

BINGLEY TOWN COUNCIL



The Hub, Myrtle Place, Bingley, BD16 2LF

Minutes of the meeting of the Finance and General Purposes Committee held on
Wednesday 10th April 2024 at 6.30pm at the Hub, Myrtle Place, Bingley, BD16 2LF

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

Start time: 6.30pm
End time: 7.55pm

Apologies to residents:
due to technical reasons, this meeting was not recorded
and therefore it has not been possible to place it on YouTube.

2324/180 Apologies for absence

No apologies received.

2324/181 Disclosures of interest

None received.

No written requests for dispensation had been received.

2324/182 Minutes

Resolved to confirm the minutes of the Finance and General Purposes (F&GP) Committee meeting held on 13th March 2024 as a correct record.

2324/183 Confidential items to be discussed under item 2324/195

Resolved to agree that agenda item 2324/188 be moved to be discussed in confidence after item 2324/195, following exclusion of the press and public, due to its sensitive nature.

2324/184 Public Participation

None.

Agreed to take agenda item 2324/189a then 2324/190 immediately after item 2324/184.

2324/189 Policies

- a) **Resolved** to agree the Grants Policy and Criteria.

2324/190 Grants

- a) Bingley and District Local History Society:

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A representative of the Bingley and District Local History Society attended the meeting to answer councillors' questions and confirmed that the Society are applying for the grant to provide IT equipment for their archives in new accommodation offered by Damart, to ensure their holdings are more accessible to their members and other residents.

Resolved to approve a grant of £1840 to Bingley and District Local History Society.

b) Friends of Myrtle Park:

Resolved to approve a grant of £600 to the Friends of Myrtle Park to allow them to book a pop-up farm for an event being organized in the Bradford City of Culture next year.

2324/185 Allotments

Resolved to agree the following update regarding the allotments:

- Asbestos report: Councillor Heseltine confirmed that the recent asbestos surveys have reported asbestos on both sites, which will require remedial work to remove; agreed that the Town Clerk to arrange for the Admin Assistant to investigate further to get quotes for the asbestos remedial work required at both allotment sites, including the removal of the asbestos on the shed on plot 5, Beck Lane, the eventual removal of which will be the responsibility of the plot holder; Councillors Fenton and Heseltine and the Town Clerk and Admin Assistant to undertake an assessment of both allotment sites this Saturday to discuss further.
- Plot vacancies/plot splitting: Councillor Heseltine reported that there are currently 5 vacancies at Beck Lane: plots 1B1, 4A, 6, 10D and 20 – potential for plots 4A and 6 to be split into two and for plot 20 to be split, possibly into three; Councillors Fenton and Heseltine to visit the site with both the Town Clerk and Admin Assistant this weekend to inspect prior to contacting people on the waiting list, and to assess again the shed on plot 6.
- Annual inspections: Councillors Fenton and Heseltine and the Town Clerk and Admin Assistant to agree a date for the annual inspections at the meeting on Saturday.
- New padlocks: agreed that new padlocks are necessary at both sites; Town Clerk to arrange for the Admin Assistant to contact Bradford Council again for further advice (code/specification required).

2324/186 Speed Indicator Device (SID)

Noted that the SID has now been received sited in Cottingley and discussed the need to agree who is to be responsible for the SID deployment; agreed that the Town Clerk to contact Craig Williams at Bradford Council Highways to determine exactly what is required to obtain the data from the SID, how often it needs to be done, etc.

2324/187 Bank reconciliation, statement, balances, budget monitor, internal controls

- a) **Resolved** to approve the bank reconciliations for March 2024.
- b) **Resolved** to approve the bank statements for March 2024.
- c) **Noted** the balances to date as follows: Unity Bank: £247,583.22, Public Sector Deposit Fund: £163,334; noted also that the previous recommendation from the F&GP Committee to transfer more money into the Public Sector Deposit Fund was agreed at Full Council, £150,000 to be transferred this week.
- d) **Noted** the year end budget monitor for 2023-24.

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2324/189 Policies

- b) **Resolved** to agree the Internal Controls Policy and Checklist, subject to the amendment to remove reference to the number for electronic payments, which are no longer received.
- c) **Resolved** to agree the Financial Regulations, subject to the amendment at 4.6 to include 'via the Business Case process'.
- d) **Resolved** to agree to defer the review of the Standing Orders to the next meeting.

