

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 20th July 2022 at 6.30pm at the Hub, Myrtle Place, Bingley, BD16 2LF

Councillors present: Beckwith, Carney, Gibbons, Goode, Kirdale, Miah, Truelove
Non-member Councillors present: None
In attendance: Eve Haskins (Town Clerk)
Members of the public: One

Start time: 6.34pm
End time: 8.45pm

2223/23 Apologies for absence

None received.

2223/24 Disclosures of interest

None.

No written requests for dispensation had been received.

2223/25 Minutes

Resolved to confirm the minutes of the Finance and General Purposes Committee meeting held on 8th June 2022 as a correct record.

2223/26 Confidential items to be discussed under item 2223/40

No further items to be discussed in confidence after item 2223/41, following exclusion of the press and public, due to its sensitive nature.

2223/27 Public Participation

1. City of Culture 2025

A member of the public reported that allotment holders at the Beck Lane allotments have come up with several ideas to generate cooperation with outside groups to celebrate Bradford being made the City of Culture in 2025, including the suggestion of an open day, which the paths at the allotment would need to be made appropriate for. The Chair agreed that this could be considered.

Agreed to take items 2223/34 and 2223/36 after item 2223/27.

2223/34 Website/information dissemination

Resolved to agree that the Town Clerk to investigate an alternative website provider, to bring further information back to the Committee for consideration, and to agree to opt for the three posts a day option to subscribers in the interim while a new website is investigated.

Chairman Date

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2223/36 Allotments

Resolved to agree to recommend to Full Council the following:

- Plot 27: derelict building to be removed for health and safety reasons prior to the new tenants taking over the plot, plus the plot is to be strimmed (Council to organise).
- Plot 23: to be left as it is as a wildlife area but strimmed (Council to organise) at the top to identify between lower part and regular allotments; Allotments Officer to inform the contractor commissioned to undertaking levelling work that their services are not required at this present time.
- Trees: Allotments Officer to provide more information to the F&GP Committee on the location and reasons for all proposed tree and ivy work, including to produce a plan of where proposed tree work is, and to obtain one additional quote for the beck-side tree work in order to deliver three quotes in total. Initial thoughts on approach to height of fruit trees presented.
- Rubble/hardcore to be used to make the path adjacent to Plot 23 even and improve access to bottom fence.
- Weeds/fence encroaching on other plot holders: plot holders to be responsible for cutting back the weeds to a foot on their plots.
- Mitigating circumstances approved for one plot holder: to allow three months for plot to be cultivated by 20%.

Councillor Carney left the meeting at 7.15pm.

2223/28 Community Gift Card

Resolved the following:

- To receive an update from Councillor Kirdale regarding questions on the Community Gift Card, including confirmation that this will cover the whole of the Bingley parish; that the funds are ring-fenced therefore no money would be lost if the holding company went bankrupt; that Bingley Chamber of Trade are supportive of the idea however would not be willing to be the contract holder; and that the social media survey indicated that local businesses are interested in the idea.
- To recommend to the Full Council that they consider the initiation of discussion with neighbouring town councils regarding the Community Gift Card scheme and be the driving force behind this idea, and Councillor Kirdale to have an informal contact with the neighbouring councils prior to the meeting to determine their interest in this scheme.

2223/29 Bank reconciliation, statement and balances

- Resolved** to agree the bank reconciliations for June 2022.
- Resolved** to agree the bank statements for June 2022.
- Resolved** to note the balances to date as follows: Unity Bank: £201,863.21, PSDF: £143,334.
- Resolved** to approve the budget monitor for Quarter 1 (April to June 2022): Town Clerk to verify the amount against 'Grants' received, and to arrange for the 'Committed expenditure' to be populated regarding Green and Clean and Christmas costs prior to the next meeting.

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2223/30 Speed Indicator Devices (SIDs)

Resolved the following:

- To receive an update from Councillor Miah on the SIDs, including that Bradford Council have advised that they cannot now maintain these devices however they could provide training to allow councillors and volunteers to maintain them.
- To agree that the Town Clerk to investigate a third party to provide and maintain these devices: to liaise with Bradford Council to determine the name of a relevant company approved by them.

