

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 JUNE 2017 AT 6:30PM**

Councillors present.	Councillor Beckwith, Dawson, Goode, Hardman & O'Neill
Councillors in attendance not a member of this committee.	None
In attendance.	Ruth Batterley, Clerk
Members of the public.	Helen Parsons, Hale, part of meeting and two members of the public, part of meeting

Start: 6:30pm

Finish: 8:45pm

1718/01 Election of Chair of the committee

Councillor O'Neill chaired the meeting.

Resolved to elect Councillor Dearden as Chair of the Finance and General Purposes committee. Proposed Councillor O'Neill, seconded Councillor Goode and agreed. All were in favour.

1718/02 Election of Vice Chair of the committee

Resolved to elect Councillor O'Neill as Vice Chair of the committee. Proposed Councillor Goode, seconded Councillor Hardman and agreed. All were in favour.

1718/03 Apologies for absence

To approve the reasons for Members' absence (if applicable).

Resolved to approve the following apologies: Councillor Dearden, Simpson, Varley (personal), Councillor Winnard (work)

1718/04 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.

No declarations were declared, no written requests for dispensation had been received.

1718/05 To confirm as a correct record the minutes of the meeting held on Wednesday 10th May 2017

Councillor Hardman noted that she had been left off the list of councillors in attendance at the meeting. Subject to this amendment:

Resolved to approve the minutes of the meeting held on Wednesday 10th May 2017 as a correct record. Proposed Councillor Dawson, seconded Councillor Goode and agreed. All were in favour.

1718/06 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.

1718/07 Grant applications

1. To consider the grant application from Hale to fund a pilot programme for teenage girls to

become mentors to reduce poor sexual health and the risk of being groomed

Helen Parsons from Hale attended the meeting to answer questions about the proposed project. She noted that this is an application for a pilot project and that ongoing funding is being sought from Children in Need. £250 is being sought from local businesses to support the pilot scheme. Councillors asked Ms Parsons questions and further information is to be obtained from Hale which if provided in time, will mean that this application can be carried forward to the July Finance and General Purposes meeting. The following information is to be requested from Hale:

1. The committee believes the scheme to be a worthwhile project
2. How will Hale work with the schools? Do the schools support and want the project, even if they are unable to contribute financially? Mention was also made of Samuel Lister school. Are there plans to include this school in the project?
3. Confirmation of other sources of funding? Have applications been made for any other sources of funding other than from Beckfoot and Bingley Grammar?
4. What is the process for delivery and review of the project?
5. More information on the content and of the pilot scheme is requested

Subject to the above, being provided by Hale **resolved** that the application will be taken forward to the July Finance and General Purposes committee meeting. Proposed Councillor Goode, seconded Councillor Hardman and agreed. All were in favour. Ms Parsons left the meeting at 7:15pm.

2. To review the grant criteria for the council grant scheme and make any recommendations to full council as necessary

Several small amendments were suggested about the grant criteria, mostly about the need for groups to publicise the contribution of the Town Council to their work.

Resolved that the grant criteria with suggested amendments be recommended to the full council for its approval. Proposed Councillor Dawson, seconded Councillor Hardman and agreed. All were in favour.

1718/08 To receive information on the following ongoing issues and decide further action where necessary:

- a) Allotments** Councillor Goode updated the committee. He noted that twelve months have passed since the formation of the Town Council and in this time the council has learned a great deal about allotments. He noted that specifications need to be issued for any future works and the tree work is incomplete. A further quotation will be obtained from Keighley Tree Services using the planning permission. Communication going forwards will be the responsibility of Council staff, in particular the Administrative Officer who has responsibility for allotments. The Clerk will request information from Bradford Council about the transfer of the Warren Lane site.
- b) Allotment rules** A draft version of the rules has been prepared based on the rules used by Bradford Council, further amendments have been made based on other local council allotment rules. Issues identified are to be discussed at the allotment training being held on 23rd June and with the site representative on 27th June. Once all amendments have been made a final draft will be brought back to the committee for its approval.
- c) To note that the legal paperwork has now been received for the Beck Lane allotment site**

Two members of the public left the meeting at 7:25pm.

1718/09 Sub committees

- 1. Town Centre and Regeneration sub committee. To consider the terms of reference for the Town Centre and Regeneration sub committee.** The terms of reference had been circulated with the meeting papers. Aims and Objectives are to be merged and the bullet point 'To draw up proposals for Bingley's Christmas celebrations and other seasonal events is to be widened to included working with other committees. Subject to the amendments, **resolved** to approve the Terms of Reference for the Town Council and Regeneration sub committee. Proposed Councillor Goode,

seconded Councillor Hardman and agreed. All were in favour.

