

BINGLEY TOWN COUNCIL
MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
HELD AT THE COTTINGLEY CORNERSTONE CENTRE, LITTLELANDS, COTTINGLEY ON
WEDNESDAY 22ND JUNE 2016 AT 6:30PM

| | |
|--|---|
| Councillors present. | Councillor Beckwith, Brown, Dawson, Dearden, Goode, O'Neill, Varley and Winnard |
| Councillors in attendance not member of this committee. | Clough and Quarrie (for part of the meeting) |
| In attendance. | Ruth Batterley (Interim Clerk) |
| Members of the public. | Nil |

Start: 6:30pm

Finish: 8:45pm

1617/1 Election of Chairman of the Finance and General Purposes Committee

a) To elect a Chairman of the meeting for the purposes of transacting item 1(b)

Resolved to elect Councillor Brown for the purposes of transacting item 1 b). Proposed Councillor Winnard, seconded Councillor Dawson and agreed.

b) To elect a Chairman of the Finance and General Purposes Committee

Resolved to elect Councillor Dearden as the Chairman of the Finance and General Purposes Committee. Proposed Councillor Dawson, seconded Councillor Varley and agreed.

1617/2 Election of a Vice Chairman of the Finance and General Purposes Committee

Resolved to elect Councillor O'Neill. Proposed Councillor Brown, seconded Councillor Winnard and agreed.

1617/3 Apologies for absence

Resolved to accept Councillor Simpson's apologies (personal). Proposed Councillor Brown, seconded Councillor Goode and agreed.

1617/4 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.**

There were none.

1617/5 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.

There were no members of the public present and no matters were raised.

1617/6 Terms of Reference

- a) To receive and consider the draft Terms of Reference for the Finance and General Purposes Committee**
- b) To make any recommendations about the Terms of Reference to the full Town Council**

Various amendments were suggested:

1. To retain the proposed quorum as five. **Resolved** that the proposed quorum of five be retained in the recommendation for the Terms of Reference for the full Town Council. Proposed Councillor Beckwith, seconded Councillor Dearden and agreed.
2. There was discussion about the value of contracts that this committee may be responsible for. Councillor Brown proposed the value of £10,000, this was not seconded. Councillor Beckwith proposed that the amount the committee could award be £5,000. This was seconded by Councillor Winnard. Two were in favour and the amount was not carried. **Resolved** that the recommendation to the full Town Council of the value of contract that the Finance and General Purposes Committee have responsibility for be £8,000. Proposed Councillor Dearden, seconded Councillor Goode and agreed.
3. **Resolved** to recommend the amended Terms of Reference for the committee to the full Town Council for its approval. Proposed Councillor Brown, seconded Councillor Dawson and agreed.

1617/7 Communications

- a) To receive and consider the draft Communications Policy for Bingley Town Council**
- b) To make any recommendations about the policy to the full Town Council**

Councillor Brown thanked Councillor Dawson for her work on the draft communications policy for Bingley Town Council. There was wide ranging discussion about this item. **Resolved** that the committee recommends the draft communications policy to the Town Council and that the fine tuning of the policy be carried out by a Working Group of this committee yet to be appointed. Proposed Councillor Dawson, seconded Councillor Brown and agreed. All were in favour. **Resolved** that the committee recommend to the full Town Council that the following be set up with immediate effect:

1. A Facebook account
2. A temporary website
3. A Twitter account
4. A Streetwise account

Proposed Councillor Dawson, seconded Councillor Brown and agreed.

Councillor Beckwith left the meeting at 7:50pm.

1617/8 Office Space

- a) To receive a short report on office space for the Town Council**
- b) To make recommendations to the full Town Council about office space**

The clerk's report on office space had been circulated with the meeting papers. **Resolved** to recommend to the full Town Council that the office at Shipley and Bingley Voluntary Services be leased for one year.

1617/9 Grants

- a) To consider a grant scheme for Bingley Town Council**

Resolved that the Clerk will develop a grant form and criteria for grants for Bingley Town Council for the next meeting of the committee.

Councillor Quarrie left the meeting at 8:00pm

1617/10 Finance

a) Precept It was noted that the full precept of £130,000 plus the Council Tax Support Grant of £5,434 will be made available to the Town Council.

b) Budget setting process There was discussion about the budget for the current financial year. Councillors Dearden, Brown and the clerk will work on a draft budget for the current financial year.

The clerk talked about budget setting in general and advised that proposals will be gathered for the 2017-2018 budget in the Autumn. Bingley Town Council like all parish and town councils within the Bradford District will be required to submit their precept request based on the budget to Bradford Council by early February 2017.

c) Allotments It was noted that Ms Moore from Bradford Council Asset Department will be attending the full Town Council meeting on 28th June to discuss the transfer of the allotments from BMDC to the Town Council. **Resolved** that Councillors Goode and Winnard gather the information for the transfer, liaise with BMDC etc. to bring back to this committee. Proposed Councillor Dearden, seconded Councillor Varley and agreed.

d) Spend committed

The clerk noted that the following spend had been committed

| | | |
|-------------------------------------|--------------------------|-----------|
| • Came and Company | Insurance | £547.50 |
| • Cottingley Village Primary School | Room hire | £87.50 |
| • Nevis | Hosting | £49.00 |
| • Nevis | Software support | £75.00 |
| • Nevis | Office equipment | £1,950.40 |
| • YLCA | Subscription | £1,746.00 |
| • Ruth Batterley | Stationery and printing | £24.38 |
| • Ruth Batterley | May salary | £744 |
| • Exa Networks | Hosting | £120 |
| • Terence Brown | Opening of Unity account | £500 |

Once the bank account is up and running and the budget for this year has been set, financial reports will be made to this committee on a regular basis.

1617/11 Next Meeting of the Finance and General Purposes Committee

To set the date for the next meeting of the committee as Monday 18th July 2016.