

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 12th July 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
Non-member Councillors present: None
In attendance: Eve Haskins (Town Clerk), Debbie Ioanna (Admin Assistant)
Members of the public: Three

**Start time: 6.30pm
End time: 8.00pm**

The Chair welcomed the three members of the public to the meeting, who have all applied to become a co-opted town councillor.

2324/19 Apologies for absence

None received.

2324/20 Disclosures of interest

None received.

No written requests for dispensation had been received.

2324/21 Minutes

Resolved to confirm the minutes of the Finance and General Purposes (F&GP) Committee meeting held on 14th June 2023 as a correct record.

2324/22 Confidential items to be discussed under item 2324/34

No further items to be discussed in confidence after item 2324/34, following exclusion of the press and public, due to their sensitive nature.

2324/23 Public Participation

None.

2324/24 Grants

Item deferred until a future meeting when further documentation has been received from Bingley Camera Club regarding quotes.

2324/25 Allotments

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

- Annual inspections: these took place on Tuesday 27th June 2023, attended by Councillors Fenton and Heseltine and the Town Clerk and Admin Assistant; the latter two are compiling a report to

Chairman Date

BINGLEY TOWN COUNCIL



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

send to all plot holders prior to the Allotment Forum on 27th July; there were a number of plots where cultivation was not up to standard.

- Rent payments/vacant allotments: noted that awaiting three rents from Beck Lane allotments.
- Plots 14B and 14C, 27A and 27B at Beck Lane are now all let.
- Plot 1B1, Beck Lane: further assessment needed on this plot due to the existence of extensive mare's tail; Plots 7A and 14, Beck Lane, are ready to let; Plots 18A and 22, Beck Lane need to be split (Councillors Fenton and Heseltine to undertake this work).
- Plot 23, Beck Lane allotments: Councillors Fenton and Heseltine to undertake further assessments on this.

2324/26 Bank reconciliation, statement, balances

- a) **Resolved** to approve the bank reconciliations for June 2023.
- b) **Resolved** to approve the bank statements for June 2023.
- c) **Noted** the balances to date as follows: Unity Bank: £194,037.80; Public Sector Deposit Fund (PSDF): £143,334.
- d) **Resolved** to note the update regarding the internal controls meeting for Quarter 3 and Quarter 4 2023 that all controls were satisfactory, and to agree the following actions: Town Clerk to arrange for the purchase of a small scale to weigh the toilet cash to save staff time, and to investigate an alternative electricity supply for the Hub.

2324/27 Business Case

Resolved to agree the following regarding the new Business Case relating to the methodology used for the costings of projects: Councillor Williams to amend the draft Project and Business Case Outline to delete the sentence regarding depreciation of capital asset, and to add another paragraph to indicate that at the start of bigger projects the Options Appraisal should include lifecycle costs headings for ongoing maintenance or serviceable items over the lifetime of the item/project and to add that the Risk and Resource Assessment form should also detail the cost headings to be completed; amended documents to be brought back to the next F&GP Committee meeting before being sent to the Full Council for approval.

2324/28 Website

Resolved to agree the following regarding the website: Councillors Gibbons and Williams to work 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.

2324/29 TV case

Resolved to agree that the TV case to be placed within the Changing Places toilet storeroom.

2324/30 Green and Clean

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

- a) Two councillors with responsibility for Green and Clean matters, primary and secondary: agreed Councillor Goode as the primary and to defer secondary until two new councillors are co-opted.
- b) Litter picks: Councillor Goode reported that the next litter pick is planned for 22nd July, however this may be rearranged for a couple of weeks to space them out over the year, and the next one may focus upon the area around Beckfoot School following residents' suggestions for further litter picking in that area.

Chairman Date

BINGLEY TOWN COUNCIL



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

- c) Green and Clean Forums: Councillor Goode confirmed that the two Forums held this year have been a success, and that he is investigating possible speakers for the next one.

2324/31 CIL funding

Resolved the following:

- To receive an update from Councillor Goode on in-progress CIL projects: the Friends of Myrtle Park have put in an application for funding to refurbish the bandstand in Myrtle Park, incorporating the Town Council's potential project to provide electricity to it using the CIL money, subject to the Service Level Agreement from Bradford Council, which is progressing; another quote for the electricity work has been requested.
- 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.

2324/32 Risk Management

No new risks to the Council identified.

2324/33 Date of next meeting

Noted the date for the next Finance and General Purposes Committee meeting on Wednesday 9th August 2023 at 6.30pm at the Hub, Myrtle Place, Bingley.

2324/34 Exclusion of the press and public

Resolved to exclude the press and public from items 2324/35, 2324/36, 2324/37 and 2324/38 under the provision of the Public Bodies (Admission to Meetings Act 1960 s1 (2)), due to their confidential nature.

The members of the public left the meeting at 7.26pm.

2324/35 The Hub

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

- a) Electrical work: electrical report received which outlines nine issues that need rectifying, the main one being that the electricity supply into the building is not sufficient: agreed that Councillor Fenton to liaise with the electrician for clarification of this prior to the Town Clerk searching for three quotes for the necessary work.
- b) Entrance dome: two quotes received with alternative options, agreed the dome need closing off as per Option 2; Town Clerk to investigate two more quotes with same specification.
- c) Water heater: agreed that a heating engineer to be sought to assess the problems with the water heater and provide recommendations.
- d) Exterior wood staining: agreed that Councillor Fenton to arrange for a professional roofer to assess the upstand on the Hub roof, which is causing problems with the exterior.
- e) Sewerage and drainage problems: as agreed at the last meeting, the Town Clerk contacted Bradford Council to request that they remedy this problem by placing a regular piped drain from

Chairman Date

BINGLEY TOWN COUNCIL



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

the gulley to the main drain, which the Assistant Ward Officer has forwarded to the relevant management at Bradford Council, currently awaiting a response.

2324/36 Annual Report 2022-23

Resolved to agree to pursue the design, printing and delivery of the Annual Report 2022-23 as per the quotes provided.

2324/37 Christmas trees 2023

Resolved to agree to defer this item to the next meeting once quotes have been received; and that Councillor Truelove to liaise with Festival Lights regarding the prices of artificial trees for 2024.

2324/38 Staff laptop

Resolved to agree to purchase a new laptop for a member of staff as per the quote received.

Chairman Date