2. **To elect members to the Town Centre and Regeneration sub committee. Resolved** to elect Councillors Chapman, Dearden, Dawson, Quarrie, Simpson, Truelove and O'Neill to this sub committee. The terms of reference allow for having non councillors on the committee and suggestions for the remaining member included a representative from the Civic Trust or the Bingley Chamber of Trade. Proposed Councillor Goode, seconded Councillor Hardman and agreed. All were in favour.
3. **Green and Clean sub committee. To review the sub committee's Terms of Reference** The terms of reference were reviewed.
4. **To elect members to the Green and Clean sub committee. Resolved** to elect Councillors Goode, Simpson, Hardman, O'Neill and Mrs. Ramsden from Bingley Green Dog Walkers. Proposed Councillor Goode, seconded Councillor Hardman and agreed. All were in favour.
5. **Events, Marketing and Communications sub committee. To review the sub committee's terms of reference.** The terms of reference were reviewed.
6. **To elect members to the Events, Marketing and communications sub committee. Resolved** to elect Councillors Chapman, Simpson, Dawson, Varley and Mrs. Owen and Mr. Wood to the Events, Marketing and Communications committee. Proposed Councillor Goode, seconded Councillor O'Neill and agreed. All were in favour.

1718/10 Committee appointments

1. **To appoint two councillors to check bank reconciliations Resolved** to appoint Councillors Beckwith and Hardman on a turn by turn basis. Proposed Councillor Goode, seconded Councillor O'Neill. All were in favour.
2. **To appoint two councillors to check internal controls. Resolved** to appoint Councillors Simpson and O'Neill. Proposed Councillor Hardman, seconded Councillor O'Neill and agreed. All were in favour.
3. **To appoint two councillors as project managers for the allotments.** Resolved to appoint Councillors Hardman and Goode. Proposed Councillor O'Neill, seconded Councillor Dawson and agreed. All were in favour, bar one against.

1718/11 Toilets

1. **To consider next steps in investigations on the transfer of the Bingley toilets to the Town Council** Councillor Dawson declared an interest as she is a director of R Dawson Architect
2. **To draw up an initial brief, consult about ways in which the site could be developed and consider obtaining quotations from architects/specialist services.** The clerk was asked to chase up the terms of the transfer with Bradford Council.
3. **To recommend to the full council that up to £2,000 be delegated to the Finance and General Purposes committee for fees in connection with 2.** There was discussion about this item. Expressions of interest are to be sought from architects. Councillors Dearden and Dawson will draw up the brief. **Resolved** that full council be recommended to delegate up to £2,000 to the Finance and General Purposes committee for fees for architects etc. Proposed Councillor Goode, seconded Councillor Dawson and agreed. All were in favour, bar one against.

1718/12 Annual Report

1. **To consider arrangements for the Annual Report**

Three quotations had been received for the Annual Report and three quotations received for its delivery to all households in Bingley parish. **Resolved** that Fullstop Studio be appointed to print the Annual Report on 130gsm paper, up to 8 A4 pages, although if demand for copy was less a smaller publication could be commissioned. This is for the quoted price of up to £1,125. The delivery is to be carried out by Mad Publications for up to £55 per 1,000 plus VAT. Proposed Councillor Dawson, seconded Councillor Goode and agreed. All were in favour.

1718/13 Events

To consider Town Council attendance at the following events

1. **Eldwick Gala, 24th June 2017**

2. **Cottingley Fun Day, 8th July**
3. **Bingley Show, 22nd July**
4. **Bingley Business Expo, 27th September**
5. **To consider any other events the Town Council may wish to attend**

Resolved that the Eldwick Gala, Cottingley Fun Day and Bingley Show be approved for Town Council attendance should enough councillor volunteers be available. Proposed Councillor Goode, seconded Councillor O'Neill and agreed. All were in favour. More information is to be requested from the Bingley Business Expo before a decision can be made about whether to sign up to this event.

1718/14 Policies

1. **To consider the policy for vexatious/habitual complainants and make any recommendations to the Town Council as necessary**
2. **To consider the policy for Freedom of Information and make any recommendation to the Town Council as necessary**

Owing to the time, these items are to be held over to a future meeting.

1718/15 Finance

1. **To receive the bank reconciliation and bank statement for May 2017**
2. **To receive the quarterly internal control check**

Both the signed bank reconciliation and signed bank statement had been circulated with the meeting papers. The quarterly Internal Control check had also been circulated; it was noted that the allotment data base needs to be available at the next check.

1718/16 Payments

To note the following payments:

• Exa Networks	Domain Hosting	£120.00
• Full Stop Studio	Market Survey	£160.00
• Chris O'Neill	Computer ink	£16.90
• Keighley Tree Services	Tree work, Beck Lane	£240.00
• Ruth Batterley	Stamps	£15.52
• Nevis Computers Ltd	Key board, Clerk	£42.00
• Ruth Batterley	Items for new office	£76.50
• Ruth Batterley	Items for new office	£38.47
• Bradford CVS	Clerk data protection training	£80.00
• Nevis Computers Ltd	Filesure July	£12.00
• Nevis Computers Ltd	Black toner	£63.60
• Bradford CVS	Office and room hire	£310
• Bradford CPA	Salaries	£8,929.57
• Workplace Pensions Direct	Pension report	£468.00

Receipts

• Allotment rent	£248.07	
• Allotment rent	£178.36	
• Allotment rent	£124.32	
• Allotment rent	£314.64	
• Allotment rent	£104.24	
• Allotment rent	£166.40	
• HMRC	Vat rebate	£2,608.30

1718/17 Next Meeting of the Finance and General Purposes Committee

To confirm the dates for the Finance and General Purposes committee meetings for 2017-2018. To note that the next meeting of the committee is **Wednesday 12th July 2017 at Cottingley Cornerstone Centre**