

BINGLEY TOWN COUNCIL

**MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
HELD AT THE COTTINGLEY CORNERSTONE CENTRE, LITTLELANDS, COTTINGLEY ON
WEDNESDAY 11th JANUARY 2017 AT 6:30PM**

Councillors present.	Councillor Beckwith, Dawson, Dearden, Goode, O'Neill, Simpson and Winnard
Councillors in attendance not a member of this committee.	Hardman
In attendance.	Ruth Batterley, Clerk
Members of the public.	

**Start: 6:30pm
Finish: 8:00pm**

1617/101 Apologies for absence

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

1617/102 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.

1617/103 To confirm as a correct record the minutes of the meeting held on Wednesday 14th December 2016

Councillor Dearden noted that item 1617/87 point 1, should read that discretionary rents will be offered at a reduction of 25% of the full rent.

Subject to the above amendment:

Resolved to confirm as a correct record the minutes of the meeting held on 14th December 2016. Proposed Councillor Simpson, seconded O'Neill and agreed. All were in favour bar one abstention from the vote.

1617/104 To receive information on the following ongoing issues and decide further action where necessary

- a) **Allotments** The clerk noted that the allotment legal transfer is still to take place. Councillor Dearden will write an e-mail to be sent to Stephanie Moore and Kay Sanders from Bradford Council advising that the transfer will be taken to Parish Council liaison if not resolved.
It was noted that Councillors Goode and Dearden had prepared a list of planned maintenance. The next steps are to get costings for the priority items.

The correspondence items were taken at this point:

1. Councillor Goode is able to offer some practical assistance to Mr Hoyle with his allotment.
2. There was discussion about the e-mail from Ms Moore from Bradford Council Asset Management. Bradford Council is unable to help with the trees at Beck Lane. Mr and Mrs Gregory are to be advised that work on the trees is to be put onto the town council planned maintenance programme. Councillor Beckwith arrived at 6:50pm.

- b) **Terms of Reference** Councillor Winnard will bring the draft amended terms of reference for the Finance and General Purposes committee, to the February meeting.

1617/105 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 at the meeting.

1617/106 To receive an update on council office space

Councillor Dearden's report on office space for the town council had been circulated with the meeting papers.

There was wide ranging discussion about this item and the committee adjourned to look at the potential office space at Cottingley Cornerstone Centre.

Resolved that Cottingley Cornerstone be put forward to the full council for its consideration as new office space.

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

1617/107 Green and Clean Litter Champion Scheme

- a) To approve the scheme**
- b) To discuss next steps for the scheme**

- a) It was noted that participants in the Green and Clean Litter champion scheme will take part at their own risk, work in their chosen area and the scheme will be widely promoted through all aspects of town council communications. There may be budgetary implications which will be brought to a future meeting.

Resolved to approve the Green and Clean Litter Champion Scheme. Proposed Councillor Goode, seconded Councillor Dawson and agreed. All were in favour.

- b) Next steps include advertising and completing any necessary paperwork such as advice for the prospective litter champions and completing a risk assessment for the scheme. Councillor Simpson was thanked for her work on the Green and Clean Litter Champion scheme.

1617/108 Website policies and links to other organisations

- a) To receive the document on website policies and links to other organisations**
- b) To decide on recommendations to be made to the full council**

- a) Councillor Simpson's document had been circulated with the meeting papers. There was wide ranging discussion about this item. **Resolved** that Sections A (Links to other organisations), B (Directory of Local Organisations) and D (A-Z of services) are to be listed on the website. Section C (Business Directory) is to be considered at a later point. Proposed Councillor O'Neill, seconded Councillor Winnard and agreed. All were in favour.

There was discussion about the type of community group that would be permitted to be included in the listing on the new town council website. A policy will be developed for community group listing on the website.

1617/109 Newsletter

- a) To receive an update on the next edition of the newsletter**
- b) To consider next steps**

- a) Councillor Dawson updated the committee. **Resolved** that the draft of the newsletter will be taken to the full council for its approval at the January meeting. Following the full council meeting on 31st January, articles about the precept, Keighley incinerator and Green and Clean Litter Champion scheme will be added to the draft. Proposed Councillor Dawson, seconded Councillor Winnard and

agreed.

1617/110 Branding guidelines

- a) **To receive the branding guidelines document for Bingley Town Council**
- b) **To consider the document and make any recommendations to the full council as necessary**

Resolved to receive the branding guidelines and take them to the full council for its approval. Proposed Councillor Dearden, seconded Councillor Goode and agreed. All were favour, bar one abstention from the vote.

1617/111 Budget monitoring

- a) **To receive the budget monitoring**

The clerk's budget monitoring document had been circulated. She noted that budget monitoring is out of sync with quarterly reporting. She noted that this is because the town council bank account did not start to operate until July 2016. Quarterly budget reporting will start in the new financial year. Councillor Simpson noted that the amount for the website design should be a total cost of £2,885.

1617/112 Bank reconciliations (See attached)

- a) **To receive the bank reconciliation for December 2016**

It was noted that Councillor Beckwith had checked the reconciliation for December 2016. The reconciliation was accurate.

1617/113 Correspondence

- a) **E-mail from Mr Hoyle, prospective tenant of Plot 17 Beck Lane**
- b) **E-mail from Stephanie Moore, BMDC about outstanding issues at Beck Lane**

The items of correspondence had been dealt with as part of item 1617/104

1617/114 Finance

Payments

- a) **To note the following payments:**

• Cottingley Village Primary School	March meeting room hire	£87.50
• Nevis Computers Ltd	Filesure Feb 2017	£12
• YLCA	Job advert	£15
• NABMA	Membership	£180
• O2	Airtime	£12.82
• O2	Handset	£5.00

Receipts

• 08/12/16	Allotment rent	£71.41
• 14/12/16	Allotment rent	£23.80
• 19/12/16	Allotment rent	£46.33
• 23/12/16	Allotment rent	£17.67

The clerk noted that Unity Bank had deducted incorrect amounts for two cheques:

1. Cheque number 300045 was issued for £1,068 but £1,008 was deducted
2. Cheque number 300058 was issued for £86.20 and £86.70 was deducted

The clerk has e-mailed the bank and is waiting to hear back.

1617/115 Next Meeting of the Finance and General Purposes Committee

To note the date for the next meeting of the committee as being **Wednesday 8th February 2017 at Cottingley Cornerstone**