Neighbourhood Planning Working group. Proposed Councillor Winnard, seconded Councillor Truelove and agreed. All were in favour.

Resolved to elect John Dekker, Phillipa Gibbons, Gordon Lakin, Tim Meggit, Dean Pearson, Martyn Weaver and Steve Williams to the Neighbourhood Planning Working group. Proposed Councillor Simpson, seconded Councillor Truelove and agreed. All were in favour.

Resolved to elect Councillor Dearden as Chair of the Finance and General Purposes committee. Proposed Councillor Goode, seconded Councillor Winnard and agreed. All were in favour.

Resolved to elect Councillor Truelove as the Chair of the Planning committee. Proposed Councillor Clough, seconded Councillor Quarrie. All were in favour, bar one abstention from the vote.

Resolved to elect Councillor Winnard as Chair of the Staffing committee. Proposed Councillor Dawson, seconded Councillor Quarrie and agreed. All were in favour.

Resolved to elect Councillor Hardman as Chair of the Investigating committee. Proposed Councillor Winnard, seconded Councillor Goode and agreed. All were in favour.

Resolved to elect Councillor Dawson as the Chair of the Neighbourhood Planning Working group. Proposed Councillor Hardman, seconded Councillor M Wheatley 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 February 2018 1718/220. Budgetary delegation to the clerk is contained in the same minute.

8. Appointment of Councillors to Outside Bodies

a) YLCA

Resolved to appoint Councillor M Wheatley as representative to YLCA.

b) Bingley Chamber of Trade

Resolved to appoint Councillors Beckwith, Goode and Truelove to be representatives to the Bingley Chamber of Trade to enable a maximum of two councillors to attend meetings .

c) SCAPAG

Resolved to appoint Councillor Winnard as the SCAPAG representative for Bingley central and Councillor Clough for Bingley Rural.

d) Police Tasking

Resolved to appoint Councillor Clough for Bingley Rural and Councillor Owen for Bingley Central.

e) Parish Council Liaison

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

f) Armed Festival Covenant

Resolved to appoint Councillor Quarrie as Armed Forces Covenant Representative.

g) Canal Festival Steering Group

Resolved that Councillor Simpson be appointed to be the representative on the Canal Festival Steering Group.

h) Destination Plan

Resolved that the council will not appoint to this group.

i) Pubwatch

Resolved that Councillor Quarrie be appointed representative to Pubwatch

j) Plastic Free Bingley

Resolved that Councillors Hardman and Simpson be appointed as representatives to Plastic Free Bingley.

Proposed Councillor Hardman, seconded Councillor Beckwith and agreed. All were in favour.

To review the Terms of Reference for the following committees

- a) **Finance and General Purposes committee**
- b) **Planning committee**
- c) **Staffing committee**

Resolved that the reviewed terms of reference be approved, allowing for the Chair of each committee to be elected at the Annual Meeting of the Council, dispensations to be delegated to the committees and for the quorum of the Planning committee to be reduced to four. Proposed Councillor Truelove, seconded Councillor Dearden and agreed. All were in favour.

9. Standing Orders

It was noted that the Standing Orders had been reviewed and agreed by the full council in March 2018. The clerk advised that NALC has issued a new set of Standing Orders, which have some important amendments.

Resolved that the Town Council continue with its current Standing Orders and that the review of the NALC revised Standing Orders be delegated to the Finance and General Purposes committee. Proposed Councillor Dawson, seconded Councillor Dearden and agreed. All were in favour.

10. To review and confirm

- a) **Financial Regulations**
- b) **Asset Register**
- c) **Complaints procedure**
- d) **Employment policies and procedures**
- e) **Expenditure incurred under the General Power of Competence**
- f) **Policies and procedures in respect of its obligations under the Freedom of Information Act and data protection legislation**

Resolved that the above be confirmed. It was noted that some of the policies and procedures relating to data protection are still being devised and implemented, owing to GDPR. Proposed Councillor Dearden, seconded Councillor Simpson and agreed. All were in favour.

11. Subscriptions

- a) **YLCA**
- b) **SLCC**
- c) **NABMA**

Resolved that the subscriptions to the above bodies be confirmed. It was noted that the required twelve months' notice had been given to NABMA. Proposed Councillor Goode, seconded Councillor Simpson and agreed. All were in favour.

13 Town Council Insurance

It was noted that the Finance and General Purposes committee had reviewed the Town Council insurance. Resolved to approve the Town Council insurance for 2018-2019 for the cost of £892.55. Proposed Councillor Goode, seconded Councillor Winnard and agreed. All were in favour.

14 Ordinary Meetings 2018-2019

Resolved that then ordinary meetings of the Town Council be set as the last Tuesday of each month, other than the January meeting which will be held on 22nd January. The Annual Meeting will take place on Tuesday 14th May. Proposed Councillor Dawson, seconded Councillor M Wheatley and agreed. All were in favour.