

**BINGLEY TOWN COUNCIL**

**MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE  
HELD AT THE COTTINGLEY CORNERSTONE CENTRE, LITTLELANDS, COTTINGLEY ON  
WEDNESDAY 11th APRIL 2018 AT 6:30PM**

<b>Councillors present.</b>	Councillor Beckwith, Clough, Dawson, Dearden, Goode, Hardman, O'Neill, Simpson and Winnard
<b>Councillors in attendance not a member of this committee.</b>	Councillor Owen
<b>In attendance.</b>	Ruth Batterley, Town Clerk Laura Jowett, Administrative Officer (part of meeting)
<b>Members of the public.</b>	Three

**Start: 6:30pm**

**Finish: 8:50pm**

**1718/139 Disclosures of interest**

- a) To receive declarations of interest from councillors on items on the agenda.
- b) To receive written requests for dispensations for disclosable pecuniary interest
- c) To grant any requests for dispensation as appropriate.

Councillor Dawson declared her interest in item 1718/147 d). She is a director of a company that is a member of the Bingley Chamber of Trade.

**1718/140 Apologies for absence**

- a) To note apologies for absence
- b) To receive and consider apologies for absence
- c) To approve reasons for absence

None.

**1718/141 To confirm as a correct record the minutes of the meeting held on Wednesday 14th February 2018**

**Resolved** to confirm as a correct record the minutes of the meeting held on 14<sup>th</sup> February 2018. Proposed Councillor Beckwith, seconded Councillor Winnard and agreed. All were in favour, bar two abstentions from the vote.

**1718/142 Public Participation**

**Members of the public are reminded that this is their opportunity to speak to the meeting on any topic relevant to the work of the council. However, they may not speak during the rest of the meeting unless specifically invited to do so by the Chairman.**

No items were raised.

**1718/143 Grant to HALE**

- a) To consider further information about the grant awarded to HALE
- b) To consider any next steps

Natasha Thomas, former CEO of HALE, attended the meeting to explain how HALE believed there had been a misunderstanding regarding HALE'S use of the grant awarded in July 2017. Ms Thomas explained that the need for the project work had changed from girls only to boys as well. HALE realised that the Town Council should have been informed about this change, but in all other aspects the grant is being spent as intended.

HALE is to be invited to attend a meeting in the Summer to update the committee on the work it has done with young people in the parish.

**Resolved** that owing to the misunderstanding, the restriction on the grant to HALE be removed. HALE is permitted to apply for a grant in the new financial year. (2018-2019). Proposed Councillor Dearden, seconded Councillor Goode and agreed. All were in favour and one was against.

Ms Thomas and her colleague left the meeting.

#### **1718/144 Allotment**

- 1. To note the discrepancies in rents between tenants and consider this in relation to the annual rent increase**
- 2. To consider amending the Allotments Policy and Guidance to provide increased clarity around permission to erect fences or other structures**
- 3. To receive quotes for skip hire.**
  - b) To consider agreeing to pay up to £130 for the hire of a skip in June 2018**
- 4. To prioritise the works required at Beck Lane and Stanley Street, plumbing, fencing and deer measures**
  - b) To receive the statement from Mr. and Mrs. Gregory regarding the issue with deer.**
- 5. To consider if the council wishes to have the allotments valued for insurance purposes**
  - b) To consider next steps**
- 6. To consider allocating up to £30 from the allotment budget for refreshments (squash, bottled water, biscuits), paper cups, publicity and possible prizes for the open morning at Beck Lane Allotments on 07/07/18.**

1. The Administrative Officer updated the committee on a discrepancy identified with one tenant's rent.  
**Resolved** that the rent be increased by 2.5% (CPI) on last year's rent in line with previous decisions, despite the specific and irregular circumstances, and that the rent position be reviewed in time for next year's invoices. Proposed Councillor Winnard, seconded Councillor Hardman and agreed. All were in favour, bar one abstention from the vote.
2. **Resolved** that the tenant putting up a fence is to be written to and asked to take the fence down, the allotment guidelines be clarified by removing the phrase 'sub dividing fences' and that decisions about whether to allow fencing to be erected, along with structures such as greenhouses be delegated to the clerk in conjunction with the Councillor allotment project managers. Proposed Councillor Goode, seconded Councillor Simpson and agreed. All were in favour.
3. **Resolved** that Abacus provide the skip at the cost of £90. Proposed Councillor Goode, seconded Councillor Dearden and agreed. All were in favour.
4. The priorities document is to be updated, removing all items completed
5. Councillors felt that the allotments may not need to be valued for insurance purposes as long as public liability covers the council. The clerk will clarify with the insurance broker.
6. **Resolved** that £30 for refreshments etc. be allocated from the allotment budget. Proposed Councillor Goode, seconded Councillor Dawson and agreed. All were in favour.

#### **1718/145 Website**

- a) To consider improvements to the website**
- b) To consider next steps**

**Resolved** that the £1,000 allocated in the budget for the website enhancement be delegated to the clerk. The enhancement of the website for a brief is to go to be dealt with by the Events, Marketing and Communications sub committee. Proposed Councillor Simpson, seconded Councillor Dawson and agreed. All were in favour.

#### **1718/149 Market items**

- 1. To consider which companies to appoint for:**

- a) Production of fliers
- b) Portable toilets
- c) Cleaning

**2. To consider allocating funds for posters, insurance for the toilets, other items and market registration fee with Bradford Council**

The market item was dealt with at this point.

1. **Resolved** that Fullstop Studios produce the fliers and posters for the markets, Rob Carter provide the portable toilets and the cleaning for the first two markets be undertaken by Richard Colman from Bradford Council. If it is necessary to insure the portable toilets up to £30 is allocated for this delegated to the clerk. Proposed Councillor Dearden, seconded Councillor Simpson and agreed. All were in favour.

