

BINGLEY TOWN COUNCIL

**MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
HELD AT THE COTTINGLEY CORNERSTONE CENTRE, LITTLELANDS, COTTINGLEY ON
WEDNESDAY 14TH SEPTEMBER 2016 AT 6:30PM**

Councillors present.	Councillor Beckwith, Brown, Dawson, Dearden, Goode and Simpson
Councillors in attendance not a member of this committee.	None
In attendance.	Ruth Batterley Clerk
Members of the public.	None

Start: 6:30pm

Finish: 9:25pm

1617/40 Apologies for absence

Resolved to approve the apologies of absence for Councillors O'Neill (personal), Varley (work) and Winnard (work). Proposed Councillor Goode, seconded Councillor Simpson and agreed. All were in favour.

1617/41 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 no disclosures or requests for dispensations.

1617/42 To confirm as a correct record the minutes of the meeting held on Wednesday 10th August 2016

Councillor Simpson noted that item 1617/37 a) draft budget should read 'to increase the newsletter budget to £5,000.

Subject to the above amendment:

Resolved to confirm as a correct record the minutes of the meeting held on 10th August 2016. Proposed Councillor Simpson, seconded Councillor Dearden and agreed. All were in favour bar one abstention from the vote.

1617/43 To receive information on the following ongoing issues and decide further action where necessary

There were no items.

1617/44 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 items.

1617/45 Allotments

- a) To receive Councillor Winnards's report on progress with the transfer of allotments to Bingley Town Council
- b) To consider that the allotments should be self-funding

- c) **To receive the independent survey undertaken by Lee Senior**
- d) **To consider the transfer date from BMDC to Bingley Town Council**
- e) **To request that Bradford Council clarify the position with rents for the allotments**

a) In Councillor Winnard's absence Councillor Goode highlighted some salient points:

- The large wooden gates and culvert at Beck Lane have an order for repair placed by Bradford Council
- The fencing of the gill on Beck lane won't be done by Bradford Council
- Councillor Goode holds keys for all allotment sites

Councillors Dawson, Simpson and the clerk are to draft a letter explaining the current position to the allotment holders and this is to be laminated and put on the entrances to each of the allotment sites.

- b) **Resolved** that the in principle the allotments should be self-funding. Proposed Councillor Dawson, seconded Councillor Goode and agreed. All were in favour.
- c) The report was received
- d) It was noted that Bradford Council had now advised that the transfer date was 5th September
- e) It was further noted that although Councillors Brown Goode and Dearden were originally advised by Bradford Council that rents had been collected up to the end of the financial year, the most recent communication contradicted this and the rents have been collected by Bradford Council up to the 4th September.

1617/46 To approve the Standing Orders for Bingley Town Council

It was noted that the Standing Orders had been adopted in their unrevised form at the July full Town Council meeting and their tailoring had been delegated to the Finance and General Purposes Committee. This tailoring is now complete and thanks were expressed to Councillors Beckwith, Dearden and Simpson for their work on this.

The coloured squares contained in the Standing Orders are to be replaced with different symbols that are easier to distinguish with black and white printing.

Subject to the above

Resolved to approve the Standing Orders for Bingley Town Council. Proposed Councillor Brown, seconded Councillor Dawson and agreed. All were in favour.

1617/47 Newsletter

- a) **To ratify the decision to engage Fullstop Studios for 5,000 newsletters for the quoted cost of £570**
- b) **To approve the list of content, submitted copy and photos for newsletter**

- a) **Resolved** to ratify the decision to engage Fullstop Studios for 5,000 newsletters for the quoted cost of £570. Proposed Councillor Dearden, seconded Councillor Dawson and agreed. All were in favour.
- b) There was discussion about the content, style and tone of the newsletter. The map is to be removed and the final article is to be changed from councillor to Chairman. Subject to the alteration, **resolved** to approve the content, submitted copy and photos for the newsletter. Proposed Councillor Dearden, seconded Councillor Dawson and agreed. All were in favour. The committee thanked Councillor Dawson and Mr Wood for their work on the newsletter.

1617/48 Appointment of Internal Auditor

- a) **To consider the remit for Bingley Town Council's Internal Audit**
- b) **To appoint Diane Brown as the Internal Auditor for 2016-2017 for the cost of £400 for two visits.**

- a) **Resolved** to approve the YLCA checklist as the basis for Bingley Town Council's Internal Audit. Proposed Councillor Goode, seconded Councillor Beckwith and agreed. All were in favour.
- b) **Resolved** to appoint Diane Brown as the Internal Auditor for 2016-2017 for the cost of £400 for two visits. Proposed Councilor Simpson, seconded Councillor Goode and agreed. All were in favour.

