

**BINGLEY TOWN COUNCIL**

**MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE  
HELD AT THE COTTINGLEY CORNERSTONE CENTRE, LITTLELANDS, COTTINGLEY ON  
WEDNESDAY 8<sup>TH</sup> AUGUST 2018 AT 6:30PM**

<b>Councillors present.</b>	Councillor Beckwith, Brazendale, Clough, Dawson, Dearden, Goode, Simpson and Winnard
<b>Councillors in attendance not a member of this committee.</b>	None
<b>In attendance.</b>	Joe Ashton, Interim Town Clerk
<b>Members of the public.</b>	None

**Start: 6:30pm**

**Finish: 8:30pm**

**1819/33 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 none

**1819/34 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 Hardman. Proposed Councillor Simpson, seconded Councillor Winnard and agreed (8:0:0).

**1819/35 To confirm as a correct record the minutes of the meeting held on Wednesday 11<sup>th</sup> July 2018**

**Resolved** to confirm as a correct record the minutes of the meeting held on 11<sup>th</sup> July 2018. Proposed Councillor Clough, seconded Councillor Goode and agreed. (8:0:0)

**1819/36 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.

**1819/37 Bingley Prospectus**

- a) To receive an update on the Bingley Prospectus

An updated draft of the Prospectus was received.

- b) To consider next steps

Members discussed the content and agreed that several changes would be requested, as follows:

- The Screwfix and market photographs to be replaced
- Removal of the business logos
- Consideration of a better photograph of the golf course
- Replacement of Aldi with Marks & Spencer
- Slight alteration to the economics section and removal of the wording "and is worthy of serious consideration"

The final draft is to be presented to the Council meeting on 28<sup>th</sup> August, which will allow sign-off in time for the print deadline.

#### **1819/38 Annual Report/Newsletters**

##### **a) To review arrangements for the Annual Report**

Members noted there were areas of the town where the report had not yet been delivered but there was still time left to run on the delivery period. The deliverer had been alerted to areas where the newsletter had not been received.

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

A further check of receipt will be required at the end of August.

#### **1819/39 Events**

##### **a) To review Town Council attendance at local events**

Members discussed the need to ensure the Council is resourced for event attendance and it was agreed that a policy should be developed. There was general agreement that a minimum of six councillors must commit to an event at the start of the year/upon invitation, if it is to be viable. Within one week of an event starting, a minimum of five councillors should still be available, otherwise the Council should not attend.

##### **b) To review Play in the Park events**

Members considered that the events held at the time of the meeting had been a success with lots of attendance and good value for money. It was felt that the Town Council needs greater publicity as the funding if such events are to be held again. Councillor Goode offered to erect a banner or flag and this was agreed. Such publicity opportunities could be extended to the local village societies. Some Members felt that there was insufficient food and drink available and discussion was had about how the attendance of an ice cream van can be secured within procurement rules. It was noted that the mobile changing places facility at the Cottingley event was not used and there were mixed views as to whether this was good value for money. The Interim Town Clerk was asked to check whether the arrangements for supervision of children were satisfactory.

##### **c) To consider arrangements for Bingley Business Expo**

The Business Expo will be held on 19<sup>th</sup> September. Councillors are requested to attend. A slip is to be produced for businesses to raise issues with the Town Council. Councillor Goode will provide the necessary equipment. The event is to be advertised on the Town Council website.

##### **d) To consider arrangements for the Christmas, including lights, competitions and a Christmas tree**

It was noted that the Council, at its last full meeting, had agreed an order being placed for new Christmas lights where the existing lights are over three years' old. The Interim Town Clerk confirmed that the sponsorship agreement with Bradford Council for the provision of the main Christmas tree requires signing and that confirmation would be sought as to whether any non-domestic rates would be included in the cost. Councillor Owen will be asked to provide a further update to the Council about the schools' competition.

##### **e) To consider next steps**

There were none

#### **1819/40 Floral Displays 2019**

##### **a) To consider allocation of £150 to cover wildflower seeds, compost and topsoil and preparing the beds for the 2019 display**

Proposed Councillor Goode, seconded Councillor Dawson and agreed. (8:0:0)

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

The Interim Town Clerk will liaise with Councillor Goode regarding procurement.

#### **1819/41 Winter Planting 2018/19**

##### **a) To consider commissioning a nursery to plant up the barrier baskets and tubs as last year**

A comparison of local nurseries indicated that Carlton Nurseries, which had been commissioned in the previous year, were still able to provide the service required at a competitive price. Proposed Councillor Simpson, seconded Councillor Goode and agreed that £2000 be allocated for the commissioning of Carlton Nurseries to plant up the barrier baskets and tubs as last year and to cover the cost of the purchase of winter bedding plants. (8:0:0)

**b) To provide winter bedding plants through Bradford Council for local groups/village societies as last year**

A written price structure had been received from Bradford Council which compared favorably on price to the sample of other local suppliers. Proposed Simpson, seconded Councillor Goode and agreed that bedding plants be purchased from Bradford Council and from within the £2000 allocated at (a) above.

(8:0:0)

**c) To consider arrangements for bulb planting**

Councillor Simpson agreed to organise this.

**d) To consider next steps**

There were none

**1819/42 Allotments**

**To consider reimbursing Councillor Hardman for allotment expenses**

It was noted that Councillor Hardman had incurred expenses in the purchase of flowers to thank the volunteers assisting with the allotment open day. Proposed by Councillor Dearden, seconded Councillor Dawson and agreed that a reimbursement be made of up to £50 on production of a receipt. (8:0:0)

**1819/43 Finance**

**a) To receive and approve the signed bank statement and reconciliation for July**

Councilor Beckwith confirmed he had checked and signed the reconciliation earlier in the day and copies were presented. The Interim Town Clerk was requested to seek a breakdown of the costs contained within the invoice from Lupton Fawcett (for legal advice) and a revised invoice with a more accurate description of the services provided. Proposed Councillor Beckwith, seconded Councillor Dearden and agreed that the signed bank statement and reconciliation be approved. (8:0:0)

**b) To receive the budget monitoring report for the first quarter 2018-19**

The Interim Responsible Financial Office (not present) had provided a printed update on the budget monitor to date, which was received. The Interim Town Clerk was asked to seek a breakdown of the costs incurred by Andrew Towleron (Neighbourhood Planning consultancy).

**c) To receive an update on the Investment Strategy Policy**

The Interim Town Clerk informed Members that he had sought advice from Yorkshire Local Councils Associations (YLCA) to confirm that the proposed, revised Investment Strategy Policy met with current guidelines and regulations. YLCA had referred the matter to the finance advisers at the National Association of Local Councils (NALC). The response was awaited and expected within a week or so. It was decided that the Council should ratify the proposed changes and the movement of money at its next meeting (subject to receipt of the NALC advice). The Interim Town Clerk was asked to make enquiries as to what is required to move the money to the preferred accounts and to plan to facilitate this.

**1819/44 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 12<sup>th</sup> September 2018 at 6:30pm at Cottingley Cornerstone Centre.