

**BINGLEY TOWN COUNCIL**

**MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE  
HELD AT THE COTTINGLEY CORNERSTONE CENTRE, LITTLELANDS, COTTINGLEY ON  
WEDNESDAY 11th JULY 2018 AT 6:30PM**

<b>Councillors present.</b>	Councillor Beckwith, Brazendale, Clough, Dearden, Goode, Hardman and Winnard
<b>Councillors in attendance not a member of this committee.</b>	None
<b>In attendance.</b>	Joe Ashton, Interim Town Clerk Laura Jowett, Administrative Officer
<b>Members of the public.</b>	Three (part of meeting)

**Start: 6:30pm**

**Finish: 7:55pm**

**1819/17 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.

There were no declarations of interest or written requests for dispensations.

**1819/18 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 Councillors Dawson. Proposed Councillor Hardman, seconded Councillor Clough and agreed. All were in favour.

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

**1819/19 To confirm as a correct record the minutes of the meeting held on Wednesday 13<sup>th</sup> June 2018**

**Resolved** to confirm as a correct record the minutes of the meeting held on 13<sup>th</sup> June 2018. Proposed Councillor Clough, seconded Councillor Goode and agreed. All were in favour.

**1819/20 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.**

A member of the public spoke about item 1819/22 c. She provided information on the situation with Ground Elder at Beck Lane allotments.

**1819/21 Grant applications**

- a) Consideration of a grant applications from Riverside Riding for the Disabled - £1500 to support disabled riders in competitive opportunities.
- b) To receive the report and receipts from Hale in relation to the grant they received in June 2017.
  - a) **Resolved** to award Riverside Riding for the Disabled £1,500 towards the costs of supporting disabled riders in competitive riding opportunities. Proposed Councillor Dearden, seconded Councillor Clough and agreed, all were in favour.
  - b) The report and receipts from Hale were received.

One member of the public left at 6.44pm.

### 1819/22 Allotments

- a) **To receive the quarterly allotment report**
  - b) **To review the allotment policy to include policy on poly tunnels**
  - c) **To consider and prioritise future works required**
  - d) **To receive an update on the open day on 7<sup>th</sup> July 2018**
  - e) **To consider next steps**
- a) The quarterly allotment report was received
  - b) **Resolved** to amend the Allotment Policy to state at 5.14 'The erection of pigeon lofts and poly tunnels on allotments is expressly forbidden by the Town Council'. Proposed Councillor Hardman, seconded Councillor Beckwith and agreed, all were in favour.
  - c) **Resolved** that priorities at Beck Lane should be the deer fence, appointing a contractor to clear the carpet and tackle the ground elder on plot 26 and then obtaining quotes for valves on existing taps. Proposed councillor Dearden, seconded Councillor Hardman and agreed, all were in favour.  
**Resolved** to prioritise getting quotes for the fence and gate at the entrance of Stanley Street allotments. Proposed Councillor Hardman, seconded Councillor Dearden and agreed, all were in favour.
  - d) The open day at Beck Lane allotments had been well received and feedback was very positive. Thanks were expressed to the site rep and her husband for all their hard work and help with the open day.

Two members of the public left the meeting at 6.55pm

### 1819/23 Annual Report/ Newsletters

- a) **To approve the new Annual Report edition of the Council's newsletter**
  - b) **To consider distribution in light of new information.**
  - c) **To approve the editorial policy for newsletters**
  - d) **To consider next steps**
- a) Subject to one small amendment, **resolved** to approve the Annual Report. Proposed Councillor Dearden, seconded Councillor Winnard and agreed, all were in favour.

Councillor Winnard left the meeting at 7.00pm

- b) Due to new information about availability and time frames for distribution it was **resolved** to appoint Leaflet Distribution Bradford to distribute the Annual Report to all 11,100 addresses in the parish. Proposed Councillor Dearden, seconded Councillor Goode and agreed, all were in favour.
- c) **Resolved** to approve the editorial policy for newsletters. Proposed Councillor Dearden, seconded Councillor Beckwith and agreed, five were in favour and there was one abstention from the vote.

### 1819/24 Events

- a) **To appoint a Councillor to be responsible for planning and organising events**
  - b) **To consider the entry fee to Bingley Show – reimburse councillors on stall.**
- a) **Resolved** to appoint Councillor Winnard as Councillor with responsibility for organising events. Proposed Councillor Hardman, seconded Councillor Dearden and agreed, all were in favour.
  - b) **Resolved** to reimburse Councillors who attend Bingley Show for the Town Council trade stand. Proposed Councillor Dearden, seconded Councillor Goode and agreed, all were in favour.

