

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 AUGUST 2017 AT 6:30PM**

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

Start: 6:30pm

Finish: 8:10pm

1718/32 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 of interest and no written requests for dispensation had been received.

1718/33 Apologies for absence

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

Resolved To approve the apologies of Councillor Dawson (personal) and Councillor Varley (personal). Proposed Councillor Goode, seconded Councillor O'Neill and agreed. All were in favour.

1718/34 To confirm as a correct record the minutes of the meeting held on Wednesday 12th July 2017

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

1718/35 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 items were raised.

1718/36 To receive information on the following ongoing issues and decide further action where necessary:

- a) Allotments – Allotment guidance
 - b) Administrative charge for late payment of rent
 - c) Allotment works – gate in security fence
 - d) Bingley Business Expo
- a) **Resolved** to make the following amendments
- 5.4 to state 'In areas of high demand the Council has the right to only allocate one plot per household'
 - 5.5 to state 'Documentary evidence may be required'
 - 5.21 To remove the sentence 'No bonfires may be alight other than in the 3 hours before sunset'
 - 5.28 To insert 'Proof of benefits will be required annually' at the end of the first paragraph.

- Proposed Councillor Goode, seconded Councillor O'Neill and agreed, all were in favour.
- b) **Resolved** to approve a charge of 10% where payment has not been received after 28 days and a further request is issued.

Proposed Councillor Goode, seconded Councillor O'Neill and agreed. All were in favour.

- c) **Resolved** to place an order with J&G fabrications to make changes to the railings to enable them to open and close and act like a gate in two places in the fence for the cost of £90 each (plus VAT)

Proposed Councillor Goode, seconded Councillor Winnard and agreed. All were in favour.

- d) **Resolved** to promote Bingley Business Expo by putting it on the Facebook page, on the events calendar on the website and including in the monthly mailshot. **Resolved** to email agreeing to promote the event in this way in exchange for a stall at this event.

Proposed Councillor Simpson, seconded Councillor Goode and agreed, all were in favour.

1718/37 Allotments

1. Tenancy Agreement

- a) To consider the draft tenancy agreement

- b) To consider next steps

2. Unwanted baths at Beck Lane

- a) To consider removing the unwanted baths from the allotment site

3. Tree mapping

- a) To consider steps to map trees that the Town Council owns on each allotment site (*See Appendix 1718/37*)

- b) To consider any works required to tree T1 at Beck Lane (*E-mail to follow*)

4. Letter from prospective owners of Lock Keeper's Cottage (*E-mail to follow*)

- a) To consider next steps

- 1) **Resolved** to make the following amendments to the allotment tenancy agreement

a) Rent- £62.16 (sixty-two pounds and sixteen pence) per year or any revised sum which the Landlord decides is to be payable under this agreement payable on receipt of invoice each year. Water supply shall be included in the rental charge.

b) Letting- to insert 'and the Allotment Policy and Guidance' at the end

c) 3.4 The tenant shall make payment within 28 days of receipt of the rent invoice

d) 3.5 A charge of 10% will be added where payment has not been received after 28 days and a further request is issued.

- e) 5.1 to insert 'free from hazards'

- f) 11.2 to state 'Within 6 months of the date of death, on a date agreed between the next of kin and the town council

- g) 11.3 to state 'on the expiry of 12 month's written notice, to expire during the winter months'

- h) To make amendments to 11.5

Proposed Councillor Goode, seconded Councillor Hardman and agreed, all were in favour.

2) **Resolved** to mark baths requiring removal and make arrangements for their removal. Proposed Councillor O'Neill, seconded Councillor Hardman, and agreed. All were in favour.

3) **Resolved** to obtain quotes for an arboriculture survey by a qualified and insured party.

Resolved to obtain a quote for the work required on the tree at the end of plot 19 at Beck Lane allotment (previously referred to as T1). Proposed Councillor Dearden, seconded Councillor Goode and agreed. All were in favour.

4) **Resolved** that Councillor Dearden would speak to the prospective owner and this would be followed by a letter explaining the council cannot enter into a legally binding document and that statutory allotments cannot be given away. **Resolved** to seek advice from YLCA.

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

1718/38 Bingley Toilets

- a) To receive an update on Bingley toilets

- b) To receive the e-mail from Healthmatic about Bingley toilets
- c) To consider next steps

Resolved to arrange a meeting with Healthmatic. Proposed Councillor Dearden, seconded Councillor Simpson and agreed. All were in favour.

1718/39 Arrangements for Christmas lights survey

- a) To consider how the committee wishes to carry out the survey for resident choice of Christmas lights
- b) To consider next steps

Resolved to produce a document for face to face survey and for the Administrative Officer to investigate an electronic survey. Proposed Councillor Dearden, seconded Councillor Goode and agreed, all were in favour.

1718/40 Policies

To consider the following policies:

1. Asset Register policy
2. Data Protection policy
3. To consider any next steps

- 1) **Resolved** to recommend the Asset Register policy to the full council for approval. Proposed Councillor Simpson, seconded Councillor O'Neill and agreed. All were in favour.
- 2) **Resolved** to recommend the Data Protection policy to the full council for approval. Proposed Councillor Hardman, seconded Councillor Beckwith and agreed. All were in favour.

1718/41 Sub committee draft minutes

To receive the following draft sub committee minutes:

- a) Green and Clean
- b) Events, Marketing and Communications

The minutes were received.

1718/42 Payments

To note the following payments:

- | | | |
|-------------------|---------------------------------|--------|
| • Fullstop Studio | Annual report, print and design | £1,125 |
| • Ruth Batterley | Stamps | £13.44 |

The payments were noted.

1718/43 Next Meeting of the Finance and General Purposes Committee

To note the date for the next Finance and General Purposes Committee meeting as being Wednesday 13th September at 6:30pm at Cottingley Cornerstone Centre