

BINGLEY TOWN COUNCIL



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

Minutes of the meeting of the Finance and General Purposes Committee held on Wednesday 10th November 2021 at 6.30pm at the Hub, Bingley Town Council, Myrtle Place, Bingley, BD16 2LF

Councillors present: Beckwith, Carney, Gibbons, Goode, Miah, Owen, Williams

Non-member Councillors present: Kirdale

In attendance: Eve Haskins, Town Clerk, Nicola Mansfield-Smith, Deputy Clerk

Members of the public: None

Start time: 6.30pm

2122/77 Apologies for absence

Apologies noted and reasons for absence approved from Councillor Clough.

2122/78 Disclosures of interest

None received.

No written requests for dispensation had been received.

2122/79 To confirm as a correct record the minutes of the Finance and General Purposes Committee meeting held on 13th October 2021

Resolved to confirm the minutes of the Finance and General Purposes Committee meeting held on 13th October 2021 as a correct record, subject to the following amendment: Councillor Owen was present at the meeting.

2122/80 Confidential items to be discussed under item 2122/88

Resolved to move item 2122/83 to allow it to be discussed in confidence after item 2122/88, following the exclusion of the press and public.

2122/81 Public Participation

None.

2122/82 Bank reconciliation

Resolved to receive and agree the bank reconciliation and statement for October 2021.

Councillor Beckwith entered the meeting at 6.45pm.

2122/84 Green and Clean

Resolved to receive the following updates from Councillor Goode, and to agree the following:

- a) Clearing of snickets locally: continues to be a work in progress, Councillor Goode to continue to liaise with Bradford Council regarding their input into this and will keep everyone updated.
- b) Trees for Streets:

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- i) Risk and Resource Assessment form for Trees for Streets received and approved.
- ii) The purchase of five trees from the Trees for Streets scheme considered and approved: Councillor Goode to liaise with Bradford Council to regarding locations for the five trees, and the Town Clerk to add the planting of further trees to the next agenda of the Climate Emergency Working Group meeting.

2122/85 Markets update

Resolved to receive an update from Councillor Owen on markets, including to accept the report from the meeting with Otley Town Partnership on 6th November 2021, outlining the following:

- Confirmed that stallholders are recruited through local networks, and currently average 16 local produce stalls, plus one local charity and one not-for-profit stall (ideally market could support 20-25 stalls).
- Market agreement with Otley Town Partnership for 2022 to be drawn up, including dates for 2022.
- Further publicity and promotion material for the market to be organised.
- Investigations to take place to determine the outcome of the recent electrical points inspection carried out by Bradford Council.
- Potential long term projects identified, including a CAT for Market Square for the Town Council, permanent open coverings, and the future of market from 2023 where the Town Council may have to facilitate the delivery of the stalls if Otley Town Partnership ceased delivery of them, including the need for a lock up container near Market Square.

2122/86 Grit bins

Resolved to consider the gritting needs for this winter, including to agree to the initial filling of the 18 identified bins, as well as to send the list of new potential bin locations to Bradford Council for their assessment, and to delegate to the Clerk the refill of the bins as necessary at a cost of £50 per bin.

2122/87 Risk management

Resolved to review risk and identify the following new or unacceptable levels of risk to the Town Council: None identified.

2122/88 Exclusion of the press and public

Resolved that members of the press and public be excluded from items 2122/89, 2122/90, 2122/91 and 2122/83 under the provision of the Public Bodies (Admissions to Meetings Act, 1960 s1 (2)), during consideration of an item of a confidential nature.

Councillor Kirdale left the meeting at this point.

2122/89 Pay rise for staff member

Resolved to approve the pay rise for a staff member: the member of staff was praised by the Committee for her diligence and hard work.

2122/90 Cleaning contract

Resolved to consider the cleaning contract for 2022, and to agree that the Town Clerk to liaise with the cleaning company to clarify the costs and inclusions for next year (commencing January 2022), to

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organise a new contract/contract amendment incorporating this information, and to determine whether this contract price would be honoured for three years, as previously stated.

2122/91 Grant application

No grant applications received.

2122/83 Budget

- a) **Resolved** to defer the half yearly budget monitoring review for 2021-22 to the next meeting, following the upcoming meeting with the Internal Auditor.
- b) **Resolved** to consider the draft budget for 2022-2023 and to agree to recommend the following to the Full Council:
 - To amend cost centre 4192 (Running costs: toilets) to £22,000.
 - To amend cost centre 4490 (Grants) to £20,000.
 - To amend cost centre 4460 (Regeneration and Tourism) to £12,000.
 - To amend cost centre 4215 (Communications) to £5,000.
 - To maintain increased staffing costs (code 4000: Existing staff salaries) to incorporate the need for further admin hours.

Agreed that the Town Clerk to amend the priority list to incorporate the appropriate cost centre code where included in the budget.

2122/92 Next meeting of the Finance and General Purposes Committee

Noted that the date for the next Finance and General Purposes Committee meeting is scheduled for Wednesday 8th December 2021 at 6.30pm at the Hub, Myrtle Place, Bingley.

The meeting closed at 8.30pm.

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