

BINGLEY TOWN COUNCIL
MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
HELD AT THE COTTINGLEY CORNERSTONE CENTRE, LITTLELANDS, COTTINGLEY ON
MONDAY 18TH JULY 2016 AT 6:30PM

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

Start: 6:30pm

Finish: 9:00pm

1617/12 Apologies for absence

Resolved to accept Councillor Winnard's apologies (holiday). Proposed Councillor Goode, seconded Councillor Dearden and agreed.

1617/13 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.

1617/14 To confirm as a correct record the minutes of the meeting held on Wednesday 22nd June 2016

Resolved to confirm the minutes of the meeting held on 22nd June 2016 as a correct record. Proposed Councillor Brown, seconded Councillor Varley and agreed. All were in favour.

1617/15 To receive information on the following ongoing issues and decide further action where necessary:

- a) **Website and communications** Councillor Dawson updated the committee on this item. Councillor Brown is to investigate the requirements for a .gov website. The brief for the new website to invite consultants to bid, is to be agreed by the Communications Working Group. There was discussion about membership of the Communications Working Group.

Resolved to approve that Councillors Brown, Chapman, Dawson, Varley, Helen Owen, Donald Wood and David Markham be appointed to the Communications Working Group. Proposed Councillor Goode, seconded Councillor Dearden and agreed. All were in favour.

- b) **Office** The Clerk advised she will be moving into the office at Cardigan House on 27th July and that she will work from Cardigan House on Thursdays, whilst employed part time.
- c) **Bank** The Clerk advised that the bank has all of the required information and details are awaited of the bank account being set up.
- d) **Budget** Councillor Brown circulated his draft budget and comments were invited.

1617/16 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.

Mrs Gregory from Beck Lane allotments raised various issues to do with the allotments. Councillor Goode and Winnard will meet with Mrs Gregory to discuss her concerns. Mrs Gregory has been advised by BMDC that all outstanding repairs and maintenance issues will be dealt with before the transfer. Mrs Gregory is to list all outstanding items and forward the list to BMDC.

1617/17 Allotments

- a) **To receive a report on progress with the transfer of the allotments to Bingley Town Council**
- b) **To recommend to the full Town Council that it allocates £2,000 plus VAT for the legal work for the transfer of the allotments**
- c) **To recommend to the full Town Council that it allocates £1,000 plus VAT for an independent survey of the allotments**

a) Councillor Goode read out a report on his and Councillor Brown and Dearden's meeting with Stephanie Moore and Nigel Gillat from BMDC about the transfer of the allotments. The report is appended to these minutes. **Resolved** to accept the allotment report. Proposed Councillor Brown, seconded Councillor Varley and agreed. All were in favour. The two members of the public left the meeting at 7:15pm.

b) As the transfer of the allotments is a straightforward Asset Transfer a local solicitor is to be appointed. **Resolved** that John Daykin from Weatherhead and Butcher be approached by the clerk for the conveyance and that up to £2,000 be recommended to the full Town Council for the legal work of the transfer of the allotments. Proposed Councillor Simpson, seconded Councillor Goode and agreed. It was noted that because of legal complications with the site, Warren Lane is not going to transfer on the 5th September along with the other two sites at Stanley Street and Beck Lane.

c) There was discussion about the site survey of all three allotment sites. Mention was made of Lee Senior, Allotment Officer at Keighley Town Council. Councillor Goode will investigate possibilities of who to employ with the Allotment Society. **Resolved** to recommend to the full Town Council that it allocates up to £1,000 for an independent survey of the allotments. Proposed Councillor O'Neill, seconded Councillor Brown and agreed. All were in favour.

Councillor Clough left the meeting.

1617/18 Standing Orders

- a) **To note that the Standing Orders have been adopted in their unrevised form by Bingley Town Council.**
- b) **To set up a small group to tailor the Standing Orders to Bingley Town Council. Resolved** that the Chair of the Committee, the Clerk and Councillors Beckwith and Simpson tailor the Standing Orders for Bingley Town Council. It was noted that this is a priority item.

1617/19 Promotional materials

- a) **To investigate the purchase of promotional materials for the Town Council.**
- b) **To investigate a notice board and Town Map.**

Resolved that Councillors Dearden and Varley will look into ideas for the promotional materials. Councillor Dearden will investigate permissions, locations etc. for the notice board and Town Map. Links are to be looked at for the regeneration of the local economy. Proposed Councillor Beckwith, seconded Councillor O'Neill and agreed. All were in favour.

1617/20 Grants

- a) To consider a grant scheme for Bingley Town Council.**
- b) To make any recommendations to the full Town Council as necessary.**

a) The Clerk had circulated a draft grant scheme, form and agreement. Various amendments were suggested.

Resolved to incorporate the changes as discussed. Proposed Councillor Brown, seconded Councillor Beckwith and agreed. All were in favour.

b) There was discussion about the proportion of precept that should be allocated to the grant scheme.

Resolved to recommend that 10% of the precept i.e. £13,000 be recommended to the full Town Council for the grant scheme. Proposed Councillor Dawson, seconded Councillor Dearden and agreed. All were in favour.

1617/21 E mail style for Bingley Town Council

- a) To consider the e-mail style attached as the format for e-mails for Bingley Town Council.**
- b) To make any recommendations to the full Town Council as necessary.**

Resolved that the e-mail style as designed by Councillor Brown be recommended to the full Town Council for its approval. Proposed Councillor Beckwith, seconded Councillor Simpson and agreed. All were in favour.

1617/22 Events Strategy

- a) To discuss an events strategy for Bingley Town Council**

Resolved that Councillor Varley be the Events Co-ordinator for Bingley Town Council. Proposed Councillor Dearden, seconded Councillor Dawson and agreed. All were in favour.

1617/23 Schedule of meetings

- a) To arrange a schedule of meetings for the Finance and General Purposes Committee**

Resolved that the second Wednesday of the month be the regular date for the meeting of the Finance and General Purposes Committee.

Proposed Councillor Varley, seconded Councillor Dearden and agreed. All were in favour.

1617/24 Community newsletters

- a) To discuss Town Council material for community newsletters.**
- b) To make any recommendations to the full Town Council as necessary.**

There was discussion about newsletters for Bingley Town Council.

Resolved to recommend to the full Town Council that an entry be made in the November issue of Cottingley Connexions. Proposed Councillor Goode, seconded Councillor Beckwith and agreed. All were in favour.

1617/25 Finance

- a) Spend to be approved**

- Ruth Batterley June 2016 salary **£1149.48**
- Chris O'Neill Reimbursement for Eldwick Show fee **£20.00**

The clerk noted that currently spend is approved by the full Town Council.

1617/26 Next Meeting of the Finance and General Purposes Committee

To set the date for the next meeting of the committee as being Wednesday 10th August 2016.