

**BINGLEY TOWN COUNCIL**  
**MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE**  
**HELD AT THE COTTINGLEY CORNERSTONE CENTRE, LITTLELANDS, COTTINGLEY ON**  
**WEDNESDAY 10TH AUGUST 2016 AT 6:30pm**

<b>Councillors present.</b>	Councillor Beckwith, Brown, Dawson, Dearden, Goode, Simpson, Varley and Winnard.
<b>Councillors in attendance not member of this committee.</b>	Chapman (for part of the meeting)
<b>In attendance.</b>	Nil
<b>Members of the public.</b>	Nil

**Start: 6:30pm**

**Finish: 9:25pm**

**1617/27 Apologies for absence**

**Resolved** to accept Councillor O'Neill's apologies (holiday). Proposed Councillor Goode, seconded Councillor Dearden and agreed. All were in favour.

Councillor Varley took the minutes in the clerk's absence.

**1617/28 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.

**1617/29 To confirm as a correct record the minutes of the meeting held on Monday 18<sup>th</sup> July 2016**

**Resolved** to confirm the minutes of the meeting held on 18th July 2016 as a correct record. Proposed Councillor Brown, seconded Councillor Goode and agreed. All were in favour.

**1617/34 To discuss the role of the Emergency Support Working Group**

This item was considered at this point in the meeting. Councillor Chapman advised that a Working Group meeting will be set up with Chris Slaven from Bradford Council. The purpose of the meeting is to go through the Emergency Plan document. Councillor Brown proposed, Councillor Dearden seconded that £1,000 be allocated to the work of the Emergency Support Group. All were in favour.

**Resolved** that £1,000 be allocated in the 2016-2017 budget for the Emergency Support group.

**1617/38 1617/38 Bingley Summer Fayre**

- a) To approve attendance at the Fayre for the cost of £21

There was wide ranging discussion about this item which was taken at this point on the agenda.

**Resolved** that attendance at the fayre be approved. Proposed Councillor Varley, seconded Councillor Councillor Simpson and agreed. All were in favour.

Councillor Chapman left the meeting at 6:55pm.

**1617/30 To receive information on the following ongoing issues and decide further action where necessary:**

- a) **Website** Councillor Brown advised the group that the website specification had been prepared and seen by the Communications Working Group. The specification has been sent to ten companies and there is a two- week period for their response. The importance of the website and online presence was discussed at length. Councillor Brown suggested search engine optimisation and a link to the existing site. Councillor Brown to speak to Nevis about this as Councillor Dawson will be on holiday.

**Resolved** that Councillor Brown speak to Nevis about search engine optimisation. Proposed Councillor Dawson, seconded Councillor Simpson and agreed. All were in favour.

#### **1617/31 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.**

No members of the public were present.

#### **1617/32 Allotments**

- a) **To receive a report on progress with the transfer of the allotments to Bingley Town Council**
- b) **To approve the appointment of Lee Senior to carry out an independent survey of the three allotment sites for the cost of £225**
- c) **To approve the appointment of Weatherhead and Butcher to carry out the legal work for Beck Lane and Stanley Street allotment sites for the cost of up to £350 plus VAT.**

- a) Councillor Goode updated the meeting. He is to communicate with Lee Senior. Ms Moore at Bradford Council will write to all tenants advising them about the transfer. Councillors Goode and Winnard will discuss the documents in preparation for the transfer. The clerk is to be the contact for the allotment holders.

**Resolved** that Bradford Council policies for allotments be adopted by Bingley Town Council until further discussion. Proposed Councillor Dawson, seconded Councillor Goode and agreed. All were in favour.

**Resolved** that by the September Finance and General Purposes Committee meeting, Councillors Winnard and Goode would prepare a waiting list policy for the allotments. Proposed Councillor Brown, seconded Councillor Simpson and agreed. All were in favour.

