

**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 DECEMBER 2017 AT 6:30PM**

<b>Councillors present.</b>	Councillor Beckwith, 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>	None

**Start: 6:30pm**

**Finish: 7:30pm**

**1718/95 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.

**1718/96 Apologies for absence**

- a) To note apologies for absence
- b) To receive and consider apologies for absence
- c) To approve reasons for absence

Councillor Varley's apologies were noted.

**Resolved** to approve the reasons for absence for Councillor Varley. Proposed Councillor Winnard, seconded Councillor O'Neill and agreed. All were in favour.

**1718/97 To confirm as a correct record the minutes of the meeting held on Wednesday 8<sup>th</sup> November 2017**

The following amendments were raised:

Councillor O'Neill was recorded as being present and Councillor Beckwith was not included on the list of councillors attending the meeting.

Subject to the above:

**Resolved** to confirm as a correct record the minutes of the meeting held on 8th November 2017. Proposed Councillor Goode, seconded, seconded Councillor Hardman and agreed. All were in favour, bar one abstention from the vote.

**1718/98 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.

#### **1718/99 Financial documents**

- a) **To receive and consider the Risk Assessment for Bingley Town Council for 2017-2018.** The clerk noted that the Town Council needs to annually consider and approve its risk assessment. She further noted that additional significant activities that the council undertakes before the end of the financial year will need to be added to the risk assessment, e.g. the loan and the market. Various questions and amendments were raised. Clarification about Libel and Slander insurance was requested, the clerk was asked to investigate best practice for the storage of minutes and it was noted that the Town Council should be reviewing its banking arrangements annually. Subject to the above clarifications **resolved** that the Risk Assessment for Bingley Town Council for 2017-2018 be recommended to the full council for its approval. Proposed Councillor Dearden, seconded Councillor Beckwith and agreed. All were in favour.
- b) **To consider any next steps**
- c) **To receive and consider the Financial Risk Assessment for Bingley Town Council for 2017-2018.** **Resolved** that the Financial Risk Assessment for 2017-2018 be recommended to the full council for its approval. Proposed Councillor Simpson, seconded Councillor Hardman and agreed. All were in favour.
- d) **To consider any next steps**
- e) **To approve the revised financial control document.** The revised internal control document had been circulated with the meeting papers. The Multipay card had been added to the document. Resolved that the revised internal control document be approved. Proposed Councillor Simpson, seconded Councillor Hardman and agreed. All were in favour. The clerk was asked to investigate a high interest account by the end of the financial year.

#### **1718/100 Standing Orders and Financial Regulations**

- a) **To undertake a review of Standing Orders and Financial Regulations**

**Resolved** that Councillors Dearden and Simpson would work with the clerk on the review of Standing Orders and Financial Regulations. The review needs to be brought back to a Finance and General Purposes committee meeting in time for a recommendation to full council before the end of March 2018. Proposed Councillor Dawson, seconded Councillor Winnard and agreed. All were in favour.

#### **1718/101 Litter picks**

- a) **To approve the litter pick dates for 2018: 10<sup>th</sup> February, 14<sup>th</sup> April, 9<sup>th</sup> June, 11<sup>th</sup> August, 13<sup>th</sup> October, 8<sup>th</sup> December**

**Resolved** to approve the litter picks as listed. Proposed Councillor Goode, seconded Councillor Hardman and agreed. All were in favour.

#### **1718/102 Newsletter**

- a) **To consider which printer to commission to undertake the printing of the January newsletter**
- b) **To consider next steps for the January newsletter**

**Resolved** to place the order for the January 2018 newsletter with Fullstop Studio for 5,000 copies of a 6-page A4 colour newsletter to include design and printing for the quoted cost of £705. Proposed Councillor Goode, seconded Councillor Simpson and agreed. All were in favour.

#### **1718/103 Gritting**

- a) **To receive an update on grit bins and gritting**

Councillor Hardman updated the committee that following the recent black ice many comments about gritting had been received on social media. There was discussion about the grit bin scheme which is currently a pilot scheme.

### 1718/104 Action on Dog Fouling

- a) Consider purchase of plastic bags for up to £30 for anti- dog fouling actions
- b) To consider anti- dog fouling actions

Councillor Simpson noted that the action is needed in specific areas where there is a particular problem. The action will include door knocking, leaflet distribution and letters to streets including Belgrave Road, Marion Street and Sydney Street. Gilstead and Britannia Bridge will also have action.

**Resolved** that up to £30 be allocated for the purchase of dog poo bags for anti-dog fouling actions.

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

### 1718/105 Bank Reconciliation

- a) To receive the November bank reconciliation and signed bank statement

The signed bank reconciliation and statement for November were received and noted.

### 1718/106 Payments

To note the following payments:

• O2	Nov call charges	£12.31
• O2	Nov handset charge	£5.00
• Andrew Towleron Assocs	Consultation and policy work	£840.00
• Bradford Council	Plants	£342
• Bradford CPA	Salaries	£10,581.09
• CABAD	Room hire	£10.00
• Parkinson Partnership	VAT report	£500.00
• Nevis Computers Ltd	Toners, copier paper	£285.60
• COPWA	Room hire	£30.00
• Fullstop Studio	Consultation documents	£220.00

### Receipts

• Allotment rent	£27.59
• Allotment rent	£27.59
• Allotment rent	£26.40

### 1718/107

#### 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 10th January 2018 at 6:30pm at Cottingley Cornerstone Centre