

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 28th September 2022 at 6.30pm at the Hub, Myrtle Place, Bingley, BD16 2LF

Councillors present: Beckwith, Fenton, Gibbons, Goode, Kirdale, Miah
Non-member Councillors present: None
In attendance: Eve Haskins (Town Clerk), Ruth Thompson (Admin Officer)
Members of the public: One member of the public

Start time: 6.35pm
End time: 8.34pm

2223/66 Apologies for absence

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

2223/67 Disclosures of interest

No written requests for dispensation had been received.

2223/68 Minutes

Resolved to confirm the minutes of the Finance and General Purposes (F&GP) Committee meeting held on 22nd August 2022 as a correct record, subject to the following amendment to agenda item 2223/58: 'Deputy Clerk to encourage Cottingley Community Association to apply for a Council grant to help with the refurbishment of the raised beds'.

2223/69 Confidential items to be discussed under item 2223/82

No further items to be discussed in confidence after item 2223/82, following exclusion of the press and public, due to its sensitive nature.

2223/70 Public Participation

A member of the public commented upon agenda item 2223/71 regarding the allotments and highlighted that the size of a standard allotment plot is 10 poles and the plots at Beck Lane vary in size due to the geography of the site. They stated that the vast majority of tenants would be satisfied with half that size as it would still be sufficient to grow vegetables and have a small sized shed/greenhouse, although advised that the plots should be no smaller than that as they may be turned down by potential tenants and suggested having 'taster' plots for new tenants. They also highlighted the anomalies in the size of the plots at the site due to the odd shape of the site/shading. They also commented upon the issue of a living security hedge at plots 1a and 1b, highlighting the infestation of mare's tail in that area would need to be taken into consideration when planting there.

2223/71 Allotments

a) **Resolved** to agree the following:

- The Admin Officer to liaise with the insurance company to determine whether holding an annual list of volunteers, who could undertake voluntary work, such as strimming, at

Chairman Date

BINGLEY TOWN COUNCIL



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

the allotment site at their own leisure after agreeing to all the Council's risk assessments/policies/procedures, would be covered by the Council's insurance; if so, this to be administered by the Admin Officer annually at the time of renewing tenancy agreements.

- The Volunteer Policy to be amended accordingly following the advice of the insurance company.
 - Plot holders to continue to undertake voluntary work at the allotment site mindful that they are not currently covered by the Council's insurance for this work.
- b) **Resolved** to agree that boundary markers be placed within the wooded area between the canal and allotment fence to mark land ownership at the Beck Lane allotment sites, and that Councillors Goode and Williams to undertake this work.
- c) **Resolved** to agree not to have a living security hedge at the boundary of plots 1a and 1b.
- d) **Resolved** to agree that the decision on plot splitting is to be made by the F&GP Committee, following recommendations to be presented by Councillor Goode, Councillor Fenton and the Allotments Officer; to follow the general policy of moving towards quarter plots where possible; all plots to have a standard price irrespective of size; and plot 8a to be split as and when they become available.
- e) **Resolved** to agree that the F&GP Committee to assess each plot individually on its own merits.

Agreed to take agenda item 2223/79 immediately after agenda item 2223/71.

2223/79 Grit bins

Resolved to agree that two councillors to assess each proposed site for new grit bins on its own merits, using the Bradford Council assessment checklist, to provide recommendations to the F&GP Committee.

2223/72 Bank reconciliation, statement and balances

- a) **Resolved** to agree the bank reconciliations for August 2022.
- b) **Resolved** to agree the bank statements for August 2022.
- c) **Resolved** to note the balances to date as follows: Unity Bank: £182,418.42, PSDF: £143,334.
- d) **Resolved** to agree that councillors to begin considering projects and recommendations to the Full Council for the 2023-24 budget; half yearly review at the next meeting to inform considerations.

2223/73 The Hub

Resolved to agree not to pursue placing seats on the Hub toilets due to their current vandal proof design.

2223/74 Policies

Resolved to approve the Photo Consent form for children/young people; subject to the change of **wording** from 'child' to 'child/young person'.

2223/75 Community Gift Card

Resolved to agree to recommend to the Full Council that the Community Gift Card is a Full Council decision, necessitating a vote at the next Full Council meeting on whether to pursue this or not.

Chairman Date

BINGLEY TOWN COUNCIL



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

2223/76 Speed Indicator Devices (SIDs)

Resolved to agree to recommend to the Full Council that two solar powered SIDs be purchased: Town Clerk to liaise with Highways at Bradford Council to determine the total cost.

2223/77 Grant application

Resolved to approve the following grant applications:

- a) Bingley Little Theatre for £2000.
- b) Eldwick Juniors Football Club for £1764.

2223/78 Green and Clean

Resolved to receive an update on Green and Clean from Councillor Goode and to agree the following:

- a) To reinstate the Green and Clean Forums: Councillor Goode to liaise with the Deputy Clerk regarding this.
- b) Next litter pick to take place on Saturday 22nd October; one suggestion was in the Incommunities estate near Cardigan House; last litter pick was a success, with 22 bags of rubbish collected near Britannia Bridge, Bingley.

2223/80 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 now advised that any requests need to go through their Help Desk rather than the electrical department; Councillor Goode to chase Bradford Council in about a month regarding this. Regarding the riverside walk project: agreed that Councillor Goode and the Town Clerk to compose a letter requesting an update on this, to be sent by Ward Councillor Winnard.
- 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.

2223/81 Risk Management

Noted the following:

- No new risk to the Council identified.
- Risk Management and Risk Assessment Policy is ongoing and will be brought back in due course.

2223/82 Date of next meeting

Noted that the date for the next Finance and General Purposes Committee meeting as being on Wednesday 12th October 2022 at 6.30pm at the Hub, Myrtle Place, Bingley.

2223/83 Exclusion of the press and public

Resolved to exclude the press and public from items 2223/84, 2223/85 and 2223/86 under the provision of the Public Bodies (Admission to Meetings Act 1960 s1 (2)), due to their confidential nature.

2223/84 Alarm call out for the Hub

Resolved to agree not to approve any quote for alarm call out for the Hub (three quotes received); to
Chairman Date

BINGLEY TOWN COUNCIL



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

retain the current system and revisit if necessary.

2223/85 Rialtas installation on Town Clerk's laptop

Resolved to approve the quote from Rialtas for the installation of Rialtas on the Town Clerk's laptop (two quotes received).

2223/86 Internal auditor

Resolved to approve the quote from for a new internal auditor from Account-Ant (two quotes received).

Actions

- **Agenda item 2223/71a: Admin Officer to liaise with the insurance company to determine whether holding an annual list of volunteers, who could undertake voluntary work at the allotment site at their own leisure after agreeing to all the Council's risk assessments/policies/procedures, would be covered by the Council's insurance.**
- **Agenda item 2223/74: Town Clerk to organize for the Child/Young Person's Photo Consent Form to be amended accordingly and placed on the website.**
- **Agenda item 2223/76: Town Clerk to liaise with Highways at Bradford Council to determine the total cost for 2 SIDs with solar panels.**
- **Agenda item 2223/78: Councillor Goode to liaise with the Deputy Clerk regarding the reinstating of the Green and Clean Forums.**
- **Agenda item 2223/80: Councillor Goode to chase Bradford Council re the project re electricity at the bandstand, in Myrtle Park, Bingley; Councillor Goode and the Town Clerk to compose a letter requesting an update on the riverside walk project, to be sent by Ward Councillor Winnard.**

Chairman Date