

## BINGLEY TOWN COUNCIL

### MINUTES OF THE MEETING OF BINGLEY TOWN COUNCIL HELD ON TUESDAY 29th MAY 2018 AT 6:30PM AT ST AIDAN'S CANAL ROAD, CROSSFLATTS, BINGLEY, BD16 2SR

Start: 6:30pm

Finish: 8:40pm

**Councillors Present:** Councillors Beckwith, Brazendale, Clough, Dawson, Dearden, Goode, Hardman, O'Neill, (part of meeting) Quarrie, Simpson, Truelove, J Wheatley, M Wheatley and Winnard.

**In attendance:** Ruth Batterley, Town Clerk

**Members of the public:** Six

#### **1819/01 Chair's Remarks**

1. The Chair welcomed Councillor John Brazendale as the newly elected Councillor for the Crow Nest ward.
2. All who helped at the Canal River Festival were thanked. Special thanks were given to Marcia Churley and Michelle Chapman for their work at the event.

#### **1819/02 Apologies for Absence**

1. To note apologies for absence
2. To receive and consider apologies for absence
3. To approve reasons for absence

Councillors Dawson and J Wheatley noted their interest in item 1819/02. They are trustees of Bingley Pool. Councillor Dawson has a dispensation to speak, but not vote on matters to do with Bingley Pool.

No written requests for dispensation had been received.

#### **1819/03 Apologies for Absence**

1. To note apologies for absence
2. To receive and consider apologies for absence
3. To approve reasons for absence

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

**Resolved** to approve the apologies of Councillor Owen. Proposed Councillor M Wheatley, seconded Councillor Simpson and agreed. All were in favour.

#### **1819/04 Resolution to Adjourn the Meeting**

**RESOLUTION** to adjourn the meeting in order to receive reports from invited guests and in order that the public be permitted to make representations, answer questions and give evidence in respect of any items of business included on the agenda or ask questions on any other matter of relevance to the parish.

**Resolved** to adjourn the meeting. Proposed Councillor Goode, seconded Councillor J Wheatley and

agreed. All were in favour.

### **Public Participation**

- **Questions / observations from members of the public**
- **Reports from invited guests:**

A resident commented and thanked the Town Council for all of the efforts in trying to establish a Changing Places facility in Bingley. She commented that a wide community will benefit from the facility, should it be installed.

Councillor O'Neill left the meeting at 6:45pm.

### **1819/05 Minutes of the Previous Meetings**

**To confirm as a correct record the minutes of the meeting held on 24th April 2018.**

**Resolved** to approve the minutes of the meeting held on 24<sup>th</sup> April 2018 as a correct record. Proposed Councillor Simpson, seconded Councillor Winnard and agreed. All were in favour, bar two abstentions from the vote.

### **1819/06 Annual Governance and Accountability Return**

- To receive the Internal Auditor's report**
- To receive the Annual Audit Report for 2017-2018**
- To consider next steps**
- To consider the review of effectiveness of internal control**
- To approve the Annual Governance Statement**

a) The internal auditor's report had been circulated with the meeting papers. The clerk was thanked for her work.

Proposed Councillor Goode, seconded Councillor M Wheatley and agreed. All were in favour.

b) The Annual Audit Report for 2017-2018 was received.

c) **Resolved** that the actions from the Internal auditor's report be implemented:

- Consideration of an Investment Strategy
- VAT reclaim to be completed quarterly
- All councillors to attend Code of Conduct training at some point

d) **Resolved** to approve the review of the effectiveness of Internal control. Proposed Councillor Goode, seconded Councillor Hardman and agreed. All were in favour.

e) **Resolved** to approve the Annual Governance Statement. Proposed Councillor J Wheatley, seconded Dearden and agreed. A document explaining the Annual Governance Statement had been circulated with the meeting papers.

### **1819/07 Accounting Statements**

**Resolved** to consider the Accounting Statements for Bingley Town Council 2017-2018. Proposed Councillor M Wheatley, seconded Councillor J Wheatley and agreed. All were in favour.

**Resolved** to approve the accounting statements for Bingley Town Council for 2017-2018. Proposed Councillor Beckwith, seconded Councillor Dearden and agreed. All were in favour.

### **1819/08 Changing Places**

#### **a) To receive an update on the Changing Places consultation**

It was noted that the details of the consultation had been circulated and the majority of respondents were in favour. The legal advice on the request for the adjustment is awaited from the solicitor.

### **1819/09 Toilets/office**

#### **a) To receive an update on the toilet/office project**

It was noted that ideas of how to implement the project are currently being dealt with.

### **1819/10 General Data Protection Regulation (GDPR)**

#### **a) To receive an update on GDPR**

#### **b) To receive the data audit**

#### **c) To consider next steps**

**To approve the recommendation of the Finance and General Purposes committee to approve:**

#### **1. The Data Protection Policy for Bingley Town Council**

#### **2. The Privacy Notices for Bingley Town Council**

#### **3. The Consent form for Bingley Town Council**

The clerk advised that she and the Administrative Officer had completed the YLCA training on GDPR on 1<sup>st</sup> May. The responsibility for GDPR rests with the council.

