

	Councillors Dawson, Dearden, Goode, Owen, Quarrie (for part), Simpson, Truelove, Winnard and Mr Richard Holmes
	Councillors J. Wheatley and Winnard (for part)
	Ruth Batterley, Town Clerk Joe Ashton, Interim Town Clerk
	None

There were none from members of the committee.

It was noted that Diana Greenwood (Bradford Council Tourism Service) had sent her apologies. Councillor Hardman also asked for her apologies to be recorded.

There were none.

The Interim Town Clerk confirmed that the agenda contained an incorrect date for the previous meeting.

to confirm as a correct record the minutes of the meeting held on 4<sup>th</sup> July 2018. Proposed Councillor Simpson, seconded Councillor Goode and agreed. (7:0:0)

No member of the public wished to raise any item.

Mr Bird gave a short presentation about the launching of the “Bingley Directory”, which will coincide with national Small Business Saturday on 1<sup>st</sup> December. Mr Bird invited the Council to participate in the 2018 and 2019 events. In 2019 it may be possible host the Small Business Saturday tour bus, which visits different places in the country and could park in the town centre.

Members discussed the scheme and possible ways in which the Town Council could support the event. Members suggested to Mr Bird that he contacts the Chamber of Trade and attends the Bingley Business Expo.

that the Town Council’s support in 2018 will be limited to publicity on social media and the website/news bulletins. Further participation can be considered for 2019.

Proposed Councillor Dawson, seconded Councillor Simpson and agreed. (7:0:0)

Mr Bird left the meeting.

There were no further updates.

The Interim Town Clerk was asked to liaise with Diana Greenwood (Senior Tourism Officer, Bradford Council) to identify the exact locations for signs needed to direct pedestrians to the Five Rise Locks. Councillors Dawson and Dearden will scope the involvement of a local artist to provide a mural. A meeting has also taken place regarding enhancement of visitor information on the Town Council website.

This matter had been resolved at a meeting of the Town Council.

A final version had been agreed by the full Town Council with any further amendments delegated to the Town Clerk.

Members discussed where copies should be sent and agreed the following:

- Bradford Council
- Estate agencies in Bradford, Leeds and locally
- Economic development agencies
- Hotels and conference venues

- Bradford Chamber
- Other local chambers of trade and commerce
- Bradford Property Forum
- Local architects and surveyors
- Marks & Spencer
- Philip Davies MP

that the Prospectus should be introduced by e-mail with an electronic copy attached, a meeting requested and then followed-up with a hard copy in the post. Proposed by Councillor Goode, seconded Councillor Truelove and agreed. (7:0:0)

Councillors Quarrie and Truelove provided an update. A map of all street furniture is held. Three estimates are needed for the Market Square as the start zone; the existing quotes are per type of furniture rather than for an area. Bradford Council will need to be asked as to approved contractors. Councillor Simpson asked if the repainting of the flower planters could be included. It was confirmed that this work has already been approved by Bradford Parks and can be included in the Market Square scheme. The Town Clerk was asked, in consultation with Councillor Truelove, to establish a meeting with relevant officers in Bradford Council Highways and Parks departments, to obtain firm prices and permissions and report back.

Councillor Truelove provided an update. There are eight seats under consideration. It was confirmed that the two seats outside the Arts Centre are not included in the current scheme. The Rotary Club are requesting a price from Bagnalls for the repainting work. However, some repair work is needed before the painting can be done. Mel Smith (Area Parks Manager, Bradford Council) is sending details of a joiner. It is recommended that Finance and General Purposes Committee provides a budget of up to £500 for the required joinery. Councillor Goode will make a site visit and assess the likely cost.

Proposed Councillor Goode, seconded Councillor Truelove and agreed (7:0:0)

Councillors Quarrie and Winnard left the meeting.

