

BINGLEY TOWN COUNCIL



Cottingley Community Centre, Littlelands, Cottingley, Bingley, BD16 1AL

MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD AT THE COTTINGLEY CORNERSTONE CENTRE, LITTLELANDS, COTTINGLEY ON WEDNESDAY 9TH JANUARY 2019 AT 6:30PM

Councillors present.	Councillor Beckwith, Brazendale, Clough, Goode, Hardman, and Simpson
Councillors in attendance not a member of this committee.	None
In attendance.	Ruth Batterley, Town Clerk
Members of the public.	None

Start: 6:30pm
Finish: 8:00pm

1819/104 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.

- a) There were no disclosures of interest.
- b) No written requests for dispensation had been received.

1819/105 Apologies for absence

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

Resolved to approve the reasons for absence for Councillor Dawson.

Resolved to approve the apologies for Councillor Dearden

Resolved to approve the apologies for Councillor Winnard

1819/106 To confirm as a correct record the minutes of the meeting held on Wednesday 12th December 2018

Resolved to confirm as a correct record the minutes of the meeting held on 12th December 2018.

1819/107 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 members of the public were present.

1819/108 Sponsorship of litter bins

- a) **To receive an update on the bins**
- b) **To consider if the committee wishes to place an order for litter bins**
- c) **To consider next steps**

a) The clerk updated the committee. YLCA had advised that this is joint sponsorship, rather joint working. Additional advice is to ask CBMDC to put into writing that the bins shall not be moved out of the parish. The clerk also advised that written assurance needs to be obtained from CBMDC that if the bins are moved within the parish, this is by mutual agreement as to location. There was discussion about the requirement for a risk assessment. The committee agreed that this was not needed as the bins will become the property of CBMDC.

b) **Resolved** that on obtaining written confirmation as outlined in a), an order be placed for the bins at the following locations:

1. Keighley Road, between Bingley Grammar School and Shama Restaurant
2. Adjacent to the bus stop on Canal Road, Crossflatts
3. Junction of Beckfield Road/track, Cottingley
4. By Nimbus adjacent to the canal tow path
5. Outside the library/ 5 Rise Shopping Centre
6. Wilson Road, off Park Road, Bingley
7. Gilstead Moor, the turning point at the end of Moorbottom Lane

1819/109 Emergency Planning sub committee

- a) **To appoint non-councillors to the sub committee**
- b) **To consider next steps**

a) **Resolved** to appoint Michelle Chapman and Ian Smithson if available or if not Helen Buchanan. This will be subject to the non councillors not being subject to any of the restrictions that would prevent them from sitting on a council subcommittee.

1819/110 General Data Protection Regulation (GDPR)

To consider various policy documents for recommendation to the Full Council

Resolved to recommend to full council

To add a GDPR/ privacy/ Data protection category within the 'documents' page. All related documents can be included, and accessed here.

Resolved to recommend to full council the security incident policy with amendments, and that the function of dealing with security breaches should be dealt with by the Finance and General Purposes committee.

Resolved to recommend to full council the Clear Desk policy with amendments

Resolved recommend to full council the Subject Access Request form with amendments

Resolved to recommend to full council the Data Breach form with amendments

Resolved that actions on the data audit be undertaken in line with the document retention policy. A report is to be brought back to this committee in three months' time on progress with the data audit.

Resolved that it be recommended to full council that dealing with GDPR be delegated to the Finance and General Purposes committee.

1819/111 Risk Assessment, Financial Risk Assessment and Asset Register

- a) **To review the above policies and make any recommendations to the Full Council as necessary**

Resolved to recommend the risk assessment policy to full council with amendments

Resolved to recommend the financial risk assessment policy to full council with amendments

Resolved to recommend the Asset Register (with a further grit bin included) to full council

1819/112 Careers convention- Beckfoot School

- a) **To consider the convention on 16th January 2019**

Resolved that the Town Council will not have a stall at the convention.

1819/113 Green and Clean Forum 12/01/19

- a) **To consider any arrangements for the forum**

This item will be discussed at the Green and Clean meeting on 11/01/2019.

1819/114 Bingley Congs Cricket Club grant

- a) **To consider the grant awarded**

The clerk advised that the grant had been awarded in June 2018 pending the club establishing if it had to obtain planning permission. Planning permission is required and has been applied for. The original cheque has now expired. It was noted that depending when planning permission is obtained, the funds may come out of this year's grant budget or the budget for 2019-2020.

1819/115 Bank Reconciliations

- a) **To receive the bank reconciliations and statements for December**

The signed bank reconciliations and statements had been circulated. The clerk noted that the Public Sector Deposit Fund's statements for the previous month come too late for the Finance and General Purposes committee meeting. They will be dealt with the month later.

1819/116 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 13th February 2019 at 6:30pm at Cottingley Community Centre