

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 9th March 2022 at 6.30pm at the Hub, Myrtle Place, Bingley, BD16 2LF

Councillors present: Beckwith, Gibbons, Goode, Williams

Non-member Councillors present: None

In attendance: Eve Haskins (Town Clerk), Ruth Thompson (Admin Officer)

Members of the public: None

Start time: 6.30pm
End time: 8.06pm

2122/144 Apologies for absence

Apologies noted and reasons for absence approved from Councillors Carney, Clough and Miah.

2122/145 Disclosures of interest

No disclosures of interest received.
No written requests for dispensation had been received.

2122/146 Minutes

Resolved to confirm the minutes of the Finance and General Purposes Committee meeting held on 9th February 2022 as a correct record.

2122/147 Confidential items to be discussed under item 2122/161

Resolved to agree that no items to be discussed in confidence after item 2122/161 following exclusion of the press and public.

2122/148 Public Participation

None.

It was agreed to take agenda item 2122/156 after item 2122/148.

2122/156 Allotments

- a) Allotment rents: **Resolved** to agree an annual rent increase for allotment rents for 2022-23 in line with the Consumer Price Index (4.9% in January 2022).
- b) Beck Lane allotments:
 - (i) **Resolved** that further research to be undertaken into the need for a higher perimeter fence to deter deer, including whether this would require planning permission and whether galvanized mesh would be preferable (quotes to be sought and brought back to this Committee).

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- (ii) **Resolved** the following: to agree that the outgoing tenant at Plot 27 to be asked if he can organise for the necessary clearing work to be undertaken, if not he will need to cover the costs or complete a waiver application form on the grounds of exceptional circumstances/financial hardship; to approve the application for waiver of plot clearance form; to agree that the incoming tenant on Plot 27 be given permission to undertake the structural repairs to the greenhouse/shed structure; to agree that the Town Council will subsidise incoming tenants with their clearing works/remedial structural works if necessary (e.g. covering the cost of a skip etc.).

2122/149 Bank reconciliation, statement and balances

Resolved to receive and agree the bank reconciliation and statement for February 2022, and to note the balances to date, as follows:

- Unity Bank: £73,902.97.
- Public Sector Deposit Fund: £153,334.00.

2122/150 Internal Auditor's Report

- a) 2022-23 budget: **Resolved** to confirm that annotations providing greater explanations regarding underspends have already been agreed at Full Council and duly made to the budget.
- b) Changing Places cost centre: **Resolved** to confirm that a separate cost centre for the Changing Places toilet costs have already been agreed at Full Council and the budget duly amended accordingly.
- c) Reserves for 2022-23: **Resolved** to agree that the Town Clerk to liaise with the Internal Auditor regarding the further details required for the calculation of reserves for 2022-23 for the year end internal audit.
- d) Improved business case process: **Resolved** to agree that Councillors Gibbons and Williams to work with Councillor Kirdale to bring a reasoned document on the Council's business case process back to the Committee for approval.

2122/151 Asset Register

Agreed to defer this item to the next Full Council meeting on 29th March 2022.

2122/152 Facilities Management Sub Committee

Resolved the following:

- Entrance doors: agreed not to pursue changing the entrance doors, just to replace the sign at the side of the doors to contain correct details on opening times and contact details, and for the new sign to be placed on the front of the doors: Town Clerk to organise under delegated powers.
- Hub internet: confirmed that three quotes are currently being sought for a new internet provider, to come back to the Committee.

2122/153 Direct Debit for Business Stream

Resolved to approve the direct debit for Business Stream for water costs for the Hub and allotments.

2122/154 Green and Clean

Resolved to receive the following update from Councillor Goode:

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- Arranging an extra litter pick for 9th April for the Aire River Trust Project, in conjunction with the Friends of Myrtle Park, meeting at the Hub at 10am.
- Litter pick due to take place this coming Saturday, 10am to 12pm, based in the town centre.
- Suggested future litter pick at Crossflatts Primary School needs further research before inviting the children to be involved.

2122/155 Markets

Resolved to receive the following update from Councillor Goode:

- Monthly Farmers' Market last Saturday went well, however only two councillors and the representative from Otley Town Partnership were in attendance to help, highlighting that more volunteers are required: agreed to add this to the next Full Council meeting agenda.
- Councillor Truelove met with a representative of Amplitude, regarding an event on Market Square at Christmas, and another meeting with Councillor Goode also to be held next week: Councillor Goode to report back at the next Full Council meeting.

2122/157 CIL Policy review

Resolved to agree that Councillor Williams to produce a draft of the CIL Policy that includes integration with that of Bradford Council for review at the next Committee meeting.

2122/158 Communications and Social Media Policy review

Resolved to review the Communications and Social Media Policy, and to agree the following actions:

- a) Councillor Williams to amend the policy to include the expectation that councillors should check emails and read supporting documents prior to Council meetings to ensure that they are fully informed on decisions to be made, and the need for a waiver at the end of emails.
- b) To recommend to the Full Council meeting the purchase of three Chromebooks for councillor use.

2122/159 Grant Scheme Guidelines and criteria

Resolved to review the Grant Scheme Guidelines and criteria and to agree that the Town Clerk to make the following changes for recommendation to the Full Council:

- Change name of Town Clerk.
- Amend the introductory paragraph to read that 'We encourage projects' that address the climate emergency.
- Amend the number of grant schemes to include CIL funding.
- Amend the submission deadline dates.

2122/160 Risk Management

Resolved the following:

- To receive an update on the review of the Risk Management and Risk Assessment Policy from Councillor Gibbons, including that she and the Town Clerk held a meeting to look through the existing and recommended documents, where it was agreed to compile a separate Risk Management Strategy and Policy, as well a live Risk Register, which will be a working document,

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including a clear matrix system: to hold an informal meeting of Committee members to discuss this once completed, prior to review at a Committee meeting.

- To note the risks to Hub cleaners due to the anti-social behaviour in the town centre.

2122/161 Exclusion of the press and public

No items to be discussed in confidence.

2122/162 Date of next meeting

Noted that 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.

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