

**BINGLEY TOWN COUNCIL**

**MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE  
HELD AT THE COTTINGLEY CORNERSTONE CENTRE, LITTLELANDS, COTTINGLEY ON  
WEDNESDAY 13th JUNE 2018 AT 6:30PM**

|  |   |
|--|---|
| <b>Councillors present.</b>                                      | Councillor Beckwith, Brazendale, Clough, Dawson, Dearden, Goode, Hardman, Simpson |
| <b>Councillors in attendance not a member of this committee.</b> | None  |
| <b>In attendance.</b>  | Ruth Batterley, Town Clerk  |
| <b>Members of the public.</b>                                    | Five (part of meeting)  |

**Start: 6:30pm  
Finish: 9:00pm**

**1819/01 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.

Councillor Hardman declared her interest in item 1819/06- the grant to Friends of St Ives Park. Councillor Hardman is a member of the Friends of St Ives committee.

**1819/02 Apologies for absence**

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

**Resolved** to approve the reasons for absence for Councillor Winnard. Proposed Councillor Goode, seconded Councillor Simpson and agreed. All were in favour.

**1819/03 To confirm as a correct record the minutes of the meeting held on Wednesday 9th May 2018**

**Resolved** to confirm as a correct record the minutes of the meeting held on 9<sup>th</sup> May 2018. Proposed Councillor Simpson, seconded Councillor Dawson and agreed. All were in favour.

**1819/04 To elect a Vice Chair of the committee**

**Resolved** that Councillor Hardman be elected Vice Chair of the committee. Proposed Councillor Dawson, seconded Councillor Goode and agreed. All were in favour.

**1819/05 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 Chairman.**

No member of the public wished to raise any item.

## 1819/06 Grant applications

### 1. Consideration of grant applications:

- a) **Bingley Camera Club- funding for laptop**
- b) **Bingley Congs Cricket Club- contribution towards the building of a car park**
- c) **Friends of St Ives- purchase of trees and shrubs**

### 2. To receive an update on the grants process and consider any next steps

1.

- a) **Resolved** to award Bingley Camera Club £500 for the purchase of a new laptop. This is subject to the Club proving evidence that the laptop will be insured. Proposed Councillor Goode, seconded Councillor Dawson and agreed. Seven were in favour and one was against.
  - b) **Resolved** to award Bingley Congs Cricket Club £2,000 towards a new path to the car park, subject to details about planning, whether this is needed or not and that the materials used for the construction of the path be permeable. Proposed Councillor Dawson, seconded Councillor Goode and agreed. All were in favour. Four members of the public left the meeting at 6:55pm.
  - c) **Resolved** to award the Friends of St Ives £835.60 for trees/shrubs for Betty's Wood on the St Ives Estate. It was noted that the reserves being held by the group are earmarked for the restoration of the Historical Garden and the listed walls to the garden. Proposed Councillor Dawson, seconded Councillor Dearden and agreed. All were in favour, bar one abstention from the vote.
2. **Resolved** that further clarification tick boxes need to be added to the grant form about three quotations and explanation of reserves. These clarifications are to be included on the grant application form, along with delegating an initial sift of grant applications to the Clerk in conjunction with the Chair of the Finance and General Purposes committee. Proposed Councillor Simpson, seconded Councillor Dawson and agreed. All were in favour.

## 1819/07 Sub committees

- a) **To review the Terms of Reference for the Green and Clean sub committee**
- b) **To elect members to the Green and Clean sub committee**
- c) **To review the Terms of Reference for the Town Centre and Regeneration sub committee**
- d) **To elect members to the Town Centre and Regeneration sub committee**
- e) **To review the Terms of Reference for the Events, Marketing and Communications sub committee**
- f) **To elect members to the Events, Marketing and Communications sub committee**

- a) **Resolved** to confirm the terms of reference for the Green and Clean sub committee. Proposed Councillor Goode, seconded Councillor Simpson and agreed. All were in favour.
- b) **Resolved** to elect Councillors Goode, Hardman, Simpson Quarrie and to re-appoint Mrs. Julie Ramsden to the Green and Clean sub committee. Proposed Councillor Dearden, seconded Councillor Dawson and agreed. All were in favour.
- c) **Resolved** to confirm the terms of reference for the Town Centre and Regeneration sub committee. Proposed Councillor Dawson, seconded Councillor Goode and agreed.
- d) **Resolved** to elect Councillors Dearden, Dawson, Goode, Owen, Simpson, Truelove and Quarrie to this sub committee and to re-appoint Mr. Richard Holmes. Proposed Councillor Dawson, seconded Councillor Simpson and agreed. All were in favour.
- e) **Resolved** to confirm the terms of reference for the Events, Marketing and Communications sub committee. Proposed Councillor Dawson, seconded Councillor Simpson and agreed. All were in favour.
- f) **Resolved** to elect Councillors Dawson, Owen, Simpson, and Winnard to this sub committee and to appoint Ms Maureen Carney and Mr. Donald Wood. Proposed Councillor Dawson, seconded Simpson

and agreed. All were in favour.