2. **Resolved** to approve the market registration fee with Bradford Council of £55. Proposed Councillor Dawson, seconded Councillor Dearden. All were in favour.

**Resolved** to allocate up to £200 for bunting in the market square and five single sided banners for up to £350 plus £120 installation costs, subject to necessary permissions. Proposed Councillor Dawson, seconded Councillor Dearden and agreed. All were in favour.

The Administrative Officer and remaining member of the public left the meeting.

**1718/146 Appointments**

- a) **To consider a replacement for Michelle Chapman on the Events, Marketing and Communications sub committee**
- b) **To consider a replacement for Michelle Chapman on the Town Centre and Regeneration sub committee**
- c) **To consider a replacement for Helen Owen as one of the non councillors on the Events, Marketing and Communications sub committee**
- a) **Resolved** to appoint Councillor Owen to the Events, Marketing and Communications sub committee. Proposed Councillor Dawson, seconded Councillor Goode and agreed. All were in favour.
- b) **Resolved** to appoint Councillor Goode to the Town Centre and Regeneration sub committee. Proposed Councillor Dawson, seconded Councillor Winnard and agreed. All were in favour.
- c) **Resolved** that Maureen Carney be approached to see if she wishes to be a non councillor on the Events Marketing and Communications sub committee. Proposed Councillor Simpson, seconded Councillor Hardman and agreed. All were in favour.

**1718/147 Events**

**To consider Town Council attendance at the following events:**

- a) **Saturday 30<sup>th</sup> June – stall @ Eldwick & Gilstead Gala - Cost £20.**
- b) **Saturday 14<sup>th</sup> July – stall at Cottingley Fun Day – Cost £15.**
- c) **Wednesday 19<sup>th</sup> September - stall @ Bingley Expo. Free of Charge, in return for BTC promotion.**
- d) **Saturday 24<sup>th</sup> November – stall at Bingley Christmas Lights switch on fayre. Cost unknown at present up to £50.**
- e) **Open morning - Beck Lane allotment site- Saturday 7<sup>th</sup> July 2018**

**Resolved** that the above events and costs be approved. Proposed Councillor Goode, seconded Councillor Dawson and agreed. All were in favour.

**1718/148 Gazebo**

- a) **To obtain quotations for the purchase of a gazebo for the Town Council**

Quotations are to be obtained for a good quality, substantial and portable gazebo with and without the Town Council logo.

**1718/150 Toilet Items**

- a) **To consider next steps with toilet investigations and investigating the request for a reasonable**

### **adjustment to the toilet block**

The Town Council had delegated £5,000 to this committee for ongoing investigations into the toilets.

It was noted that the Town Council financial regulations require only one quotation for specialist services such as those provided by solicitors, accountants etc. The clerk had obtained two quotations for each of the following items, one from a specialist local council firm of solicitors and the second from a locally based solicitor.

**Resolved** that if required, Lupton Fawcett be appointed to review the council's response to the request for a reasonable adjustment. The cost for reviewing the request is six- twelve hours work at £250 per hour, plus VAT. Proposed Councillor Dawson, seconded Councillor Hardman and agreed. All were in favour. It was noted that Lupton Fawcett had already read documents relating to this matter through YLCA and has significant experience of equality work.

**Resolved** that Wellers Hedley be appointed to deal with the Community Asset Transfer for £825 plus VAT. Proposed Councillor Hardman, seconded Councillor Simpson and agreed. All were in favour. Wellers Hedley, although a southern firm has significant experience of dealing with community asset transfers.

**Resolved** that Eaton's solicitors be appointed to deal with any TUPE matter for the cost of £250 plus VAT. Proposed Councillor Dearden, seconded Councillor Simpson and agreed. All were in favour. Eatons is a local firm.

### **1718/151 Purchase of additional litter pickers**

- a) To consider purchase of additional litter pickers for up to £350**

**Resolved** that up to £350 be allocated for the purchase of additional litter pickers. Proposed Councillor Goode, seconded Councillor Hardman and agreed. All were in favour.

### **1718/152 Contracts**

**To approve the contracts for**

- a) Carlton Nursery and floral displays**
- b) Otley Town Partnership for markets**

- a) **Resolved** to approve the contract with Carlton Nursery. Proposed Councillor Goode, seconded Councillor Hardman and agreed. All were in favour.
- b) Small amendments were suggested and subject to this, **resolved** to approve the market contract with Otley Town Partnership. Proposed Councillor Winnard, seconded Councillor O'Neill and agreed. All were in favour.

### **1718/153 Notice boards**

- a) To consider the artwork for the notice boards**
- b) To consider any additional expenditure for the notice boards**

Various small amendments to the artwork were suggested.

### **1718/154 Newsletter**

- a) To consider the draft of the next Town Council newsletter**
- b) To consider any next steps**

**Resolved** that the newsletter be approved. Proposed Councillor Dearden, seconded Councillor O'Neill and agreed. All were in favour.

### **1718/ 155 Anti dog fouling measures**

- a) To consider any action the Green and Clean sub committee may undertake with regards to dog**

**fouling**

**Resolved** that a generic letter about dog fouling be sent to various streets where dog fouling is an issue. Proposed Councillor Goode, seconded Councillor Simpson and agreed. All were in favour.

**1718/156**

**Next Meeting of the Finance and General Purposes Committee**

To note the date for the next Finance and General Purposes Committee meeting as being Wednesday 9<sup>th</sup> May 2018 at 6:30pm at Cottingley Cornerstone Centre