1617/49 Financial Regulations

- a) **To receive model Financial Regulations**
- b) **To recommend to the Full Town Council that the regulations be adopted in their unrevised format and be delegated to the Finance and General Purposes Committee to tailor to the requirements of Bingley Town Council**
- c) **To set up a small group to tailor the Regulations to the requirements of Bingley Town Council**

Resolved to implement a), b) and c). Proposed Councillor Beckwith, seconded Councillor Simpson and agreed. All were in favour. Subject to b) above, Councillors Dearden, Simpson, Beckwith and Winnard are to tailor the Regulations to the requirements of the Town Council.

1617/50 Website

- a) **To receive Councillor Brown's website report**
 - b) **To consider which website designer to appoint for up to £5,000.**
 - c) **To agree a contingency of £1,000**
 - d) **To consider the findings of Councillor Dawson's survey on the logo and website (to follow)**
 - e) **To send the findings of the survey to the appointed designer as further information**
 - f) **To consider how to progress the logo**
 - g) **To consider a company to appoint for the design of the logo for Bingley Town Council and to approve up to £500 for the logo's design**
 - h) **To decide whether the Bingley Community Council website should be diverted to the new Town Council website**
- a) The report was noted. There were questions about process. Councillor Dearden read Councillor O'Neill's e-mail to the committee expressing concerns about the amount of the proposed contingency.
 - b) **Resolved** to appoint Digital Nomads to develop a website for Bingley Town Council. This is to include the website design for £1655, training for two days at £175 per day and the technical support and maintenance package for £250. Proposed Councillor Dearden, seconded Councillor Simpson and agreed. Five were in favour and there was one abstention from the vote.
 - c) There was discussion about the need for a contingency and the amount of the contingency. **Resolved** that the contingency be reduced to £500 and be delegated to the clerk. Proposed Councillor Dearden, seconded Councillor Dawson and agreed. All were in favour. Councillor Simpson and Brown are to liaise with Digital Nomads.
 - d) Councillor Dawson noted that only two councilors had responded to her survey and so it is not representative.
 - e) **Resolved** that Councillor Simpson will look at the survey and once done this will be sent to Digital Nomads. Proposed Councillor Goode, seconded Councillor Simpson and agreed. All were in favour. Councillor Brown left the room at 8:45pm and returned at 8:50pm.
 - f) There was discussion about the best way to progress the logo.
 - g) **Resolved** that the logo should be sent to Fullstop Studio for the cost of £130 and Digital

Nomads for the cost of £147 to each develop a logo. Councillor Simpson left the room at 8:55pm and returned at 8:59pm.

- h) **Resolved** that the Bingley Community Council website should be diverted to the new Town Council website. Proposed Councillor Beckwith, seconded Councillor Goode and agreed. All were in favour.

1617/51 Christmas lights

- a) **To arrange a meeting with the Chamber of Trade and Bradford Council about Christmas lights/celebration in the parish**
b) **To consider how to progress the lights in parish**

- a) It was noted that Councillor Brown had already met with the Chamber of Trade about Christmas lights.
b) **Resolved** that Councillor Brown will meet with the Chamber of Trade and develop a costed proposal for lights in the parish. Proposed Councillor Goode, seconded Councillor Dearden and agreed. All were in favour.

1617/52 Reports

1. **Clean and Green Working Group**
2. **Communications Working Group**
3. **Emergency Support Working Group**

The reports were noted.

1617/53 Membership of Working Groups

1. **To appoint Councillor Simpson to the Communications Working Group**
2. **To appoint Councillors Goode and Dawson to the Green and Clean Working Group**

1. **Resolved** to appoint Councillor Simpson to the Communications Working Group. Proposed Councillor Dawson, seconded Councillor Goode and agreed. All were in favour.
2. **Resolved** to appoint Councillors Goode and Dawson to the Green and Clean Working Group. Proposed Councillor Simpson, seconded Councillor Dearden and agreed. All were in favour.

1617/54 Clean and Green

1. **To recommend to the full Town Council that £200 (plus VAT) is spent on Town Council branded high vis vests and children's gloves.**

Resolved to recommend to the full Town council that £200 (plus VAT) is spent on Town Council branded high vis vests and children's gloves.

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

1617/55 Budget 2017-2018

1. **To discuss budget setting for 2017-2018.**

The clerk advised that the budget would be drafted over the next couple of months and councillors and committees will be asked to submit costed proposals into the process.

1617/56 Finance

- a) **Spend to be noted**

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| • Ruth Batterley | July 2016 salary | £1149.48 |
| • Ruth Batterley | August salary | £825.84 |
| • SBVS | Room hire | £50 |

• O2	Airtime	£12
• O2	Device (mobile) plan	£5
• Lee Senior	Allotment report	£225
• Cottingley Cornerstone	Room hire	£210

The payments were noted.

1617/57 Next Meeting of the Finance and General Purposes Committee

To note the date for the next meeting of the committee as being **Wednesday 12th October 2016 at Cottingley Cornerstone**