

BINGLEY TOWN COUNCIL



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

MINUTES OF THE REMOTE EXTRAORDINARY MEETING OF BINGLEY TOWN COUNCIL HELD ON FRIDAY 4TH SEPTEMBER 2020

Start: 10:00AM

Finish: 11:33PM

Councillors present: Clough, Drucquer, Dawson, Goode, Miah, Owen, Pennington, Simpson, Truelove Williams and Winnard.

In attendance: Ruth Batterley, Town Clerk

Members of the public: none

2021/102 Chair's remarks

The Chair thanked everyone who had had any involvement in the Hub project, particularly Richard Holmes

2021/103 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 Malik.

Resolved to approve the reasons for absence for Councillor Heseltine.

2021/104 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

2021/105 Minutes

To approve the minutes of the meeting held on Tuesday 25th August 2020

Resolved to approve the minutes of the meeting held on 25th August 2020.

2021/106 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 was present.

2021/107 Council Hub

- a) **To consider the cost of £125 for a legionella risk assessment. Resolved** to approve the cost of a legionella risk assessment to be provided by Waterwise for the cost of £125.
- b) **To consider the cost of £406 for a fire risk assessment, extinguishers and signs. Resolved** to approve the cost of £406 for fire items to be provided by Aalto Fire Ltd.

- c) **To consider the cost of up to £150 for a safe for the office.** An amended motion was tabled to increase the amount to £200. **Resolved** to delegate to the Clerk the purchase of a safe for up to £200.
- d) **To recommend waiving financial regulation 11.d for the signage to be purchased from Jess Wright Graphics without pricing competition for the reason that the quotation was submitted late.** **Resolved** to waive financial regulation 11.d as the quotation from Jess Wright Graphics had come very late and delay may mean that the public toilets will not be able to open.
- e) **To consider the risk assessment for the suspension of financial regulation 11.h.** **Resolved** to agree the risk assessment for the suspension of financial regulation 11.h for the reason that if the order for the signs is not placed, the public toilets may be delayed in opening.
- f) **To consider the cost of £1,368 for signage for the Hub.** **Resolved** to approve the cost of £1,368 for signage with Jess Wright Graphics Ltd. Councillor Clough left the meeting at 10:20am.
- g) **To consider the cost of £340 for hygiene bins.** An amended motion was tabled that the amount be raised to £430 to enable a fortnightly nappy collection. **Resolved** to place an order for hygiene services for £430 with TWC Services.
- h) **To consider the cost of up to £637 for waste collection.** An amended motion was tabled to increase the amount to up to £700. **Resolved** to sign up to the blue bag scheme with Bradford Council for up to £700.
- i) **To consider the cost of £200 for Covid measures.** **Resolved** to delegate to the clerk up to £200 for covid measures for the office.
- j) **To consider a building reinstatement assessment by Bowman Riley for the cost of £600.** **Resolved** to approve a building reinstatement assessment undertaken by Bowman Riley up to the value of £600. The clerk noted that currently the Hub is insured for the value of £338k; this may need amending depending on the assessment.
- k) **To consider options for artwork for the foyer.** **Resolved** to approve the artwork offered by Jane Fielder to be placed on the left-hand side of the foyer.

2021/108 Risk assessments

- a) **To consider the risk assessment for the transfer and functionality of Bingley office.** **Resolved** to approve the risk assessment for the transfer and functionality of the office.
- b) **To consider the risk assessment for the public toilets.** **Resolved** to approve the risk assessment for the public toilets.
- c) **To consider the risk assessment for coins from the public toilets.** **Resolved** to approve the risk assessment for coins for the public toilets. A swipe card is to be investigated rather than cash.
- d) **To consider the risk assessment for the office.** **Resolved** to approve the risk assessment for the office. Councillor Williams left the meeting at 10:51 am and returned at 10:55am.

2021/109 CCTV

- a) **To consider the risk and resource assessment for the CCTV at the council Hub.**

2021/110 To resolve that members of the press and public be excluded from items 2021/111/112/113 and 114 Under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature. (Commercial information regarding costings for cleaning contract, removal cost, electricity contract and blinds)

Resolved to exclude the press and public for reasons of commercially sensitive information in relation to the cleaning contract, removal costs, electricity contract and purchase of office blinds.

2021/111 Appointment of cleaning contractor

- a) **To consider the appointment of the cleaning contractor for up to £23,000**

Resolved to appoint Cleanfix for the amount of £11,179 and up to £25 per emergency call out. This is

subject to a satisfactory post tender analysis with the potential contractor.

2021/112 Removal company

- a) **To consider the appointment of a removal firm for up to £675.**

Resolved to appoint AM PM Removals for £280. Councillor Dawson left the meeting at 11:10am.

2021/113 Electricity provider

- a) **To consider which company to place an order for the contract for the electrical supply.**

Resolved to go into contract with Ecotricity for the cost of 15.78 pence per single unit and 24pence per day standing charge on a 28-day rolling contract.

2021/114 Office blinds

- a) **To consider which company to appoint for office blinds for up to £800. Resolved** to appoint Interior Furnishings Bingley for the cost of £375 including VAT.

2021/115 To consider any promotional items that the Town Council wishes to publicise from this meeting

Resolved to publicise the building being handed over on 4th September and that certain fitting out needs to be completed.

2021/116 Date of the next meeting

To note the date of the next meeting as being Tuesday 29th September at 6:30pm