

BINGLEY TOWN COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD AT THE COTTINGLEY CORNERSTONE CENTRE, LITTLELANDS, COTTINGLEY ON WEDNESDAY 9th NOVEMBER 2016 AT 6:30PM

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

Start: 6:30pm

Finish: 9:30pm

1617/72 Apologies for absence

Resolved to approve the apologies of absence for Councillors Varley (work). Proposed Councillor Winnard, seconded Councillor Dearden and agreed and agreed. All were in favour. Councillor Beckwith was not present.

1617/73 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 declared and no written requests for dispensations received.

1617/74 To confirm as a correct record the minutes of the meeting held on Wednesday 12th October 2016

There was discussion about the wording of the logo item 1617/61 a). Councillor Brown proposed a amendment that the committee had agreed that the up worked designs be presented to the October full council meeting. There was no seconder to this proposal.

Resolved to confirm as a correct record the minutes of the meeting held on 12th October 2016. Proposed Councillor Goode, seconded Councillor O'Neill, and agreed. All were in favour, bar one against and one abstention from the vote.

1617/75 To receive information on the following ongoing issues and decide further action where necessary

- a) Website. The committee was advised that the initial website is to go to full council for its approval. The agreed logo is needed for the website.
- b) Allotments. The clerk advised:
 - All allotment bills and tenancy agreements for Beck Lane and Stanley Street have been issued
 - Files are made up
 - The letter to non Bingley residents on the waiting lists needs to be sent
 - The waiting list form needs to be finalised
 - Confirmation has been received from Bradford Council of the allotment grant (£2,909) for Bingley Town Council 2016-2017
- c) Christmas. The clerk advised that Bingley Chamber of Trade and Commerce have sufficient sponsorship and do not require the Town Council grant. The lighting contractor is starting work on 11/11/16. Questions were asked about the inclusion of the Town Council logo on the Chamber of

Trade promotional material for the Christmas event. Councillor Brown will clarify this. There was discussion about a Town Council stall at the Christmas Fayre. Councillors were advised that there is to be no charge for the stall and Councillor Varley will take the lead on the stall. There is to be a press release about the lights.

1617/76 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.

1617/77 Draft Budget 2017-2018

- a) **To consider the draft budget for Bingley Town Council**
- b) **To receive the budget monitoring for July- Oct 2016**

a) The committee had been circulated with the draft budget. There was considerable discussion about the budget and Councillor Winnard expressed concern at the increased expenditure that the draft budget detailed. The committee went through the budget line by line and the following amendments were suggested:

- Remove £2,025 accommodation cost
- Increase the newsletter, publicity etc line by £600 to reflect the support/training costs for the new website
- Check on position for an additional member of staff re : National Insurance
- Increase solicitor fees to £400
- Increase Neighbourhood Plan to £20,000
- Reduce General Reserve to £19,500
- Planning documents are to be reduced by £500
- Christmas is to be re-named 'Christmas and seasonal events'
- Green Space Management is to be amalgamated with Planting to form one heading, Green and Clean
- Regeneration and tourist map are to be amalgamated to form one heading, Tourist Initiatives
- Other to be reduced to £700
- Allotment reserve to be changed to £2,909

Councillor Brown left the room at 19:57pm and returned at 20:00pm.

Subject to the above amendments:

Resolved to recommend the draft budget to the full council. Proposed Councillor Dawson, seconded Councillor Simpson and agreed. Four were in favour and three were against.

b) **Resolved** to receive the budget monitoring for July- October 2016. Proposed Councillor Dawson, seconded Councillor Deaden and agreed. All were in favour.
Councillor Simpson left the room at 20:40pm and returned at 20:43pm

1617/78 Litter picking equipment

- a) **To consider purchasing litter pickers**

Quotations had been obtained to purchase litter pickers.

Resolved to purchase 30 x litter pickers from Helping Hand Environmental at the cost of £9.95 each (plus VAT). Proposed Councillor Dawson, seconded Councillor Brown. The power for this expenditure comes from section 137.

1617/79 Town Council diary

- a) **To consider funding the display of the Town Council diary in locations in the parish**

This item was withdrawn owing to no funding being required.

1617/80 Logo

- a) To consider logo designs for Bingley Town Council
- b) To make any recommendations to the full council as necessary
- c) To decide which councillors are to take the lead on the logo and website

a&b) Councillor Dearden reported to the committee that Councillor Truelove following a meeting of the Eldwick Village Society had suggested that the Bingley Coat of Arms be retained as the logo for the Town Council. It was noted that the proposed logo needs to be capable of being used in different media situations. Councillor Brown advised that all of the logos can be used on different media formats. There was wide ranging debate about this item.

Resolved that the following will go to full council at its November meeting for its decision on the logo, or that full council will be asked if it wishes to refer the decision about which logo to select back to the Finance and General Purposes December committee meeting:

1. The segmented design as it currently designed
2. An enhanced segmented design that Councillor Simpson will arrange with the designer
3. Any additional designs that the designer may develop.

Proposed Councillor Dearden, seconded Councillor Dawson and agreed. Three were in favour, one was against and three abstained from the vote. Councillor Brown was thanked for his work on the logo.

c) Resolved that Councillor Dearden be appointed to work with Councillor Simpson on the logo and website. Proposed Councillor Simpson, seconded Councillor Dearden and agreed. All were in favour.

In view of the time (9:05pm):

Resolved that Standing Orders be suspended requiring the meeting to last no longer than 2 hours 30 minutes. Proposed Councillor Brown, seconded Councillor Dearden and agreed. All were in favour.

1617/81 Bank reconciliations

- a) To receive the bank reconciliations for September and October 2016

The bank reconciliations for September and October 2016 were received. Proposed Councillor Simpson, seconded Councillor Goode and agreed. All were in favour.

1617/82 Finance

Insurance

- a) Christmas lights insurance
 - b) To consider additional insurance cover for items owned by the Town Council
- a) The clerk advised that she had used her authority under Financial Regulations (5.5) to arrange insurance cover for the Christmas lights at the cost of £17.28. This will be added to next year's premium.
- b) There was discussion about including some of the recently acquired small value items such as litter pickers and high vis vests to the policy. The policy excess is £250. **Resolved** that small value items are not placed on the council's insurance. Proposed Councillor Goode, seconded Councillor Winnard and agreed. All were in favour.

Payments

- a) To note the following payments:
 - Al Saints Church, Bingley room hire £20
 - Cottingley Town Hall room hire £30
 - SBVS office rent £175

• SBVS	room hire	£35
• Nevis Computers Ltd	toners	£111.60
• Nevis Computers	Filesure	£12
• Terrence Brown	mileage (York course)	£35.10
• Bradford CPA	salaries (Jan- March 2017)	£7,101.15
• Ruth Batterley	stamps (allots)	£60.15
• Ruth Batterley	stationery & first aid box	£71.85
• O2	Airtime	£12.55
• O2	Device plan	£5.00

The payments were noted.

1617/83 Next Meeting of the Finance and General Purposes Committee

To note the date for the next meeting of the committee as being **Wednesday 14th December 2016 at Cottingley Cornerstone.**