

# 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 9<sup>th</sup> November 2022 at 6.30pm at the Hub, Myrtle Place, Bingley, BD16 2LF

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

**Start time:** 6.30pm  
**End time:** 8.00pm

### **2223/102 Apologies for absence**

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

### **2223/103 Disclosures of interest**

No written requests for dispensation had been received.

### **2223/104 Minutes**

**Resolved** to confirm the minutes of the Finance and General Purposes (F&GP) Committee meeting held on 12<sup>th</sup> October 2022 as a correct record.

### **2223/105 Confidential items to be discussed under item 2223/117**

No further items to be discussed in confidence after item 2223/117, following exclusion of the press and public, due to their sensitive nature.

### **2223/106 Public Participation**

A member of the public commented upon the potential plot levelling of Plot 23 at Beck Lane allotments, confirmed that the current tenants have strimmed this for the last five year and would be happy to continue to do so. They also expressed concern regarding the splitting of plots into quarters to address the waiting list and highlighted that there are other allotment sites within the Bingley area with smaller waiting lists that residents can apply to.

### **2223/107 Allotments**

**Resolved** to agree the following regarding the allotments:

- a) Plot splitting:
  - (i) Approved the splitting of Plot 2 at Stanley Street, using the central path as the middle of these plots (when it becomes available).
  - (ii) Approved the splitting of Plot 12/12A at Beck Lane.
  - (iii) Councillor Goode to purchase the necessary materials at a cost of £60 for demarcation of plot 8/8A.
- b) Site development work:

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- (i) Noted that there are no updates on demolition of the outbuildings at Plot 27.
  - (ii) Approved the previously appointed contractor commencing the work for the levelling of Plot 23 on 21<sup>st</sup> November as per the original quote, which will include improving access to the plot.
  - (iii) Approved Quote 1 for the tree work.
- c) Deferred discussion on the risk assessment for mowing and strimming to a future meeting; tenants to continue to undertake the work without the Council's insurance cover.

## **2223/108 Bank reconciliation, statement, balances**

- a) **Resolved** to agree the bank reconciliations October 2022.
- b) **Resolved** to agree the bank statements for October 2022.
- c) **Resolved** to note the balances to date as follows: Unity Bank: £129,573.67, PSDF: £143,334.

## **2223/109 Green and Clean**

**Resolved** to receive an update on Green and Clean from Councillor Goode as follows:

- a) Green and Clean Forums: Councillor Goode to liaise with the Deputy Clerk and Admin Officer regarding this.
- b) Litter picks: Next litter pick to take place on Sunday 13<sup>th</sup> November, prior to the Remembrance Day service/parade; the subsequent one to be based at the entrance to Bingley Cemetery.
- c) Plants: Repairs necessary for brackets/hanging baskets opposite the Loft, Bingley, and bracket on lamppost opposite Bingley train station – Councillor Goode is awaiting a quote for these. He also reported that the Christmas trees, for Bingley town centre, Eldwick and Gilstead, are due to arrive on 22<sup>nd</sup> November, in time for the Christmas event switch-on on 26<sup>th</sup> November.

## **2223/110 Grit bins**

**Resolved** to agree the following regarding the purchase of grit bins for this year, following assessment and recommendations from Councillors Gibbons and Goode on the four suggested locations:

- Bottom of South Hill Drive, Gilstead: grit bin to be purchased if location approved by Bradford Council.
- Moorbottom Lane, Bingley: grit bin to be purchased if location approved by Bradford Council.
- Sherwood Close, Eldwick: no bin to be purchased.
- Lode Pit Lane, Bingley: existing grit bin to be investigated to determine its origin, for possible filling by the Town Council.
- Town Clerk to organise for Bradford Council to be contacted with the above information.

## **2223/111 Direct Debit for electricity bills**

**Resolved** to approve the setting up of a direct debit to pay the Council's electricity bills.

## **2223/112 CIL funding**

**Resolved** the following:

- To receive an update from Councillor Goode on potential CIL projects:
  - Refurbishment of planters for Cottingley Community Association: awaiting further information from Bradford Council.
  - Electricity to the bandstand, in Myrtle Park, Bingley: awaiting further information from Bradford Council regarding progress on this.
- To note the Town Council's remaining CIL funding amounts:

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- 2018-2019: £9,536.
- 2019-2020: £2,731.
- 2020-2021: £4,219.
- 2021-2022: £1,833.

## **2223/113 Grants**

**Resolved** to approve the grant application from Bingley Chamber of Trade for 50% of the Christmas lights' switch-on event costs (£3,816.50); and to agree that the Town Council to be more proactive with the organisation of community events going forward.

## **2223/114 Risk Management**

**Resolved** to agree the following:

- New risk to the Council identified: radiators in the Hub broke down, to be remedied at a cost of £444.25 under the Town Clerk's authority.
- Risk Management and Risk Assessment Policy: risk register consideration deferred to the next meeting.

## **2223/115 Policies**

**Resolved** to approve the following:

- a) Grit Bin Policy, subject to the amendment regarding the inclusion of a deadline for grit bin requests as 31<sup>st</sup> October each year.
- b) Procurement Policy.
- c) Risk Management Strategy Policy, subject to the amendment that the title is changed to Risk Management Strategy.

## **2223/116 Date of next meeting**

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

## **2223/117 Exclusion of the press and public**

**Resolved** to exclude the press and public from item 2223/118 under the provision of the Public Bodies (Admission to Meetings Act 1960 s1 (2)), due to their confidential nature.

**Councillor Carney left the meeting at 7.30pm.**

## **2223/118 Budget 2023-24**

**Resolved** to note the comments and recommendations to the Full Council regarding the draft Budget for 2023-24:

- Operating Costs:
  - Cost Centres 4000 Staff Salaries, 4030 PAYE & NI and 4040 Pensions: these were originally separately incorrectly, hence the overspend in 4030 in 2022-23 – this has been resolved for 2023-24.
  - Cost Centre 4192 Toilet Running Costs: high figure required to continue to heavily subsidise the public toilets.
  - Cost Centre 4193 Running Costs Office: relatively high figure to accommodate rising electricity prices.

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- Cost Centre 4215 Communications: covers the cost of the two newsletters/Annual Report, increased to accommodate price rises.
- Cost Centre 4566 Running Costs CP Toilet: highlighted amber as it is an unknown until the facility opens – further information needed on maintenance costs for inclusion also (Town Clerk to investigate).
- Service Costs:
  - Cost Centre 4400 Neighbourhood Plan: will overspend in 2022-23 due to nearing completion.
  - Cost 4450 Repairs and Maintenance: this needs to be increased to cover the cost of the repainting/varnishing of the Hub building (Town Clerk to investigate).
  - Cost Centre 4460 Regeneration & Tourism: increased by £5000 to accommodate the Community Gift Card; agreed that projects should be put in place for the spending of this Cost Centre in 2023-24.
  - Cost Centre 4526 Climate Emergency: £7000 included to accommodate cost of solar panels if applicable.
  - Cost Centre 4527 Road Safety: £1000 included to accommodate cost of SIDs' maintenance.
- Reserves: some of Allotment Reserve to be spent in 2022-23 to cover overspend; agreed the need to focus on spending the CIL funding.
- Unused Cost Centres need to be greyed out.

Town Clerk to amend the Budget accordingly prior to circulating to the Full Council prior to the next meeting on 6<sup>th</sup> December.

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