1819/20 The Chair proposed that the exclusion of the press and public be brought forward in the agenda because of the potential for commercially sensitive information to be disclosed during the consideration of Items 1819/19 and 1819/21.

that members of the press and public be excluded from Items 1819/19 and 1819/21 under the provisions of the Public Bodies (Admissions to Meetings) Act 1960 s1 (2) during consideration of items of a confidential nature (commercially sensitive information regarding invitation to tender).

Proposed Councillor Dawson, seconded Councillor Simpson and agreed (6:0:0)

Councillor Simpson provided an update on the information received from the landlords and from two

cleaning/operational contractors with experience providing public toilets. No detailed information was available about the costs of mothballing the toilets except that the cost to Bradford Council is £6,000 per annum, much of which is Non-Domestic Rates. One of the two commercial companies declined to quote for temporary re-opening. The other company will quote but the figures had not yet been received. It was confirmed that the toilets would likely require cleaning twice per day and would also require electrical, mechanical and structural works to allow for re-opening in a limited version of the current configuration. A further quotation will be required if the proposal is pursued.

Following detailed discussions about the costs and logistics of re-opening the public toilets on a temporary basis, Members did not feel the costs would be good value for money and instead preferred to accelerate efforts to permanently re-open a facility to the specification previously agreed for two toilet units and an office for the Town Council.

There was nothing further to add to (a) above.

Councillor Simpson provided an update. Trevor Foster (Bradford Council) has provided technical details. John Coulton (Bradford Council) could not provide an accurate plan of the room without charging for it but he did provide a sketch showing the positions of each item within the room. The specification from Antal Poor (Bradford Council) has been provided but some clarification is required about costs. Most of the cost is for the track hoist.

After discussion it was decided that the following clarifications were required:

- Confirmation as to whether the quotation is a firm price
- If it is a prime/provision costing, a firm cost is required for the track hoist, table and everything else so that the facility is walk-in ready when completed
- Confirmation that Bradford Council will insure and maintain the facility
- Whether any external grant funding might be available to assist with the cost
- Confirmation that all legal requirements and guidance in relation to the Equalities Act 2010 and public consultation have been or will be fulfilled and followed

It was agreed that further discussion, once the above matters have been clarified, should be referred to the Finance and General Purposes Committee.

Richard Holmes updated the sub-committee on the preparation of the draft invitation to tender, which had been produced by Councillors Simpson and Dawson, then checked and slightly altered by Richard.

The draft tender document presented at (a) above was discussed and the following amendments were made:

- Add “work within the public sector (local council) legal framework” (omitted in error)
- Correct identified typographical errors

With those amendments, it was proposed by Councillor Goode, seconded Councillor Simpson and agreed for recommendation (6:0:0).

The Town Clerk will ask Yorkshire Local Councils Associations to check the invitation to tender documentation.

This matter was considered together with (d) below

Following discussion, it was considered that opting-in to the Financial Regulations as they apply to procurement/ contracts of over £25,000 would secure best competition and transparency. It was not thought that a budget of £500 would be adequate based on the prices received for newspaper advertisements. In addition, a project manager could come from anywhere in the country and would need wider advertisement. It was therefore decided to recommend to the Finance and General Purposes Committee that an advertisement is funded in one newspaper (comparisons to be sought) and on Contracts Finder, thereby satisfying the relevant Financial Regulations.

Proposed Councillor Dawson, seconded Councillor Good and agreed (6:0:0).

The Town Clerk informed members that the project management and pre-construction works can be capitalised, however any costs incurred prior to the loan being received would need to be funded from the contingency for the new building.

Richard Holmes confirmed that it is common practice for project management and pre-construction works to be invoiced after planning permission has been granted and not upfront. The Town Clerk confirmed that a budgeted contingency is held for any upfront costs that may require payment before the loan is received.

that the date of the next Town Centre and Regeneration Subcommittee meeting is Thursday 18<sup>th</sup> October 2018 at 5:00pm in Cottingley Cornerstone Centre.

Proposed Councillor Dawson, seconded Councillor Simpson and agreed (6:0:0)