The data audit was received. Councillors were asked to send any suggestions of additional items for inclusion on the audit to the Administrative Officer.

**Resolved** to approve the recommendation of the Finance and General Purposes committee to approve the data protection notices, the privacy notices and the consent form for Bingley Town Council. Proposed Councillor Winnard, seconded Councillor Simpson and agreed. All were in favour.

### **1819/11 Market**

#### **a) To receive risk assessment for the suspension of financial regulations to obtain three quotations for the provision of market stalls for Bingley Market**

#### **b) To consider next steps**

#### **c) To consider the request for charity stalls**

#### **d) To consider arrangements for First Aid at the market on 2<sup>nd</sup> June**

a) The risk assessment for the suspension of financial regulations to obtain three quotations had been circulated prior to the meeting. The reason for the suspension of the requirement to obtain three quotations is to allow the order to be placed with Bradford Council. The market manager knows the area and market square well and is able to arrange for the delivery, erection and dismantling of the stalls. Resolved to suspend financial regulations. Proposed Councillor Quarrie, seconded Councillor Dawson. All were in favour.

b) **Resolved** that the order be placed with Bradford Council Markets department for the stalls for the remaining markets for the cost of £227 per market. Proposed Councillor Dawson, seconded Councillor Quarrie and agreed. All were in favour.

c) **Resolved** that Councillor J Wheatley develop a policy for charity stalls in time for consideration by the next Finance and General Purposes committee meeting. Proposed Councillor M Wheatley, seconded Councillor J Wheatley and agreed. All were in favour.

d) There were discussions about the requirement for two first aiders at the markets. Although this is recommended by the Yorkshire Ambulance, the Town Council insurer requires one

first aider. **Resolved** that the qualified volunteer first aider be used for the first market. Proposed Councillor Simpson, seconded Councillor Clough and agreed. All were in favour.

#### **1819/12 Health and Safety**

- a) To consider the Health and Safety policy for Bingley Town Council**
  - b) To consider the purchase of a First Aid box for the office**
  - c) To consider PAT testing for Town Council electrical equipment**
  - d) To consider First Aid training for staff and some councillors**
- a) **Resolved** that the Health and Safety policy be approved for Bingley Town Council. Proposed Councillor Simpson, seconded Councillor J Wheatley and agreed. All were in favour.
- b) **Resolved** that a first aid box be purchased for the office. Proposed Councillor Goode, seconded Councillor J Wheatley and agree. All were in favour.
- c) **Resolved** that TestFix be appointed for the PAT testing of Town Council electrical equipment for the fee of £20. Proposed Councillor M Wheatley, seconded Councillor Beckwith and agreed. All were in favour.
- d) **Resolved** that Councillors Truelove, Dawson, Hardman, Simpson, the Clerk and the Administrative Officer undertake first aid training with Gem Compliance for the cost of £50 per head, plus VAT. The aim of the training is to enable there to be cover for the upcoming Town Council markets.

#### **1819/13 11A/Bijou**

- a) To receive an update on 11A**
- b) To consider next steps**

Councillor J Wheatley updated the council on the position with the Club 11A. The appeal is to be heard next month.

**Resolved** letters are to be sent to Bradford Council asking for clarification about why it is possible for a club that has been closed down to have a temporary event license and in view of the history of the night club, not to allow the club to hold another event until the appeal is heard. The owners are to be requested to smarten the building up and to request that the building is not to be used as a night club until the appeal has been heard. The police are to be asked not to object to any future applications for a temporary event license because it is noted that extra resources are required to police any opening of the club and that scant police resources should not have to be used for this purpose. Proposed Councillor J Wheatley, seconded Councillor Simpson and agreed. All were in favour.

#### **1819/14 To consider the Town Council running a play scheme**

- a) To note requirements about obtaining three quotations**
- b) To receive the risk assessment for the suspension of financial regulations to obtain three quotations for the playscheme**

This item was withdrawn until the next meeting.

### **1819/15 Investment Strategy**

- a) **To approve the recommendation of the Finance and General Purposes committee to approve the Investment Strategy for Bingley Town Council**
- b) **To consider investing some funds with the Public-Sector Deposit Fund**
- c) **To consider next steps**

**Resolved** to approve the recommendation of the Finance and General Purposes committee to approve the Investment Strategy. Proposed Councillor Beckwith, seconded Councillor Winnard and agreed.

- c) **Resolved** that the Finance and General Purposes committee be delegated with deciding how much to invest with the Public-Sector Deposit Fund. Proposed Councillor Dawson, seconded Councillor Quarrie and agreed. All were in favour.