### 1819/25 Market

- a) **To agree to pay to boost a Facebook post about the market on the 7<sup>th</sup> July**
  - b) **To consider the number of stalls Bingley Town Council should hire for upcoming markets.**
- a) **Resolved** to approve boosting a Facebook post and to reimburse Councillor Dawson for the cost. Proposed Councillor Goode, seconded Councillor Brazendale and agreed, all were in favour.
  - b) **Resolved** to agree to increase the number of market stalls hired from Bradford Council from 10 to 12 for the total cost of £237 per market. Proposed Councillor Dearden, seconded Councillor Goode and agreed, all were in favour.

#### **1819/26 Play in the Park Events**

- a) **To consider the insurance arrangements for the toilet order placed with Rob Carter.**
- b) **To consider possible provision of a mobile Changing Places toilet at Play in the Park**
- c) **To consider methods for promoting the Play in the Park events**
- a) **Resolved** to approve paying £25 to include portable toilet hire for the Play in the Park events on the Town Council's insurance.
- b) **Resolved** to provide a mobile Changing Places facility at the Play in the Park event in Cottingley on Friday 27<sup>th</sup> July and to hire this through Mobiloo for the cost of £360, insurance, delivery and staffing are provided and the service is exempt from VAT. **Resolved** to publicise the event, and the Mobiloo to Chellow Heights and Hazelbeck schools before they break up for the school holidays. Proposed Councillor Beckwith, seconded Councillor Dearden and agreed, four were in favour and two were against.
- c) **Resolved** that posters be amended to state that children attending the event must be accompanied by a responsible adult and that the promotional materials include information about toilet provision. Proposed Councillor Goode, seconded Councillor Dearden and agreed, all were in favour.

#### **1819/27 Investment Strategy**

- a) **To receive the information regarding local banks and their rates of interest for short term deposits.**
- b) **To receive the information regarding the Public-Sector Deposit fund**
- c) **To receive the risk assessment for choosing suitable accounts for depositing Town Council funds in**
- d) **To consider next steps**

**Resolved** to amend the Investment Strategy and policy at the next Full Council meeting after obtaining written advice from YLCA. Proposed Councillor Dearden, seconded Councillor Goode and agreed, all were in favour.

#### **1819/28 Policies**

- a) **To consider a policy for the access needs of councillors**
- b) **To consider next steps**

**Resolved** that Councillor Simpson is to prepare a draft policy on the access needs of councillors for the next Full Council meeting. Proposed Councillor Hardman, seconded Councillor Clough and agreed, all were in favour.

#### **1819/29 Green and Clean**

- a) **Consider inviting Joy Smith to be a non-councillor member of the Green and Clean sub-committee**
- b) **To consider arrangements for extra watering of BTC planters in hot weather**
- c) **To consider the recommendation of the Green and Clean sub-committee that Bingley Town Council endorse the use of temporary yellow spray paint by Towards a Dog Poo Free Bingley to highlight the issue**
- a) **Resolved** to appoint Joy Smith to the Green and Clean sub-committee. Proposed Councillor Clough, seconded Councillor Hardman and agreed, all were in favour.
- b) The arrangements were considered and it was noted that the current arrangements are sufficient
- c) **Resolved** to endorse the use of temporary yellow spray paint if Bradford Metropolitan District Council also endorse it. Proposed Councillor Dearden, seconded Councillor Hardman and agreed, all were in favour.

#### **1819/30 Interim Staffing Arrangements**

- a) **To approve appointing Barbara Evans as Interim Responsible Financial Officer on a self-employed basis**

**Resolved** that members of the press and public be excluded. Proposed Councillor Beckwith, seconded Councillor Clough and agreed. All were in favour.

**Resolved** to await information from YLCA, act on their advice and refer this item to the Full Council.  
Proposed Councillor Dearden, seconded Councillor Goode and agreed, all were in favour.

**1819/31 Financial Matters**

- a) **To receive and approve the signed bank statement and reconciliation for June**
- b) **To receive the budget monitoring report for the first quarter 2018-19**

The bank statement, bank reconciliation and budget monitoring report were received.

**1718/32 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 8<sup>th</sup> August 2018 at 6:30pm at Cottingley Cornerstone Centre