#### **1819/08 Committee appointments**

- a) To appoint two councillors to check bank reconciliations**
  - b) To appoint two councillors to check internal controls**
  - c) To appoint a councillor project manager for events**
  - d) To appoint two councillor project managers for the allotments**
- 
- a) **Resolved** to appoint Councillors Beckwith and Hardman to check bank reconciliations. Proposed Councillor Dawson, seconded Councillor Dearden and agreed. All were in favour.
  - b) **Resolved** to appoint Councillors Clough and Hardman to check internal controls. Proposed Councillor Dawson, seconded Councillor Dearden and agreed. All were in favour.
  - c) **Resolved** to appoint Councillor Winnard as the project manager for events. Proposed Councillor Dawson, seconded Councillor Dearden and agreed. All were in favour.
  - d) **Resolved** to appoint Councillors Goode and Hardman as the project managers for allotments. Proposed Councillor Dawson, seconded Councillor Clough and agreed. All were in favour.

Councillor Clough left the meeting at 8:00pm.

#### **1819/09 Market**

- a) To consider delegating funds to the clerk for entertainment, including face painting at forthcoming markets**

**Resolved** that Event Marketing be used as the face painter for the July market for the cost of £155 and that up to £120 be delegated to the Clerk in consultation with the Chair of the committee for other entertainment for this market. Proposed Councillor Dawson, seconded Councillor Dearden and agreed. All were in favour.

#### **1819/10 Investments**

- a) Consideration of funds to be invested with the Public-Sector Deposit Fund**

**Resolved** that the clerk investigate whether the £85k safety net for funds with UK banks also applies to the Public-Sector Deposit fund. Enquiries are to be made of local banks to see which has the greatest rate of interest for short term deposits. Proposed Councillor Beckwith, seconded Councillor Hardman and agreed.

#### **1819/11 Policies/procedures**

- a) To consider the Charity Stall policy for Bingley Town Council**
- b) To consider any next steps**
- c) To consider the Data Retention policy for Bingley Town Council**
- d) To consider any next steps**
- e) To consider the e-mail strip for Bingley Town Council**
- f) To consider any next steps**
- g) To review the Town Council Standing Orders**
- h) To consider next steps**

- a) Various amendments were suggested to the draft Charity Stall policy. These included amending the purpose of the market, the process for selecting charities, Bingley parish being the area that charities are selected from, the ratio of charity stalls being 1:20 and that charities need to bring their own stall. The clerk will pull names out of a hat for charities that have applied for a stall, once the policy is agreed. **Resolved** that the amended draft policy be taken to the June full council meeting. Proposed Councillor Dawson, seconded Councillor Dearden and agreed. All were in favour.

- b) **Resolved** that pending clarification of a six-month retention period for electronic correspondence and the removal of the requirement to retain cheques presented/drawn on the Council's bank account, that the policy be recommended to the full council for its approval. Proposed Councillor Dearden seconded Councillor Simpson and agreed. All were in favour.
- c) **Resolved** to recommend the BMDC e-mail disclaimer, tailored to Bingley Town Council, to the June full council meeting. Proposed Councillor Simpson, seconded Councillor Dawson and agreed. All were in favour.
- d) **Resolved** that Councillor Winnard be approached to undertake the re-draft of Standing orders and if he's unable to do this, Councillor Simpson will prepare the re-draft. Proposed Councillor Simson, seconded Councillor Hardman and agreed. All were in favour.

#### **1819/12 Green and Clean**

**To agree the recommendations of the sub committee:**

- a) **To consider the sponsorship of Bradford Council owned litter bins**
  - b) **To endorse the dog poo free Bingley signs**
  - c) **To write to Bradford Council requesting that labels be attached to contaminated uncollected wheelie bins**
- a) **Resolved** that £2,000 be allocated in principle from the Green and Clean budget, pending further enquiries being made about insurance etc. Proposed Councillor Simpson, seconded Councillor Hardman and agreed. All were in favour.
  - b) **Resolved** that the dog poo signs be endorsed by Bingley Town Council and that alternative locations for the signs be investigated. Proposed Councillor Goode, seconded Councillor Simpson and agreed. All were in favour.
  - c) **Resolved** that a letter be written to BMDC about stickering contaminated bins to give the owner advice. Proposed Councillor Dawson, seconded Councillor Goode and agreed. All were in favour.

#### **1819/13 Bingley Prospectus**

- a) **To consider the print and distribution of the Bingley prospectus**

**Resolved** that Richard Aldred be given the design and print of the Bingley prospectus for the cost of £195 for 500 leaflets. Proposed Councillor Dawson, seconded Councillor Hardman and agreed. All were in favour. Councillors Dawson and Hardman are to work with Richard Holmes on the final details of this project.

#### **1819/14 Correspondence**

- a) **To consider the invitation from CABAD to the Solutions to Loneliness event (E-mail to follow)**
  - b) **To receive an update on a complaint from a member of the public about the Town Council newsletter (See Appendix 1819/14)**
- a) **Resolved** that Councillor Beckwith attend on behalf of the Town Council.
  - b) **Resolved** that the complainant be written to and advised that the Town Council will clarify who wrote the article 'Action Stations for Bingley and Crossflatts' in its next newsletter. Proposed Councillor Goode, seconded Councillor Simpson and agreed. All were in favour.

#### **1819/15 Bank Rec**

- a) **To receive the signed bank statement and reconciliation for May**

The signed bank statement and reconciliation had been circulated with the meeting papers and were noted.

#### **1718/16 Next Meeting of the Finance and General Purposes Committee**

To note the date for the next Finance and General Purposes Committee meeting as being Wednesday 11<sup>th</sup> July 2018 at 6:30pm at Cottingley Cornerstone Centre