

**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 MAY 2017 AT 6:30PM**

<b>Councillors present.</b>	Councillor Beckwith, Dawson, Dearden, Goode, Hardman, Simpson, Winnard
<b>Councillors in attendance not a member of this committee.</b>	None
<b>In attendance.</b>	Ruth Batterley, Clerk
<b>Members of the public.</b>	None

**Start: 6:30pm**

**Finish: 7:35pm**

**1617/159 Apologies for absence**

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

**1617/160 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 declarations of interest.

No written requests for dispensation had been received.

**1617/161 To confirm as a correct record the minutes of the meeting held on Wednesday 12<sup>th</sup> April 2017**

**Resolved** to confirm as a correct record the minutes of the meeting held on 12<sup>th</sup> April 2017. Proposed Councillor Goode, seconded Councillor Simpson and agreed. All were in favour, bar one abstention from the vote.

**1617/162 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.

**1617/163 Floral displays**

- a) **To consider if the watering and maintenance of plants in Crossflatts are to be added to the council maintenance contract for the cost of £320**
  - b) **To consider a contribution of £100 towards the purchase of composting for the Cottingley floral displays**
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- a) **Resolved** to include the watering and maintenance of plants in Crossflatts on the council maintenance contract. Proposed Councillor Simpson, seconded Councillor Dawson and agreed. All were in favour.
  - b) **Resolved** to make a contribution of £100 to the Cottingley Community Association towards the purchase of its compost. Proposed Councillor Goode, seconded Councillor Dawson and agreed. All

were in favour

#### **1617/164 Administrative Officer laptop and associated sundries**

##### **a) To decide which company to place the order with for the laptop etc.**

It was noted that this item of expenditure had been delegated to the clerk in conjunction with the Finance and General Purposes Committee. The clerk had obtained four quotations for the laptop and associated sundries.

**Resolved** that the order be placed with MJSIT, to include encryption of both laptops for the total cost of £1,111 plus vat. The clerk noted that Mr Smith from MJIST had advised that there is no need for commercial anti-virus software. The clerk will download free anti-virus onto her laptop once the Kaspersky anti-virus expires. Proposed Councillor Simpson, seconded Councillor Goode and agreed. All were in favour.

#### **1617/165 Risk assessment**

##### **a) To consider the risk assessments for the Beck Lane and Stanley Street allotment sites**

The Administrative Officer and Councillor Goode were thanked for their work on the risk assessment. There was discussion about this item and the following was agreed:

1. The tenants with outstanding issues as identified on the risk assessment, are to be written to and requested to remedy any outstanding issue that may cause a hazard
2. The allotment rules are to be tabled at the next committee meeting
3. Clarification is to be obtained as to whether a first aid box should be held at the allotment site. The clerk noted that she, the administrative officer and Councillor Goode are to attend allotment training run by the SLCC on 23<sup>rd</sup> June.

**Resolved** that the risk assessment for the allotments for Bingley Town Council for 2017-2018 be approved. Proposed Councillor Dearden, seconded Councillor Simpson and agreed. All were in favour.

#### **1617/166 Office**

- a) To receive an update on the office and consider next steps**
- b) To consider any donation to be made to Wellsprings Together Bradford for office furniture**
- c) To consider the purchase of items for the new office**

- a) Councillor Dearden noted that Cottingley Cornerstone had informed the clerk that the office is available from 22<sup>nd</sup> May. The move is to take place w.c. 5<sup>th</sup> June 2017
- b) **Resolved** that £150 be donated to Wellsprings Together Bradford for their unwanted office furniture. Proposed Councillor Winnard, seconded Councillor Dawson and agreed. All were in favour.
- c) The clerk had obtained a quote of £260 plus vat for two pedestals to go under the desks. **Resolved** that the pedestals be purchased and £200 be delegated to the clerk to purchase a microwave and other office sundries. Proposed Councillor Dearden, seconded Councillor Simpson and agreed. All were in favour.

#### **1617/167 Market Survey**

##### **a) To consider the printing of the market survey**

**Resolved** that £320 be allowed for the printing of the survey, insertion of 1,300 copies into Eldwick News and the hire of a Bradford Council market stall for £10. Proposed Councillor Dawson, seconded Councillor Dearden and agreed. All were in favour.

#### **1617/168 To receive the following working group minutes**

##### **a) Green and Clean**

The minutes were received.

**1617/169 Bank reconciliation**

- a) **To receive the bank reconciliation and bank statement for April 2017**

The signed bank reconciliation and signed bank statement had been circulated prior to the meeting.

**1617/170 Payments**

To note the following payments:

• Came and Company	Insurance	£791.70
• Fullstop Studio	April newsletter	£665
• Nevis Computers Ltd	Magenta toner	£58.80
• Fullstop Studio	Display board and badges	£145
• Nevis Computers Ltd	Filesure	£12
• Nevis Computers	Copier paper	£25.80
• Bingley Methodist Church	Room hire	£47
• All Saint's Church	Room hire	£20
• Ruth Batterley	Mileage Feb- April 17	£9.45
• O2	Airtime	£14.44
• O2	Device plan	£5

**Receipts**

• BMDC	Precept and support grant	£146,802
	Allotment rent	£387
	Allotment rent	£398.80

The payments and receipts were noted.

**1617/171 Next Meeting of the Finance and General Purposes Committee**

To note the date for the next meeting of the committee as being **Wednesday 14th June 2017 at Cottingley Cornerstone Centre**