

## BINGLEY TOWN COUNCIL

### MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD AT THE COTTINGLEY CORNERSTONE CENTRE, LITTLELANDS, COTTINGLEY ON WEDNESDAY 11th OCTOBER 2017 AT 6:30PM

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

**Start: 6:30pm**

**Finish: 9:00pm**

#### **1718/63 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 1718/67, grant to Cottingley Community Association. He is the treasurer of the Association.
  - Councillors Dawson and Winnard are both members of Gilstead Village Society.
  - Councillor Dawson submitted a dispensation request to speak and vote on matters relating to Parkrun for this agenda and for future meetings of the Council for a period of four years. She believes that she has an interest by virtue of being registered with Parkrun and is a member of Bingley Harriers and Athletic Club and Craven Energy Triathlon Club.

**Resolved** that Councillor Dawson be granted a dispensation to speak and vote on matters on the agenda of the meeting and future meetings relating to Parkrun. In which she believes she has an interest on the following grounds that she is registered with Parkrun and is a member of Bingley Harriers and Athletic Club and Craven Energy Triathlon Club. Proposed Councillor Dearden, seconded Councillor Simpson and agreed. All were in favour.

#### **1718/64 Apologies for absence**

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

**Resolved** To approve the apology of Councillor Varley (work). Proposed Councillor Winnard, seconded Councillor Goode and agreed. All were in favour. Councillor Beckwith was not present.

#### **1718/65 To confirm as a correct record the minutes of the meeting held on Wednesday 13<sup>th</sup> September 2017**

**Resolved** to confirm as a correct record the minutes of the meeting held on 13th September 2017. Proposed Councillor O'Neill, seconded Councillor Simpson and agreed. All were in favour, bar one abstention from the vote.

#### **1718/66 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 member of the public wished to speak.

**1718/67 Consideration of grant applications:**

- a) **Park Run- contribution to setting up of a Park Run for Bingley**
- b) **Bingley Amateur Operatic Society- contribution to feasibility study**
- c) **Gilstead Village Society- contribution to defibrillator**
- d) **Bingley Green Dog Walkers- purchase of night vision camera**
- e) **Cottingley Community Association- Christmas lights**
- f) **Bingley Belles- startup costs for Women's cycling group**

- a) Parkrun

There were questions from the committee about sustainability, consultations with other groups, funding already received and how the Parkrun event is to be run.

**Resolved** that subject to Parkrun receiving the remaining £1,000 required to establish a Parkrun in Bingley and sight of this information being provided to the clerk, that Parkrun be awarded £2,000 to fund the timing equipment and results processing system for a Parkrun in Bingley. The total cost of the set up for a Parkrun is £3,000. Proposed Councillor Dawson, seconded Councillor Simpson and agreed. All were in favour.

- b) Bingley Amateur Operatic Society

Councillor Dawson declared her pecuniary interest in this item as her husband is the architect who has advised the group.

A representative from the Bingley Amateur Operatic Society noted that the application for the grant is to fund a feasibility study so that the group will be able to qualify to apply for a Lottery grant of £155,000.

**Resolved** that the Bingley Amateur Operatic Society be awarded £2,000 to fund the costs of a feasibility study to enable the group to apply for a grant from the Arts Council National Lottery. Proposed Councillor Dearden, seconded Councillor Goode, all were in favour. Councillor Dawson abstained from the vote.

- c) Gilstead Village Society

**Resolved** that Gilstead Village Society be awarded £500 towards the cost of a defibrillator. Proposed Councillor Dawson, seconded Councillor Goode and agreed. All were in favour.

- d) Bingley Green Dog Walkers

The group had applied for a grant to fund a night vision camera. Questions were asked privacy and data protection as it relates to the group's use of the camera. Mrs. Ramsden was asked to obtain this information in writing from the relevant body. **Resolved.** Once the information about data protection and privacy is provided the grant application for Bingley Green Dog Walkers can be considered at any future meeting of the Finance and General Purposes committee. Proposed Councillor Dearden, seconded Councillor Hardman and agreed. All were in favour.

- e) Cottingley Community Association

**Resolved** that £369 be awarded to Cottingley Community Association for the purchase of Christmas lights. Proposed Councillor Dawson, seconded Councillor Dearden and agreed. All were in favour.

- f) Bingley Belles

**Resolved** that £500 be awarded to Bingley Belles for startup costs for this women's cycling group. Proposed Councillor Dawson, seconded Councillor Dearden and agreed. All were in favour.

All members of the public left the meeting at 7:40pm.

#### **1718/68 Allotments**

- a) **To delegate to the clerk authority to determine allotment tenancies. Resolved** that the clerk be delegated authority to determine allotment tenancies. Proposed Councillor Simpson, seconded Councillor Goode and agreed.
- b) **To consider next steps.** The clerk explained that a tenant has received letters requesting that they cultivate their allotment plot which have not been complied with. A Notice to Quit is to be issued.
- c) **YLCA e-mail about boundary line at Beck Lane.** The e-mail had been circulated with the meeting papers and the advice is broadly that if the council wishes to enter into an agreement about the boundary line it should engage the services of a solicitor. The advice also recommends that as it is the owner who may derive benefit from the re-negotiated boundary line, they should make a contribution to the costs of the council's solicitor.
- d) **To consider next steps**

#### **1718/69 Toilets**

- a) **To consider additional expenditure for alterations to the plans for the toilets**
- b) **To consider pre-planning and planning advice for the toilets**

Full council had delegated to the committee £1,000 for amendments to the plans and planning advice etc. The clerk had obtained an additional quotation from the firm of architects drawing up the feasibility study of ten hours work plus Vat, the possibility of re-engaging the Quantity Surveyor for £250 plus VAT and the pre-planning advice of £165.

