

BINGLEY TOWN COUNCIL

**MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
HELD AT THE COTTINGLEY CORNERSTONE CENTRE, LITTLELANDS, COTTINGLEY ON
WEDNESDAY 8th MARCH 2017 AT 6:30PM**

Councillors present.	Councillor Beckwith, Dearden, Goode, Hardman, O'Neill, Simpson, Winnard
Councillors in attendance not a member of this committee.	None
In attendance.	Ruth Batterley, Clerk Laura Jowett, Administration Officer
Members of the public.	Two, part of meeting

Start: 6:30pm

Finish: 7:40pm

1617/127 Apologies for absence

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

1617/128 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.**

Councillor Goode declared his interest in item 1617/131. His son is submitting a quotation for the fencing work at Beck Lane.

No written requests for dispensation had been received.

1617/129 To confirm as a correct record the minutes of the meeting held on Wednesday 8th February 2017

Councillor Hardman noted that there should an 'r' on 'favour' at the end of item 1617/118.

Subject to the above:

Resolved to confirm as a correct record the minutes of the meeting held on 8th February 2017. Proposed Councillor Beckwith, seconded Councillor Simpson and agreed. All were in favour, bar one abstention from the vote.

1617/130 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.

The site representative from Beck Lane asked that when trees are referred to at Beck Lane their location should be identified. The site representative asked that allotment holders are informed when any works are carried out. She also noted that Bradford Council used to provide a mini skip each year and asked that the council consider adopting this practice.

1617/131 Allotment maintenance work

- a) **To consider prioritising maintenance work on the allotments**

b) To consider recommending to the full town council that monies be released from the allotment reserve and delegated to the Finance and General Purposes committee

- a) The priority list had been circulated ahead of the meeting. There was discussion about which items should be done first, a traffic light system is to be adopted. Councillor Goode advised that he had arranged for quotations for priority items on the list to be sent directly to the clerk. Councillor Hardman and the clerk will look at the quotations.
- b) **Resolved** that the clerk and Councillor Hardman will look at quotations received for allotment priority work and from this information will be used to recommend an amount to the full council to be released from the allotment reserve for priority works. Proposed Councillor Dearden, seconded Councillor O' Neill and agreed. All were in favour.

1617/132 Litter pickers

a) To consider purchasing additional litter pickers

Two members of the public left the meeting at 7:05pm.

It was noted that the expenditure for the litter pickers comes from section 137 of the Local Government Act 1972.

Resolved that the litter pickers will be purchased from Helping Hands for up to £450 plus VAT. Proposed Councillor Dearden, seconded Councillor Simpson and agreed. All were in favour.

1617/133 Events

- a) **To set dates for litter picks. Resolved** that litter picks on 29th April, 3 June, 5 August, 7, October, 2 December be agreed. Proposed Councillor Hardman, seconded Councillor Winnard and agreed. All were in favour.
- b) **To consider attendance at A Right Royal Do on 21st May. Resolved** that the council's attendance at the Friends of Prince of Wales Park 'A Right Royal Do' be agreed. Proposed Councillor Dearden, seconded Councillor Beckwith and agreed.
- c) **To consider meetings between the Road Show attendees and the Litter Picking Champions Resolved** that the meetings, dates to be advised, be agreed with both the Road Show attendees and the Litter Picking Champions. Proposed Councillor Goode, seconded Councillor Hardman and agreed. All were in favour.

1617/134 Sub committee terms of reference

- a) **To consider approving the terms of reference for the Green and Clean sub committee. Resolved** to approve the terms of reference for the Green and Clean sub committee, proposed Councillor Simpson, seconded Councillor Beckwith and agreed. All were in favour.
- b) **To consider approving the terms of reference for the Marketing and Communications sub committee.** An alternative set of terms of reference was tabled at the meeting. The sub committee is to be called, Events, Marketing and Communications. **Resolved** to approve the terms of reference for the Events, Marketing and Communications committee. Proposed Councillor Dearden, seconded Councillor Simpson and agreed. All were in favour.

1617/135 Review of Internal Control

a) To consider for approval the review of internal control

Resolved to approve the review of internal control. Proposed Councillor Winnard, seconded Councillor Simpson and agreed. All were in favour.

1617/136 Asset register

- a) **To consider the town council asset register for 2016-2017**
- b) **To make any recommendation to the full council as necessary**

Resolved to recommend the asset register listing assets to the value of £14,686 to the full council for its approval. Proposed Councillor Simpson, seconded Councillor Dearden and agreed. All were in favour.

1617/137 To receive the following working group minutes:

- a) **Green and Clean – 6th February 2017**
- b) **Communications – 6th February 2017**

The minutes were noted.

1617/138 Bank reconciliation

- a) **To receive the bank reconciliation for February 2017**

The bank reconciliation and corresponding Unity bank statement for February were received.

1617/139 Finance

Payments

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

• O2	Airtime	January 2017	£12.00
• O2	Device	January 2017	£5.00
• YLCA	Good Employer Guide		£16.00
• Fullstop Studio	February newsletter		£765
• Councillor Quarrie	Ink cartridges		£13.90
• YLCA	Planning training (Admin Officer)		£115

The payments were noted.

1617/140 Next Meeting of the Finance and General Purposes Committee

To note the date for the next meeting of the committee as being **Wednesday 12th April 2017 at Cottingley Cornerstone Centre**