

BINGLEY TOWN COUNCIL



Bingley Town Council, Myrtle Place, Bingley, BD16 2LF

Finance and General Purposes Committee

Date: Thursday 3rd March 2022

The public and press are invited to attend the Finance and General Purposes Committee meeting of Bingley Town Council, which will be held on Wednesday 9th March 2022 at The Hub, Myrtle Place, Bingley, BD16 2LF, at 6.30pm.

A handwritten signature in black ink, appearing to read 'E. Haskins', is placed over a light grey rectangular background.

Eve Haskins

Town Clerk to the Council

Bingley Town Council, Myrtle Place, Bingley, BD16 2LF

townclerk@bingleytowncouncil.gov.uk 07529 222679

This meeting is open to the press and public by virtue of the Public Bodies (Administration of Meetings) Act 1960, s1

AGENDA

2122/144 Apologies for absence

- a) To note apologies for absence.
- b) To approve reasons for absence.

2122/145 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 receive and consider requests for dispensation as appropriate.

2122/146 Minutes

To confirm as a correct record the minutes of the Finance and General Purposes Committee meeting held on 9th February 2022 (attached).

2122/147 Confidential items to be discussed after item 2122/160

To consider if any items on the agenda need to be discussed in confidence after item 2122/160, following exclusion of the press and public, due to their sensitive nature.

2122/148 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 Chair.

2122/149 Bank reconciliation, statement and balances

To receive and agree the bank reconciliation (to follow) and statements for February 2022 (attached), and to note the balances to date (to note at meeting).

2122/150 Internal Auditor's Report

To consider the following recommendations and comments within the most recent Internal Auditor's Report (attached), regarding budget virements and further details required, and to agree any actions to take back to the Full Council:

- a) More details required for the presentation of 2022-23 budget (attached) to state where underspends have come from and the reasons for them (to emphasise that these are one-off savings and cannot be relied upon in future).
- b) A separate cost centre for the running costs should be set up in the 2022-23 budget.
- c) Further detail is required for the calculation of reserves for 2022-23 for the year end internal audit.
- d) Improve business case process to be implemented to ensure that the Council can effectively manage new projects in the future.

2122/151 Asset Register

To consider the revised Asset Register for 2021-2022 with any recommendation to be made to the Full Council as necessary (to follow).

2122/152 Facilities Management Sub Committee

To consider the recommendations from the Facilities Management Sub Committee and to agree any actions.

2122/153 Direct Debit for Business Stream (water provision for allotments and Hub)

To consider and approve the Direct Debit for the water costs for the Hub and allotments.

2122/154 Green and Clean

To receive an update from Councillor Goode and to agree any actions.

2122/155 Markets update

To receive an update on the markets.

2122/156 Allotments

To receive an update on allotments and consider any issues, including on the following:

- a) To agree the annual rent increase for allotment rents for 2022-2023 in line with the Consumer Price Index (CPI).

2122/157 CIL Policy review

To receive an update on the amendments to the CIL Policy and to agree any actions.

2122/158 Communications and Social Media Policy review

To review the Communications and Social Media Policy, with a view to including expectations of councillors' email access to information, and to agree any actions (current Communications and Social Media Policy and an example Email Policy attached).

2122/159 Grant Scheme Guidelines and Criteria

To review the Grant Funding Scheme Guidelines and Criteria, and to agree any amendments, including submission dates for the year (current Grant Scheme Guidelines and Criteria attached).

2122/160 Risk Management

To review risk, identifying any new or unacceptable levels of risk to the Town Council, and to receive an update on the review of the Council's Risk Management and Risk Assessment Policy.

2122/161 Exclusion of the press and public

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

2122/162 Date of next meeting

To note the date for the next Finance and General Purposes Committee meeting as being Wednesday 13th April 2022 at 6.30pm at the Hub, Myrtle Place, Bingley.