- b) **Resolved** that Lee Senior be appointed to carry out an independent survey of the allotments for £225. Proposed Councillor Goode, seconded Councillor Winnard and agreed. All were in favour
- c) **Resolved** to appoint Weatherhead and Butcher to carry out the legal work for the transfer of the allotments for the cost of up to £350 plus VAT. Proposed Councillor Brown, seconded Councillor Beckwith and agreed. All were in favour. Councillor Brown proposed that the remainder of the money allocated for the allotments, £2350 be allocated to the allotment reserve. All were in favour

#### **1617/33 To receive reports from the following Working Groups:**

- a) **Litter** Councillor Simpson reported that 30 people attended the litter pick. Councillors O'Neill and Simpson are looking at purchasing high vis jackets. The next meeting of the Working Group is 6<sup>th</sup> September. **Resolved** that the name of the Litter Working group be changed to Keeping Bingley Beautiful. Proposed Councillor Goode, seconded Councillor Beckwith and agreed. All were in favour. Councillor Dawson recommended that the make up of the Working Group be Julie Ramsden, Jenny Woodward, Joyce Tolson. Proposed Councillor O'Neill, seconded Councillor Brown and agreed. All were in favour.

**b) Communications** Received a report from the Communications Working Group from Councillor Dawson. Councillor Varley to put leaflets in the office, library and notice boards. Discussion on the quarterly newsletter – first edition to go out on the 1<sup>st</sup> October 2016 and quarterly thereafter. Received quotes on printing. Lengthy discussion on the number of leaflets and the distribution of leaflets. Proposed by Councillor Brown that 10,000 to be printed. No seconder. Motion not passed. Councillor Winnard proposed 5000 leaflets to be printed, seconded by Councillor Beckwith. Councillor Brown requested a recorded vote: against Councillors Brown and Councillor Dawson. Councillors Varley, Goode, Dearden, Winnard, Beckwith, Simpson in favour. **Resolved** that 5,000 be printed.  
**Resolved** that the order be placed with Fullstop Studios for 5,000 leaflets. Proposed Councillor Brown, seconded Councillor Goode and agreed. All were in favour.

**1617/35 Promotional materials and signage**

**a) To receive an update**

Quotes were given by Councillor Varley and to await the re-design of the logo. Councillors Varley and Brown are to obtain quotes from graphic designers for the August full Town Council meeting. There was a brief discussion on the heritage trail.

**1617/36 Room hire costs**

**a) To consider meeting room costs**

Councillor Beckwith updated the committee on this item. Full council meetings are to be rotated around the five areas of the parish. It was agreed to book meetings well ahead and an updated list is necessary of where meetings are to take place.

**1617/37 Budget for 2016-2017**

**a) To consider the draft 2016-2017 budget for Bingley Town Council**

**b) To note that the clerk is obtaining advice from YLCA on councillor allowances**

**c) To make any recommendations on the draft budget to the full Town Council as necessary**

- a) It was noted that travel and subsistence is a staff cost and does not relate to councillors. Councillor costs come under councillor allowances. **Resolved** to increase the newsletter budget to £5,000. Proposed Councillor Winnard, seconded Councillor Dawson, all in favour bar one against.
- b) This was noted
- c) **Resolved** that the budget as amended be recommended to the full town council for its approval. Proposed Councillor Dearden, seconded Councillor Simpson and agreed. All were in favour. Councillor Brown was thanked for his work on the budget.

**1617/38 Finance**

**a) Spend to be noted**

• Ruth Batterley	June 2016 salary	£1149.48
• YLCA	Courses	£575
• YLCA	Clerk advert	£15
• SLCC	Clerk advert	£318
• Rachel Varley	Banner	£48

• SBVS	July meeting space costs	£85
• Ruth Batterley	Laminator and sheets	£39.99
• Ruth Batterley	Stamps	£8.90
• Nevis	Remote back up	£12

**Resolved** that the Finance and General Purposes Committee is delegated expenditure up to £1,000 to avoid having to go back to the full council to approve very expenditure. Proposed Councillor Brown, seconded Councillor Goode. All were in favour, bar one abstention from the vote.

**1617/39 Next Meeting of the Finance and General Purposes Committee**

To note the date for the next meeting of the committee as being Wednesday 14<sup>th</sup> September 2016.