2324/191 Green and Clean

Noted the update on Green and Clean from Councillor Goode as follows:

- Litter picks: next community litter pick to take place this Saturday 13th April, alongside one that has been organised by Bingley Rural Ward Councillors, meeting at Cottingley at 10am; next litter pick organised by the Town Council to take place next month, however awaiting information regarding the Challenge Festival prior to a decision being made. A litter pick did not take place on Friday 22nd March 2024 prior to the 250th Anniversary of Five Rise Locks festival as both Bradford Council and Damart organized litter pick prior to, during and after the event.
- Plants: the plants provided by the Town Council at Gilstead and Cottingley look great; a new contract will be investigated for the provision of these plants.
- Ferncliffe Road: gardener worked for 12 hours to clear this area, Councillor Goode removed the bags of rubbish and will order the seeds for planting.

2324/192 CIL funding

Resolved to confirm that the following CIL reserves have been allocated to the bandstand project: 2018-2019: £2,948; 2019-2020: £2,731; 2020-2021: £4,219; 2021-2022: £1,833; 2022-2023: £953.

2324/193 Risk Management

No new risks to the Council identified: new asbestos report highlighted the presence of asbestos at both allotment sites; agreed that the Town Clerk to add this and the associated risks to the Risk Register.

2324/194 Date of next meeting

Noted the date for the next Finance and General Purposes Committee meeting on Wednesday 8th May 2024 at 6.30pm at the Hub, Myrtle Place, Bingley.

2324/195 Exclusion of the press and public

Resolved to exclude the press and public from agenda items 2324/188 and 2324/196 under the provision of the Public Bodies (Admission to Meetings Act 1960 s1 (2)), due to their confidential nature.

2324/188 Annual Report for 2023-24

Resolved to agree the following regarding the Annual Report for 2023-24:

- Town Clerk to contact all councillors for articles on their projects to include in the Report.
- Quotes for designer and printing costs agreed.
- Town Clerk to investigate distribution costs.

2324/196 The Hub

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

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- a) Electrical work: recent diversity survey undertaken assessed that electricity upgrade work not necessary therefore agreed to revisit only if usage of the building increases, as advised by the electrician; agreed that the Town Clerk to contact the electrician to ask him to consider the other outstanding issues highlighted by the electrical survey.

Noted that a recent request to provide a key to the public toilets for use by taxi drivers was refused under the Town Clerk's delegated powers.

Actions

- Agenda item 2324/189a: Town Clerk to arrange for the reviewed Grants Policy and criteria to be placed on the website.
- Agenda item 2324/190: Town Clerk to arrange for a grant of £1840 to be paid to Bingley and District Local History Society, and a grant of £600 to be paid to the Friends of Myrtle Park.
- Agenda item 2324/185: Allotments:
 - Town Clerk to arrange for the Admin Assistant to investigate further to get quotes for the asbestos remedial work required at both allotment sites, including the removal of the asbestos on the shed on plot 5, Beck Lane; Councillors Fenton and Heseltine and the Town Clerk and Admin Assistant to undertake an assessment of both allotment sites this Saturday to discuss further.
 - Plot vacancies/plot splitting and the date for the annual inspections also to also be discussed/decided by Councillors Fenton and Heseltine and the Town Clerk and Admin Assistant this Saturday.
 - Town Clerk to arrange for the Admin Assistant to contact Bradford Council again regarding the need for new padlocks at both sites (code/specification required).
- Agenda item 2324/186: Town Clerk to contact Craig Williams at Bradford Council Highways to determine exactly what is required to obtain the data from the SID, how often it needs to be done, etc.
- Agenda item 2324/189: Town Clerk to arrange for the Internal Controls Policy and Checklist to be placed on the website; for the Financial Regulations to be ratified at the next Full Council meeting; and for the Standing Orders to be included on the next agenda.
- Agenda item 2324/193: Town Clerk to arrange for the risks from asbestos to be included on the Risk Register, in view of the reports from the recent asbestos surveys.
- Agenda item 2324/188: Town Clerk to contact all councillors for articles on their projects for the Annual Report 2023-24; to also contact the designer to confirm his quote for the work; and to investigate distribution costs.
- Agenda item 2324/196: Town Clerk to contact the electrician to ask him to consider the other outstanding issues highlighted by the electrical survey.

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