

BINGLEY TOWN COUNCIL



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

**Minutes of the meeting of the Finance and General Purposes Committee held on
Wednesday 9th August 2023 at 6.30pm at the Hub, Myrtle Place, Bingley, BD16 2LF**

Councillors present: Fenton, Gentleman, Gibbons, Goode, Heseltine, Truelove, Williams, Winnard (Chair)
Member Councillors absent: None
In attendance: Eve Haskins (Town Clerk)
Members of the public: Three

Start time: 6.30pm

End time: 7.45pm

2324/39 Apologies for absence

None received.

2324/40 Disclosures of interest

None received.

No written requests for dispensation had been received.

2324/41 Minutes

Resolved to confirm the minutes of the Finance and General Purposes (F&GP) Committee meeting held on 12th July 2023 as a correct record.

2324/42 Confidential items to be discussed under item 2324/53

No further items to be discussed in confidence after item 2324/53, following exclusion of the press and public, due to their sensitive nature.

2324/43 Public Participation

None.

2324/44 Grants

Resolved to agree the following regarding grants:

- a) Bingley Camera Club application deferred to the next meeting.
- b) Representation was provided by a member of Cottingley Village History Society, who outlined that they were applying for a grant to pay for projector screen used at their meetings that take place every two months on various historical subjects at Cottingley Town Hall, and answered several questions from councillors confirming that their meetings are very well attended and that the projector would remain in the building for other users also.

Resolved to approve a grant of £358 to Cottingley Village History Society.

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c) Representation was provided by a member of Jerr Wood Action Group, who outlined that they were applying for a grant to improve Jerr Wood, the popular natural play area at the top of Binns Street, Bingley, and answered several questions from councillors including to confirm that Bradford Council have agreed to their group undertaking this work.

Resolved to approve a grant of £382 to Jerr Wood Action Group.

2324/45 Allotments

Resolved to receive the following updates on the allotments and to agree the following actions:

- Allotment Forum: the forum went well and good feedback received.
- Plot numbering at the Beck Lane site: agreed that the Admin Assistant to investigate quotes for the plot numbering.
- Gardener/handyman at the Beck Lane site: agreed that Councillors Fenton and Heseltine to liaise with the Admin Assistant to create a spec for a handyman/gardener to maintain the paths etc. at Beck Lane allotments.
- Rent payments/vacant allotments: confirmed that all rents are now up to date, and plots 22 and 1B1 are still to let.
- Updated asbestos survey at both sites: agreed that the Admin Assistant to reassess the previous asbestos report, with a view to gaining a quote for a new asbestos survey at both allotment sites.
- Request for a skip at Stanley Street: agreed that a skip to be arranged for Stanley Street, to be delivered and collected in the same day – Admin Assistant to liaise with the allotment holders accordingly.
- Splitting/letting of Plots 1B1, 7A, 14 and 18A, Beck Lane: confirmed that plots 7A, 14 and 18A at Beck Lane allotments are now all let; plot 1B1 still available however has widespread mare's tail, therefore the Admin Assistant is investigating ways to address this.
- Progress with Plot 23, Beck Lane: Councillor Heseltine reported that this potential communal plot needs a significant amount of work, which will be a long process and will need the handyman/gardener, as well as the piles of debris removing from the end of some plots as they are blocking the pathway which would make it hard to move equipment to the plot.
- Request for a place on the waiting list from a resident who has been overlooked on Bradford Council's waiting list: agreed that the resident to be offered plot 1B1, and to place them at the bottom of the waiting list if they refuse it.
- Request for shed at Plot 14B, 6 foot by 6 foot: agreed that this request be granted, as per the Allotment Policy.

2324/46 Bank reconciliation, statement, balances

- a) **Resolved** to approve the bank reconciliations for July 2023.
- b) **Resolved** to approve the bank statements for July 2023.
- c) **Noted** the balances to date as follows: Unity Bank: £183,243.15; Public Sector Deposit Fund (PSDF): £143,334: agreed to move £100,000 from the former to the latter.
- d) **Noted** the feedback on internal controls meeting for Quarter 1 2023-24: no actions required.
- e) **Resolved** to note the Rialtas summary for the Quarter 1 Budget monitor 2023-24: agreed that the Town Clerk to investigate the PAYE figure prior to the next meeting; also agreed to recommend to the Full Council to vire £4,200 from the Allotment Reserve to the Allotment Cost Centre 4481 in the budget.

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2324/47 Business Case

Resolved to agree the following regarding the new Business Case: Councillor Gibbons to amend the paragraph at the top of page 2 in the Project and Business Case Guidelines to include cost headings rather than costs, to correct the flow chart and to delete the sentence regarding the need for a Risk and Resource Assessment form.

2324/48 Website

Councillors Gibbons and Williams confirmed that they are still liaising with the staffing team to investigate further a more accessible and user-friendly website, with a view to bringing a proposal back to the F&GP Committee for consideration.

2324/49 Green and Clean

Resolved to receive an update on Green and Clean as follows:

- a) Litter picks: Councillor Goode reported that a litter pick will be held this coming Saturday 12th August by the Rugby Club on Wagon Lane.
- b) Green and Clean Forums: Councillor Goode confirmed that he and the Admin Assistant are investigating possible speakers for the next Forum. He also reported that Bradford Council have advised that their supplier for the plant contract has gone bust, therefore they are investigating further sources however it means that all groups may not receive all the plants they ordered.

2324/50 CIL funding

Resolved the following:

- To receive an update from Councillor Goode on in-progress CIL projects: no further news on the CIL funding issues; still awaiting the outcome of the grant application from the Friends of Myrtle Park to refurbish the bandstand in Myrtle Park and for the approval of the Service Level Agreement between the Town Council and Bradford Council from Bradford Council.
- Noted the Town Council's remaining CIL funding amounts (all except the 2022-2023 amount allocated to the bandstand project):
 - 2018-2019: £2,948.
 - 2019-2020: £2,731.
 - 2020-2021: £4,219.
 - 2021-2022: £1,833.
 - 2022-2023: £2,638.51.

2324/51 Risk Management

No new risks to the Council identified.

2324/52 Date of next meeting

Noted the date for the next Finance and General Purposes Committee meeting on Wednesday 13th September 2023 at 6.30pm at the Hub, Myrtle Place, Bingley.

2324/53 Exclusion of the press and public

Resolved to exclude the press and public from agenda items 2324/54 and 2324/55 under the provision of the Public Bodies (Admission to Meetings Act 1960 s1 (2)), due to their confidential nature.

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2324/54 The Hub

Resolved to receive the following updates on the issues associated with the Hub and to agree the following actions:

- a) Electrical work: still awaiting quotes for the electrical work based on the electrical report received which outlines nine issues that need rectifying, including from Northern Powergrid on the cost of changing the electricity supply into the building.
- b) Entrance dome: still awaiting two further quotes for this work to close off the dome; agreed to opt for the one quote already received if no further quotes have been received in a month's time.
- c) Water heater: still awaiting a heating engineer to be sought to assess the problems with the water heater and provide recommendations.
- d) Exterior wood staining: awaiting quote from the roofing engineer following his assessment of the roof.
- e) Drainage problems: the Town Clerk is continuing to liaise with Bradford Council regarding this issue.

2324/55 Christmas trees 2023

Resolved to agree to defer this item to the next meeting once quotes have been received.

2324/56 Hub alarm maintenance contract

Resolved to agree to pursue the Hub alarm maintenance contract from Yorkshire Security Services as per the quote received.

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