

BINGLEY TOWN COUNCIL

**MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
HELD AT THE COTTINGLEY CORNERSTONE CENTRE, LITTLELANDS, COTTINGLEY ON
WEDNESDAY 13th SEPTEMBER 2017 AT 6:30PM**

Councillors present.	Councillor Beckwith, Dearden, Dawson, Goode, Hardman, O'Neill, Simpson and Winnard
Councillors in attendance not a member of this committee.	None
In attendance.	Ruth Batterley, Town Clerk
Members of the public.	One for part of meeting

Start: 6:30pm

Finish: 8:45pm

1718/44 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.

1718/45 Apologies for absence

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

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

1718/46 To confirm as a correct record the minutes of the meeting held on Wednesday 9th August 2017

Councillor Goode noted that an e had been left off his surname on item 1718/37 point 4. Subject to this amendment:

Resolved to confirm as a correct record the minutes of the meeting held on 9th August 2017. Proposed Councillor O'Neill, seconded Councillor Winnard and agreed. All were in favour, bar one abstention from the vote.

1718/47 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.

A member of the public spoke about item 1718/47 a), (allotments to come under the work area of the Green and Clean committee.) He advised for many reasons that he believed this was not a good way for the council to deal with allotments and would like them to remain under the remit of the Finance and General Purposes committee. Special mention was made of the Administrative Officer's work on the allotments and how much this is appreciated.

1718/48 To receive information on the following ongoing issues and decide further action where necessary:

a) **Allotments (Work area to come under remit of Green and Clean sub committee).** The clerk advised that she had been in touch with YLCA about the allotments coming under the work area of this committee. The advice was that it would be preferable for the allotments to be dealt with by a separate committee. The Finance and General Purposes committee felt to have another committee for the council would not be helpful. There was discussion about how allotments could be dealt with by the Finance and General

Purposes committee. It was noted that the Town Council has a responsibility to deal with the allotments and it was suggested that allotments be dealt with once a quarter in a programmed way. The clerk advised that there would be occasions when decisions had to be made that would mean allotments needed to be discussed outside of this quarterly meeting.

b) Bingley toilets Councillor Dearden and the clerk had attended a meeting with Jill Wilkinson and Nigel Gillat both from Bradford Council. Much of the discussion had been about TUPE as it relates to the toilet attendant currently employed by Bradford Council. The clerk has obtained quotations from firms of solicitors about the Community Asset Transfer (CAT) from two firms of solicitors. She will contact them for quotations about TUPE. Bradford Council would like the Town Council to produce a business plan for October. **Resolved** that Councillors Dearden, Dawson and Simpson produce a business plan in time for the September full council meeting. Proposed Councillor Dearden, seconded Councillor Dawson and agreed. All were in favour and one was against.

c) Christmas lights survey – to receive an update Councillors Varley and Simpson will be logging the remaining votes from Facebook about the lights. Councillors Goode, Beckwith and O'Neill were thanked for staffing the stall in Bingley centre asking for residents' choices about the lights.

1718/49 Winter gritting

a) To consider the purchase of grit bins, associated sundries and locations of bins. The full council had delegated to the Finance and General Purposes committee up to £1,500 for the provision of grit bins in the parish. Councillor Hardman had circulated the list of prioritised bins. **Resolved** that a pilot scheme be run of five bins this year. Proposed Councillor Dearden, seconded Councillor Goode and agreed. All were in favour. **Resolved** that subject to clarification with Bradford that the top five locations are suitable, that an order be placed with Bradford Council for five filled grit bins at the cost of £100 each. This will be run as a pilot scheme. Proposed Councillor Hardman, seconded Councillor Dearden and agreed. All were in favour.

b) To consider how the scheme will be delivered and any next steps. The clerk advised that the Town Council insurer had advised that training for the volunteers would be necessary. The committee felt this was not necessary as Town Councillors would be responsible for the bins and individuals would help themselves to grit as and when needed.

1718/50 Winter planting

a) To consider allocating up to £1,500 for Winter planting in the parish. **Resolved** to allocate £375 to Carlton Nurseries for a winter planting scheme in the nine barrier baskets and three tubs. The cost for the scheme includes maintenance and watering. Proposed Councillor Simpson, seconded Councillor Hardman and agreed. All were in favour. **Resolved** to allocate £500 for the purchase of winter planting and bedding plants to be given to community groups for community planting schemes. Proposed Councillor Simpson, seconded Councillor Hardman and agreed. All were in favour. **Resolved** to allocate £500 for bulbs for community planting schemes. Proposed Councillor Simpson, seconded Councillor Dawson and agreed. All were in favour.

b) To make any recommendation to full council as necessary There was no recommendation to make

c) To consider approval in principle for the risk assessment of community bulb planting events by the Green and Clean committee **Resolved** to approve in principle the risk assessment of community bulb planting events by the Green and Clean committee. Proposed Councillor Dearden, seconded Councillor Dawson and agreed. All were in favour.

