

BINGLEY TOWN COUNCIL



Cottingley Community Centre, Littlelands, Cottingley, Bingley, BD16 1AL

BINGLEY TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY MEETING OF BINGLEY TOWN COUNCIL HELD ON TUESDAY 4TH DECEMBER 2018 AT 6:30PM AT BINGLEY METHODIST CHURCH, HERBERT STREET, BINGLEY, BD16 4JU

Start: 6:30pm

Finish: 7:37pm

Councillors Present: Councillors Beckwith, Clough, Dawson, Dearden, Goode, Hardman, Owen, Quarrie, Simpson, Truelove and Winnard.

In attendance: Ruth Batterley, Town Clerk and Laura Jowett, Administrative Officer

Members of the public: Two

1819/168 Chair's Remarks

The Chair of the Council welcomed everyone to the Extraordinary Meeting of Council, the purpose of which is to co-opt a councillor to Bingley Town Council for the first time. The Chair stated that she is delighted that candidates are interested in joining the council and would encourage any unsuccessful candidates to stand for election in May.

1819/169 Apologies for Absence

- 1. To note apologies for Members' absence (if applicable).**
- 2. To receive and consider apologies for absence**
- 3. To approve reasons for absence**

Resolved to approve the reason for absence for Councillor Brazendale.

Resolved to approve the reason for absence for Councillor O'Neill.

Councillor J Wheatley and Councillor M Wheatley were not present.

1718/170 Disclosures of interest

- 1. To receive declarations of interest from councillors on items on the agenda.**
- 2. To receive written requests for dispensations for disclosable pecuniary interest**
- 3. To grant any requests for dispensation as appropriate.**

None received

1819/171 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.

Public Participation

- **Questions / observations from members of the public**

- **Reports from invited guests:**

No members of the public were present, other than the candidates for co-option.

1819/172 To receive and hear presentations from candidates standing for co-option to Bingley Town Council

- a) **Maureen Carney**
- b) **Phillipa Gibbons**
- c) **John Woodman**

Due to an administrative error Maureen Carney had not received notice of the meeting and was not present. Phillipa Gibbons and John Woodman gave presentations and answered questions from councillors.

1819/173 Exclusion of the press and public

To resolve that members of the press and public be excluded from item 1819/174 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1 (2)), during consideration of items of a confidential nature.

(Consideration of candidates for co-option- personal information)

Resolved to exclude the press and public from items 1819/174 for reasons of consideration of candidates for co-option – personal information.

Two members of the public left the meeting.

1819/174 To consider the candidates for co-option

The council were notified that Maureen Carney had withdrawn her nomination. The council considered the remaining candidates.

Two members of the public returned to the meeting at 7.20pm

1819/175 To consider the co option of a candidate to Bingley Town Council

Candidates were advised that unsuccessful candidates have opportunities to become involved with Bingley Town Council through sub-committees.

Both candidates were proposed and seconded. Voting took place by a show of hands.

Resolved to co-opt Phillipa Gibbons to Bingley Town Council as a councillor for the Lady Lane and Oakwood ward.

Phillipa Gibbons signed the Declaration of Acceptance of Office which was witnessed and countersigned by the Town Clerk.

An adjournment was called at 7.27pm

Councillor Beckwith, Councillor Gibbons and Councillor Quarrie left the meeting at 7.29pm

One member of the public left the meeting at 7.29pm

The meeting reconvened at 7.30pm

1819/176 Exclusion of the press and public

To resolve that members of the press and public be excluded from item 1819/177 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1 (2)), during consideration of items of a confidential nature.

(Consideration of selection procedure and confidential pricing information for the three-year floral display contract)

Resolved to exclude the press and public from items 1819/177 for reasons of consideration of selection procedure and confidential pricing information for the three-year floral display contract.

1819/177 Floral display tender

- a) To receive the opened tenders
- b) To consider the selection procedure for the floral display contractor
- c) To receive the business plan/financial appraisal for the three-year contract
- d) To consider the risk assessment for the floral display scheme
- e) To consider which contractor to appoint
- f) To consider next steps

a) One tender was received, and opened on Monday 3rd December, for £37,270.44 for the three-year contract to meet all Bingley Town Councils specifications.

b) The selection procedure was considered. Strenuous attempts had been made in 2016 and 2017 to obtain quotes for hardware, planting and maintenance but were largely unsuccessful. This was due to the maintenance element required.

The process for the tender of this contract was agreed by full council in line with the council's Standing Orders and Financial Regulations. A public notice was placed in the Telegraph and Argus on Monday 19th November and an entry placed on the Contract Finder website. The clerk had received advice from the Society of Local Council Clerks that the tender received could be accepted or the council could make further efforts to obtain quotes, for example in specialist sector magazines.

- c) **Resolved** to approve the business plan/financial appraisal for the three-year contract
- d) **Resolved** to approve the risk assessment for the floral display scheme
- e) **Resolved** to award the three-year contract for floral displays to Carlton Nurseries for £37,270.44

1819/178 To consider any promotional items that the Town Council wishes to publicise from this meeting

None

1819/179 Date and location of next meeting

To note the date of the next meeting as being Tuesday 18th December 2018 at Eldwick Church Hall, Otley Road, Eldwick, Bingley BD16 3EQ at 6:30pm