**Resolved** that the above be actioned. Proposed Councillor Dearden, seconded Councillor Dawson and agreed. Six were in favour, one was against and there was one abstention from the vote.

#### **1718/70 Gritting**

- a) **To receive an update on grit bins and gritting**
- b) **To consider next steps**

It was noted that the original grit bins decided on by the committee last month were now going to be provided by Bradford Council. Councillor Hardman was thanked for her work on negotiating this with Bradford Council.

**Resolved** that subject to checking the suitability of the locations with Mr. Mazurke at Bradford Council that bins 6-10 from the grit bin priority list be agreed as the five to be funded by the Town Council to receive a bin in the pilot scheme. Proposed Councillor Dearden, seconded Councillor Goode and agreed. All were in favour.

#### **1718/71 Reserves policy**

- a) **To consider the Reserves policy for Bingley Town Council**
- b) **To make any comments to the full council as necessary**

The clerk noted that she and Councillor Hardman had worked on the Reserves policy. The clerk had circulated the Risk Management policy and advised that this needs to be updated and agreed by the council annually. The Risk Management policy is to be put into a tabular form for 2017-2018 and the Reserves policy will refer to the Risk Management policy. Subject to this:

**Resolved** that subject to the above, the Reserves policy be recommended to the full council for its approval. Proposed Councillor Hardman, seconded Councillor Simpson and agreed. All were in favour.

#### **1718/72 Help Point**

- a) **To agree the recommendation of the Town Centre and Regeneration sub committee to write to Bradford Council about the Help Point**

**Resolved** to write to Bradford Council about the Help Point requesting that it be re-instated, removed or repaired and that if Bradford Council cannot do this, the costs be provided to Bingley Town Council. Proposed Councillor Simpson, seconded Councillor Dearden and agreed. All were in favour.

#### **1718/73 Christmas Tree Festival**

- a) **To consider the letter from All Saints Parish Church about the Christmas Tree Festival**
- b) **To consider next steps**

There was discussion about this tree festival.

**Resolved that** £100 be allocated from the events budget for the purchase of a Christmas tree, decorations etc. and that this expenditure be delegated to the clerk. Proposed Councillor Dearden, seconded Councillor Hardman and agreed. All were in favour.

#### **1718/74 Newsletter**

- a) **To approve the latest newsletter**
- b) **To consider next steps**

**Resolved** to approve the Autumn 2017 newsletter. Proposed Councillor Goode, seconded Councillor Dawson and agreed. All were in favour.

#### **1718/75 Finance package**

- a) **To consider recommending to the full council that it purchases the Rialtas Business Solutions finance package**

The clerk had trialed the RBS finance package.

**Resolved that** the purchase of the RBS software package be recommended to the full council to be purchased. Proposed Councillor Dearden, seconded Councillor Winnard and agreed. All were in favour.

#### **1718/76 Budget 2018-2019 items**

- a) **To receive and consider items for the 2018-2019 Town Council budget**

The following was discussed:

Election reserve- to add £7,500 to the existing reserve amount of £6,159

Grants £20k

Christmas- £11,500

Emergency Support -£1.5k

Repairs and Maintenance- £5k

Neighbourhood Plan £2k. The clerk explained that this would be the Town Council contribution. Grant funding would be applied for in the next financial year.

Regeneration and Tourism - £22k

Green and Clean £19k

#### **1718/77 Business cards**

- a) **To approve the additional expenditure for the design of the cards**

**Resolved** to approve the additional expenditure of £25 for the design of the business cards. Proposed Councillor Simpson, seconded Councillor O'Neill and agreed. All were in favour.

#### **1718/78 Grant reports**

**To receive the following reports from grants previously awarded:**

- a) **Eldwick Juniors Football Club**
- b) **Micklethwaite Village Society**

**c) Bingley Green Dog Walkers**

The reports were noted.

**1718/79 Finance**

- a) **To receive the Internal Control check**
- b) **To receive the September bank reconciliation and bank statement**
- c) **To receive half yearly budget monitoring**

The internal control check completed by Councillors Simpson and O'Neill, the September bank statement and reconciliation both checked by Councillor Hardman had been circulated with the meeting papers.

The half yearly budget monitoring had also been circulated to the committee and there were no questions on this report.

**1718/80 To note the following payments:**

- |   |                   |               |
|---|-------------------|---------------|
| • <b>Ruth Batterley</b>                           | <b>Stationery</b> | <b>£18.00</b> |
| • <b>Community Action Bradford &amp; District</b> | <b>Room Hire</b>  | <b>£55.00</b> |

**Receipts**

- |   |              |               |
|---|--------------|---------------|
| • <b>Groundwork UK Neighbourhood Planning</b> | <b>Grant</b> | <b>£4,220</b> |
|---|--------------|---------------|

The payments and receipts were noted.

**1718/81 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 8<sup>th</sup> November 2017 at 6:30pm at Cottingley Cornerstone Centre