

# 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 13<sup>th</sup> September 2023 at 6.30pm at the Hub, Myrtle Place, Bingley, BD16 2LF

**Councillors present:** Fenton, Gentleman, Gibbons (Chair of the meeting), Goode, Heseltine, Williams  
**Member Councillors absent:** Truelove, Winnard  
**In attendance:** Eve Haskins (Town Clerk)  
**Members of the public:** One

**Start time: 6.30pm**

**End time: 7.50pm**

### **2324/57 Apologies for absence**

Apologies received, and the reasons for absence approved, from Councillors Truelove and Winnard.

### **2324/58 Disclosures of interest**

Councillor Goode declared an interest in agenda item 2324/62c as a member of The Friends of Prince of Wales Park, and Councillor Heseltine declared an interest in item 2324/62b as a representative from Bingley Chamber of Trade who would be answering questions on their grant application on their behalf: he did not vote on this item.

No written requests for dispensation had been received.

### **2324/59 Minutes**

**Resolved** to confirm the minutes of the Finance and General Purposes (F&GP) Committee meeting held on 9<sup>th</sup> August 2023 as a correct record.

### **2324/60 Confidential items to be discussed under item 2324/72**

No further items to be discussed in confidence after item 2324/72, following exclusion of the press and public, due to their sensitive nature.

### **2324/61 Public Participation**

None.

### **2324/62 Grants**

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

- a) Bingley Camera Club application deferred to the next meeting.
- b) Representation was provided by Councillor Heseltine regarding the grant application from Bingley Chamber of Trade, who are requesting 50% of the costs towards the Christmas lights switch on event. He answered questions from councillors to confirm that the Chamber have spent their own funds on previous events held in Bingley, and that the increase in costs is due to the dwindling

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volunteer base of the Chamber membership which means that a Santa's grotto needs to be hired however he did not know the breakdown of the publicity costs or the input from Pulse Radio.

**Resolved** to defer the grant application to the next Full Council meeting to give the Chamber representatives the opportunity to provide more detail on publicity/advertising costs, including on Pulse Radio.

c) A member of Friends of Prince of Wales Park outlined that they were applying for a grant to cover the cost of plants to rearrange the azalea bed, which was previously hidden, and to regenerate the area opposite The Prince of Wales Park Lodge. She answered several questions from councillors including to confirm that the soil has already been tested, with equipment purchased by the Friends.

**Resolved** to approve a grant of £1775 to The Friends of Prince of Wales Park.

## 2324/63 Allotments

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

- Plot numbering at the Beck Lane site: Town Clerk to arrange for investigations into plot number signage to continue, including looking for cheaper metal number signs (e.g. door numbers), and to ask the Men's Shed in Bingley if they could make some stakes to fix these to.
- Gardener/handyman at the Beck Lane site: Town Clerk and Admin Assistant to put together a spec for the handyman/gardener, including that they need to have their own public liability insurance and their own equipment, and that they would need to keep the community/public paths/areas clear, remove brambles/weeds and some allotments e.g. plot 23, to then send out to all interested parties for them to provide a quote.
- Rent payments/vacant allotments: confirmed that two rents are still due to be paid, and that plot 22 is vacant – Admin Assistant is working down the waiting list. Due to concerns regarding the shading of trees on plots 22 and 22A, agreed that Councillors Fenton and Heseltine to investigate further the plots in shade near plot 22A prior to action being agreed.
- Asbestos: Admin Assistant is continuing to investigate a company to undertake an asbestos survey on both sites.
- Progress with plot 23, Beck Lane: Councillor Heseltine reported that this is full of weeds and debris, and needs the services of the handyman/gardener, once employed.
- Plot 1B1: noted that a significant amount of work has already been undertaken on this plot.
- Skip for new plot-holders on Beck Lane: Town Clerk to arrange for a skip to be provided for the new plot holders at Beck Lane.
- Plot 2 Stanley Street tyres: Town Clerk to arrange for Councillor Fenton to be sent further information on the tyres at Stanley Street, for disposal.
- Neighbourhood Plan aspirations: Town Clerk to arrange for a letter to be sent to other allotment owners in the parish to outline that the Town Council wishes to undertake a watching brief on all parish allotments, as this is in the potential Neighbourhood Plan, to determine what their waiting lists are etc.: to contact a lay member of the Neighbourhood Plan Working Group for the relevant contact details.

## 2324/64 Bank reconciliation, statement, balances

a) **Resolved** to approve the bank reconciliations for August 2023.

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- b) **Resolved** to approve the bank statements for August 2023.
- c) **Noted** the balances to date as follows: Unity Bank: £173,841.20; Public Sector Deposit Fund (PSDF): £143,334.

## **2324/65 Business Case**

**Resolved** to agree to recommend the amended Business Case to the Full Council for approval.

## **2324/66 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 (website meeting to take place tomorrow).

## **2324/67 Policies**

**Resolve** to agree to set up a small sub-group to undertake a forensic review of the Town Council's Financial Regulations and Standing Orders, with members including Councillors Gibbons, Williams and Winnard, in conjunction with the Town Clerk: Town Clerk to request whether any further members wish to be involved.

## **2324/68 Green and Clean**

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

- a) Litter picks: Councillor Goode reported that no litter picks are yet planned.
- b) Green and Clean Forums: Councillor Goode confirmed that he and the Admin Assistant are investigating possible speakers for the next Forum.

## **2324/69 CIL funding**

**Resolved** the following:

- To receive an update from Councillor Goode on in-progress CIL projects: the specification for the work on refurbishing the bandstand in Myrtle Park is still being awaited from Bradford Council, as is any development with the Service Level Agreement.
- 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.
- A discussion took place regarding CIL and Section 106 funding.

## **2324/70 Risk Management**

No new risks to the Council identified; agreed to include a detailed review of the risk register at a subsequent meeting.

## **2324/71 Date of next meeting**

Noted the date for the next Finance and General Purposes Committee meeting on Wednesday 11<sup>th</sup> October 2023 at 6.30pm at the Hub, Myrtle Place, Bingley.

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## **2324/72 Exclusion of the press and public**

**Resolved** to exclude the press and public from agenda items 2324/73, 2324/74 and 2324/75 under the provision of the Public Bodies (Admission to Meetings Act 1960 s1 (2)), due to their confidential nature.

## **2324/73 The Hub**

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

- a) Recent plumbing work: confirmed that the water heater problems have been rectified and the taps changed in the public toilets.
- b) Electrical work: still awaiting further quotes for the electrical work based on the electrical report received which outlines the issues that need rectifying – agreed to opt for the one quote obtained if no others are received; to include on the next Full Council agenda for approval. Town Clerk to continue to liaise with Northern Powergrid to gain a quote for the supply upgrade.
- c) Entrance dome: previously agreed to opt for the one quote already received if no further quotes have been received in a month's time therefore Town Clerk to progress this.
- d) Exterior wood staining: Councillor Fenton to continue to liaise with the roofing specialist for a quote to be sent to the Town Clerk following the assessment of the roof; confirmed that dome work needs to be completed before this can be undertaken.
- e) Drainage problems: the Town Clerk is continuing to liaise with Bradford Council regarding this issue.

## **2324/74 Christmas trees 2023**

**Resolved** to agree the approximate costs for the Christmas trees for 2023-24.

## **2324/75 Internal auditor**

**Resolved** to agree Account-Ant as the Town Council's internal auditor for 2023-24: quote to be accepted accordingly.

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