### **1819/16 Floral displays**

- a) **To consider arrangements for inspection of this year's floral displays**
- b) **To consider the request from the Flower Club for a plaque on one of the Town Council planters**

- a) The Town Council floral display scheme has extended to a wider area of the parish than last year.

### **Resolved**

The following councillors will be responsible for inspecting the displays in their wards:

Crossflatts- Councillors Dearden and Hardman

Cottingley- Office staff

Bingley Central- Office Staff

Gilstead- Councillor Winnard

Eldwick- Councillor Truelove

Poplar House- Councillor M Wheatley

The inspections are to take place once a week during the season when the planters and baskets are in place. The inspection documents once completed are to be returned to the office for the council records.

Proposed Councillor Simpson, seconded Councillor Quarrie and agreed. All were in favour.

- b) One member of the public left the meeting at 8:15pm. **Resolved** that the issue of the Flower Club donation be discussed at the next Green and Clean sub committee meeting. Proposed Councillor Dawson, seconded Councillor Simpson and agreed. All were in favour.

### **1819/17 Volunteering**

- a) **To consider arrangements for volunteers at Town Council events**

Councillor Simpson will organise the rota for council volunteers at the forthcoming market.

### **1819/18 Road Update**

- a) To receive the update**
- b) To consider next steps**

The e-mail received from the Bradford Council Highways Officer detailing the road schemes to be undertaken, had been circulated to the council. It was noted that no timescale for the completion of the schemes had been advised to the Town Council.

**Resolved** that a letter will be written to the Bradford Council Portfolio Holder for Highways inviting them to attend a meeting with Councillors Dawson, Dearden, Quarrie and J Wheatley. Proposed Councillor J Wheatley, seconded Councillor Dearden and agreed. All were in favour.

### **1819/19 Quotations and orders**

- a) To receive information on quotations and orders**
- b) To consider next steps**

The Clerk advised that it is part of her role to obtain quotations and to place written orders for work needed. Generally, orders are placed before work commences.

### **1819/20 Gazebo**

- a) To ratify the decision of the Finance and General Purposes committee to purchase a gazebo for the Town Council for the cost of £618.26**

**Resolved** that the council will ratify the decision of the Finance and General Purposes committee to purchase a gazebo for the cost of £618.26 plus VAT and delivery. Proposed Councillor Beckwith, seconded Councillor Dawson and agreed. All were in favour.

Resolved to move Items 23-27 to this point on the agenda. Proposed Councillor Dawson, seconded Councillor Simpson and agreed. All were in favour.

### **1819/23 Correspondence**

- a) E-mail from resident about various issues**
  - b) E-mail from Rifaquet Ali from Bradford Council about various events over the Summer**
  - c) E-mail re: Priestthorpe Annexe**
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- a) **Resolved** that the Bradford Council will be asked to come to a meeting to discuss air quality monitoring in Bingley and why the air monitor has been removed from the town. Proposed Councillor Dawson, seconded Councillor J Wheatley and agreed. All were in favour.
  - b) **Resolved** that the events in the e-mail from the Bradford Council officer will be published on the Town Council Social Media platforms. Proposed Councillor Dawson, seconded Councillor J Wheatley and agreed. All were in favour.
  - c) **Resolved** that Alistair Russell and Richard Lister from Bradford Council will be asked when the expressions of interest for Priestthorpe Annexe are going to be discussed. Proposed Councillor Dearden, seconded Councillor M Wheatley and agreed. All were in favour.

### **1819/24 Clerk report**

There were no questions on the Clerk's report.

### **1819/25 Committee minutes**

- a) **May Finance and General Purposes committee draft minutes**
- b) **May Planning committee draft minutes**

The minutes were noted.

### **1819/26 Finance**

- a) **To approve payments for May 2018**

**Resolved** to approve the payments for May. Proposed Councillor Truelove, seconded Councillor Beckwith and agreed. All were in favour. The receipts schedule was also circulated.

### **1819/27 To consider any promotional items that the Town Council wishes to publicise from this meeting**

**Resolved** to publicise the market, floral displays and traffic issues. Proposed Councillor Winnard, seconded Councillor J Wheatley and agreed. All were in favour.

### **1819/21 To resolve that members of the press and public be excluded from item 1819/22 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1 (2)) during consideration of items of a confidential nature.) (Award of National Pay Rise)**

**Resolved** that members of the press and public be excluded from the meeting due to the consideration of the national pay award for both members of staff. Proposed Councillor Winnard, seconded Councillor Hardman and agreed.

### **1819/22 National Pay Award**

- a) **To approve the National Pay Award for both members of staff**

**Resolved** to approve the national pay award for both members of staff. Proposed Councillor J Wheatley, seconded Councillor Goode and agreed. All were in favour.

### **1819/28 Date and location of next meeting**

To note the date of the next meeting as being Tuesday 26th June 2018 at Cardigan House, Ferncliffe Road, BD16 2TA at 6:30pm.