

BINGLEY TOWN COUNCIL



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

Finance and General Purposes Committee

Date: Wednesday 17th August 2022

The press and public are invited to attend a meeting of the Finance and General Purposes Committee meeting of Bingley Town Council, which will be held on Monday 22nd 2022 at The Hub, Myrtle Place, Bingley, BD16 2LF, at 6.30pm.

A handwritten signature in black ink that reads 'E. Haskins'.

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

2223/45 Apologies for absence

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

2223/46 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.

2223/47 Minutes

To confirm as a correct record the minutes of the Finance and General Purposes Committee meeting held on 20th July 2022 (attached).

2223/48 Confidential items to be discussed after item 2223/61

To consider if any further items on the agenda need to be discussed in confidence after item 2223/60, following exclusion of the press and public, due to their sensitive nature.

2223/49 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.

2223/50 Allotments

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

- a) To receive the Allotment Report (attached), and to agree any actions including approaches to plots 27 and 23 and commissioning of tree and ivy clearance.
- b) To approve a quote for the work on the trees (recommend that this item is considered after agenda item 2223/61).
- c) To consider the size of allotment plots, and to agree any actions.
- d) To consider delegation to Town Clerk/Allotments Officer for small amounts of allotment spend.

2223/51 Ongoing issues

To receive an update on the following ongoing issues:

- a) Website.
- b) Three-year budget strategy.
- c) Internal auditor.

2223/52 Bank reconciliation, statement, budget monitor and balances, external audit

- a) To receive and approve the bank reconciliations for July (attached).
- b) To receive and approve the bank statements for July 2022 (attached).
- c) To note bank balances (to note at meeting).
- d) To consider a recommendation to Full Council regarding the email from the Smaller Authorities' Audit Appointments Ltd (SAAA) concerning the option to opt out of the SAAA central external auditor appointment arrangements (email attached).

2223/53 Speed Indicator Devices (SIDs)

To receive an update on the SIDs (further information to follow) and to agree recommendations to the Full Council.

2223/54 Grant application

To consider the grant application from Bingley Remembrance Day Group (attached).

2223/55 Volunteering for Council work

To consider the advice from the insurance company (attached) on volunteers working for the Council, and to agree any actions, including on the following:

- a) Recommendations for risk assessments.
- b) Volunteer Policy (example policy attached and the Council's Volunteer Policy to follow).

2223/56 Green and Clean

To receive an update on Green and Clean, and to agree any actions, including on the following:

- a) To consider the use/discarding of the defunct wooden sleeper, formally at the Hub.
- b) To consider recent and upcoming litter picks.

2223/57 Consultation from Bradford Council: Alcohol Public Space Protection Order (PSPO)

To consider the consultation from Bradford Council on the Alcohol PSPO (further information to be found here: <https://bradford.moderngov.co.uk/mgConsultationDisplay.aspx?ID=468>).

2223/58 CIL funding

To receive an update on the CIL funding, to ensure the spend is monitored, and to agree any actions.

2223/59 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.

2223/60 Date of next meeting

To note the date for the next Finance and General Purposes Committee meeting as being on the usual day of Wednesday 14th September 2022 at 6.30pm at the Hub, Myrtle Place, Bingley.

2223/61 Exclusion of the press and public

To resolve that members of the press and public be excluded from items 2223/62, 2223/63, 2223/64 and 2223/65 under the provision of the Public Bodies (Admission to Meetings Act 1960 s1 (2)), during consideration of items of a confidential nature.

2223/62 Hub building issues

To consider any issues regarding the Hub building and to agree any actions, including on the following:

- a) CCTV (four quotes attached).

2223/63 Payroll provider

To agree a new payroll provider (three quotes attached).

2223/64 Staff training

To approve the following:

- a) Payment for the Introduction to Local Council Administration (ILCA) course for a new staff member.
- b) One hour study leave per week for a part-time member of staff to undertake the Certificate in Local Council Administration (CiLCA).

2223/65 Rialtas

To approve payment for Rialtas to be installed on the Town Clerk's laptop (quote attached).