1718/51 Internal Auditor

a) To consider the appointment of Diane Brown as the Internal Auditor for Bingley Town Council

b) To make any recommendation to the full council as necessary

Resolved that the appointment of Diane Brown as Internal Auditor for Bingley Town Council be recommended to the full council for its approval at the cost of £100 per day plus mileage and parking etc. The clerk had circulated the YLCA checklist and Ms Brown's audit checklist as the basis for the twice yearly internal audit. Proposed Councillor Dawson, seconded Councillor Simpson and agreed. All were in favour.

The member of the public left the meeting.

1718/52 Storage

- a) To consider the Town Council storing items at Cottingley Cornerstone**
- b) To consider next steps**

The clerk advised that Cottingley Cornerstone can offer the Town Council storage in a very large cupboard for the cost of £20 per four week period. **Resolved** to rent this large cupboard at £20 per four week period. Proposed Councillor Beckwith, seconded Councillor Simpson and agreed. All were in favour.

1718/53 Good Councillor Guide to Finance and Transparency

- a) To receive the Guide**

The electronic version of the guide had been circulated with the meeting papers and the clerk will circulate it at the next full council meeting. The clerk was asked to establish if there are any hard copies for sale.

1718/54 Finance Training

- a) To consider if any Town Councillor wishes to attend the YLCA Finance training course**

There was discussion about this item. The YLCA course was felt to be valuable but at an inconvenient location and time.

Resolved that Councillors Hardman and Simpson would attend the Finance course on 6th November at the cost of £115 per person. Proposed Councillor Dearden, seconded Councillor O'Neill and agreed. All were in favour. The clerk is to investigate bespoke finance training for Bingley Town Council.

1718/55 Newsletter

- a) To consider arrangements for the next two newsletters**
- b) To delegate to the clerk in conjunction with the Chair of the Finance and General Purposes committee the selection of printer for the next two newsletters**

It was noted that the next newsletter is imminent. **Resolved** to delegate to the clerk in conjunction with the Chair of the Finance and General Purposes committee, the choice of printer/designer (three quotations are being obtained) and the expenditure to the clerk for one newsletter up to £1,000 for 5,000 copies of a six-page A4 colour newsletter. Proposed Councillor Dawson, seconded Councillor Simpson and agreed. All were in favour.

1718/56 Stickers and Business Cards

- a) To consider the purchase of stickers and business cards**

Resolved to purchase stickers, T bar signs for the nine barrier baskets and three tubs for the cost of £170. Proposed Councillor Simpson, seconded Councillor Dawson and agreed. All were in favour.

Resolved to purchase 1,000 business cards for up to the cost of £37. Proposed Councillor Dawson, seconded Councillor Simpson and agreed. All were in favour.

1718/57 Town Centre and Regeneration Sub Committee Terms of Reference

- a) To consider the composition of this sub committee**
- b) To consider possible amendment to the terms of reference for this sub committee**

There was discussion about the membership of this committee which currently does not include a councillor from Cottingley. No action was felt necessary at this point but that the membership should be reviewed when the sub committee is elected in May 2018.

1718/58 Finance Package

- a) To consider purchasing a finance package for the Town Council**

The clerk advised that as the work of the Town Council expands the finance work will become more complex and time consuming. The clerk has obtained three quotations from software finance providers and it was agreed that she should arrange an online demonstration with Rialtas Business Solutions (RBS).

1718/59 Correspondence

- a) To receive the e-mail from Mr. Burns about additional allotments and consider next steps**

The committee believes that the piece of land Mr. Burns is referring to has been sold. Clarification is to be sought for the precise location of the land.

1718/60 Sub committee draft minutes

To receive the following draft sub committee minutes:

- a) Green and Clean Events,**
- b) Marketing and Communications**
- c) Town Centre and regeneration sub committee minutes**

The minutes were noted.

1718/61 Finance

- a) To receive the bank reconciliations and corresponding bank statements for July and August 2017**
- b) To receive budget monitoring for April-August 2017**
- c) To receive suggestions for the budget 2018-2019**

- a) The bank reconciliations and statements were received. Signed copies are kept in the finance file in the office
- b) The comprehensive budget monitoring had been circulated with the meeting papers
- c) Suggestions for next year's budget were, floral displays, a staff member to run the market, toilets, offices, Christmas and Seasonal Events, an increase to the grant budget and street furniture and painting. The clerk asked for councillors who have particular interest in these items to have proposals with costings for the October meeting.

1718/62 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 11th October at 6:30pm at Cottingley Cornerstone Centre