2223/31 Policies

Resolved to approve the following policies:

- a) Asset Policy.
- b) Councillor Expenses Policy.
- c) Financial Risk Assessment Policy, subject to the amendment to add toilet cash handling procedures.
- d) Investment Strategy.
- e) Vexatious Complainants Policy.

2223/32 Bradford City of Culture 2025

Resolved to agree to write a letter of support to Kersten England, the Chief Executive of Bradford Council, and Susan Hinchcliffe, the Leader of Bradford Council, copying in Simon Cunningham, regarding the successful City of Culture 2025 bid, and asking how Bingley Town Council can be involved: Councillor Truelove to draft the letter.

2223/33 Multi-year project/budget strategy

Resolved to agree to compile a three year budget spreadsheet, including contractual commitments, fixed costs and variables: Councillor Gibbons to liaise with the Town Clerk and Deputy Clerk to action this.

2223/35 Grant application

Resolved to recommend the approval of the grant application from Bingley Chamber of Trade, for 50% of costs towards the Yorkshire Day event (£1,303.50).

2223/37 Green and Clean

Resolved to receive the following update from Councillor Goode:

- Plants ordered, slight increase in bulb prices; Councillor Goode is investigating the cost of winter bedding bulbs that will need ordering separately.
- Next litter pick at Cottingley on Saturday 23rd July at 10am; Bradford Council's Bingley Ambassador is doing a great job litter picking.
- Still no updates received on the riverside project: agreed that the Town Clerk to write again to Belinda Gaynor, Estates at Bradford Council, to determine if they have any plans to regenerate the riverside walk in light of the successful City of Culture 2025 bid.

AM left the meeting at 8.15pm.

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2223/38 CIL funding

Resolved the following:

- To note the Town Council's remaining CIL funding amounts:
 - 2018-2019: £9,536.
 - 2019-2020: £2,731.
 - 2020-2021: £4,219.
 - 2021-2022: £1,833.
- To receive an update from Councillor Goode: no updates on the idea to use the CIL funding at Myrtle Park bandstand, awaiting a price from Festival Lights; another idea would be to spend the money on Cottingley raised beds, which would be applied for by Cottingley Community Association.
- To note the NALC Guidance on CIL funding.

2223/39 Risk Management

Resolved the following:

- No new risk to the Town Council identified.
- To receive an update on the review of the Risk Management and Risk Assessment Policy from Councillor Gibbons that a meeting was held to discuss the components of the live Risk Register and it was agreed that a spreadsheet to be compiled by the Town Clerk and Deputy Clerk prior to being reviewed by the Committee for input/comments: meeting organized for August to progress with this before bringing it back to the F&GP Committee.

2223/40 Date of next meeting

Noted that the date for the next Finance and General Purposes Committee meeting as being Wednesday 17th August 2022 at 6.30pm at the Hub, Myrtle Place, Bingley.

2223/41 Exclusion of the press and public

Resolved to exclude the press and public from items 2223/42, 2223/43 and 2223/44 under the provision of the Public Bodies (Admission to Meetings Act 1960 s1 (2)), due to their confidential nature.

2223/42 Hub building issues

Resolved the following:

- a) CCTV: to agree that the Town Clerk to arrange for both contractors to be asked for site maps, a price for 7 and 8 cameras and to clarify that this is replacement rather than 'upgrading'.
- b) Fire alarm panel: to receive an update that the fire alarm panel has now been replaced and is under 3 year warranty.
- c) Internet provider: to receive an update that the internet provided by BRSK is very reliable so far.
- d) Alarm monitoring contract: to agree to accept the quote from YSS, and to agree that the Town Clerk to ask all councillors to volunteer for their name on the alarm call out.
- e) PAT testing: to receive an update that the annual PAT testing has been carried out in the Hub.

2223/43 Staff laptop

Resolved to agree the purchase of a staff laptop for a new member of staff.

2223/44 Payroll provider

Resolved to agree that Town Clerk to organise for investigations to be made into the implications of the pension provider for a potential new payroll provider, to determine the cost to the Council.

Chairman Date