

BINGLEY TOWN COUNCIL



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

Minutes of the meeting of the Finance and General Purposes Committee held on Monday 22nd August 2022 at 6.30pm at the Hub, Myrtle Place, Bingley, BD16 2LF

Councillors present: Beckwith, Fenton, Gibbons, Miah, Truelove, Goode
Non-member Councillors present: None
In attendance: Nicola Mansfield-Smith (Deputy Clerk)
Members of the public: One member of the public

Start time: 6.32pm
End time: 8.15pm

2223/45 Apologies for absence

Apologies received and reasons for absence noted from Councillors Carney and Kirdale.

2223/46 Disclosures of interest

No written requests for dispensation had been received.

2223/47 Minutes

Resolved to confirm the minutes of the Finance and General Purposes Committee meeting held on 20th July 2022 as a correct record.

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

No further items to be discussed in confidence after item 2223/61, following exclusion of the press and public, due to its sensitive nature.

2223/49 Public Participation

A member of the public reported that the trees have grown over 10 feet and increased significantly in diameter, and noted that each firm that has quoted for the necessary work have suggested leaving the trunks on site. They suggested that preference should be given to the companies who would do this neatly and carefully and that they would need to be liaised with closely.

2223/50 Allotments

a) **Resolved** to agree to recommend the following to the Full Town Council:

- Recommendation to apply for planning permission for works on 10 trees on New Mill Gill (south of allotments), 4 to be thinned/crown lifted, 6 to be felled, 4 of which have current planning permission as part of b) below.
- Recommendation to not pursue, at this time, the felling of 9 trees to the west of the allotments adjacent to Five Rise Locks, for which planning permission has been previously obtained.
- Recommendation to commission tree and ivy clearance work, pending the outcome of planning permission.
- Recommendation that Plot 23 needs to be strimmed and weed killed.

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- Recommendation that the necessary work at Plot 27 and the path should be progressed: including the demolition of the shed on Plot 27 and the use of the hardcore as the foundation for the path repair for access to both Plot 23 and through the safety fencing to the problematic trees; and to recommend to accept the offer from Councillors Fenton and Heseltine to do the necessary tree work and path repair works for this plot for free, but with a paid labourer, to be formalised via a quote; the Deputy Clerk to verify whether Bingley Town Council has the correct insurance for Councillors as volunteers.
- b) Item not discussed.
- c) **Resolved** to review the size of allotment plots as and when they become vacant.
- d) **Resolved** to delegate spends to the Town Clerk in line with the Council's Financial Regulations.

2223/51 Ongoing issues

Resolved the following:

- To receive an update on the website: the Admin Assistant is currently looking into a new website provider and will report back when quotes have been received.
- To receive an update on the three year budget strategy: this is now underway.
- To receive an update on the internal auditor: quotes are now being sought from internal auditors, one of which has already been received.

2223/52 Bank reconciliation, statement and balances

- a) **Resolved** to agree the bank reconciliations for July 2022.
- b) **Resolved** to agree the bank statements for July 2022.
- c) **Resolved** to note the balances to date as follows: Unity Bank: £192,736.92, PSDF: £143,334.
- d) **Resolved** to recommend to the Full Council to opt into the Smaller Authorities' Audit Appointments Ltd (SAAA) central external auditor appointment arrangements.

2223/53 Speed Indicator Devices (SIDs)

Resolved to recommend the following to Full Council that Councillor volunteers attend training with Keighley Town Council to gain further understanding of the maintenance process of SIDs, and to agree volunteers; Town Clerk to contact Simon D'Vali at Bradford Council to express interest.

2223/54 Grant application

Resolved to approve the grant application from Bingley Remembrance Day Group for £500.

2223/55 Volunteering for Council work

- a) **Resolved** to make risk assessments at the appropriate time when taking on volunteering opportunities.
- b) **Resolved** to adopt the Council's Volunteer Policy.

2223/56 Green and Clean

Resolved to receive the update on Green and Clean from Councillor Goode that the watering problems which were highlighted have been resolved and went well, and discussion took place regarding the upcoming hose pipe ban; and to agree the following:

- a) Wooden sleeper at the Hub to be retained on site and replanted.
- b) Next litter pick to take place at Brittainia Bridge, Bingley, to meet at the Mornington Road side of

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the bridge.

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

To note that this is just a renewal and a preference for Bingley Town Council to keep as it does not appear to be a problem for Bingley.

2223/58 CIL funding

Resolved the following:

- To receive an update from Councillor Goode: a quote and specification has been received from one company for electricity to the bandstand, in Myrtle Park, Bingley. Bradford Council have written to say they will consult their electrical department and if suitable will obtain two more quotes. Councillor Goode to chase Bradford Council in about a month regarding this.
- Deputy Clerk to encourage Cottingley Community Association to apply for a Council grant to help with the refurbishment of the raised flower beds.

Councillor Miah left the meeting at 19.48.

2223/59 Risk Management

Resolved the following:

- No new risk to the Council identified.
- To receive an update on the review of the Risk Management and Risk Assessment Policy from Councillor Gibbons: this is ongoing and will be brought back to the F&GP meeting in due course.

2223/60 Date of next meeting

Noted that the date for the next Finance and General Purposes Committee meeting as being on Wednesday 14th September 2022 at 6.30pm at the Hub, Myrtle Place, Bingley.

2223/61 Exclusion of the press and public

Resolved to exclude the press and public 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)), due to their confidential nature.

2223/62 Hub building issues

Resolved to approve the quote from Yorkshire Security Systems for a new CCTV system.

2223/63 Payroll provider

Resolved to continue with the existing agreement with the current payroll provider.

2223/64 Staff training

Resolved to agree the following:

- a) To approve payment for the Introduction to Local Council Administration (ILCA) course for a new staff member.
- b) To not approve one hour study leave per week for a part-time member of staff to undertake the Certificate in Local Council Administration (CILCA).

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2223/65 **Rialtas**

Resolved to agree that the Deputy Clerk to liaise with both Rialtas and Cloudy IT to gain further clarification of costs for installation of Rialtas on the Town Clerk's laptop.

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