

**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 MAY 2018 AT 6:30PM**

<b>Councillors present.</b>	Councillor Beckwith, Clough, Dawson, Goode, Hardman, 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: 8:15pm**

**1718/157 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 Winnard took the Chair for this meeting. There were no declarations of interest or written requests for dispensations.

**1718/158 Apologies for absence**

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

**Resolved** to approve the reasons for absence for Councillors Dearden and O'Neill. Proposed Councillor Dawson, seconded Councillor Hardman and agreed. All were in favour.

**1718/141 To confirm as a correct record the minutes of the meeting held on Wednesday 11th April 2018**

Two small amendments were mentioned, Councillor Clough had been left off the list of Councillors present and the Cottingley Fun Day should read the 14<sup>th</sup> July.

Subject to the above:

**Resolved** to confirm as a correct record the minutes of the meeting held on 11<sup>th</sup> April 2018. Proposed Councillor Simpson, seconded Councillor Beckwith and agreed. All were in favour.

**1718/142 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.**

**Resolved** to adjourn the meeting. Proposed Councillor Clough, seconded Councillor Goode and agreed.

No members of the public were present, but Councillor Hardman raised the play event item that she will be tabling at the next full council meeting.

**1718/161 Insurance**

- a) To receive the insurance schedule for Bingley Town Council

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

The insurance schedule had been circulated with the meeting papers. It was noted that the policy covers defibrillators which the council does not own and clarity is to be obtained about the increased cost of working (ICOW). Subject to these clarifications/amendments:

**Resolved** to recommend the revised annual insurance schedule to the full council for its approval. Proposed Councillor Goode, seconded Councillor Simpson and agreed. All were in favour.

**1718/162 Market**

- a) **To receive an update about the pilot market for Bingley**
- b) **To consider any next steps**
- c) **To consider the Equality Impact Assessment for Bingley market**

The clerk advised:

1. Cleaning. Bradford Council through the Shipley Area office can offer a day of cleaning, rather than a small number of hours. There is no need for a full day of cleaning and so this option is to be discounted. The site manager of the Five Rise Locks Shopping Centre is to be contacted to see if he can offer a short amount of cleaning. If the site manager cannot do this, the first market is to be trialed with no cleaning.
2. Event Entertainment are able to provide face painting for the first market and they are to be booked for the fee of £150 quoted by the Otley Town Partnership.
3. The clerk updated the committee with her conversation with the Town Council insurance broker. Subject to clarification with the Town Council insurer, Reuben the guitarist and vocalist will be booked for the first market at the cost of £30 for his expenses.
4. £150 from the £1,000 allocated from the £1,000 for entertainment is to be delegated to the clerk in conjunction with the Chair of the Finance and General Purposes committee

**Resolved** to approve the above actions. Proposed Councillor Goode, seconded Councillor Dawson and agreed. All were in favour.

**Resolved** that the Equality Impact Assessment be approved with small amendments. Proposed Councillor Simpson, seconded Councillor Goode and agreed. All were in favour.

**1718/163 Policies**

- a) **To consider the Investment Strategy for Bingley Town Council**
- b) **To receive information on the Public Sector Deposit Fund**
- c) **To consider next steps**
- d) **To receive the Data Protection Policy for Bingley Town Council**
- e) **To consider next steps**
- f) **To consider Privacy notices for Bingley Town Council**
- g) **To consider next steps**
- h) **To consider the Consent form for Bingley Town Council**
- i) **To consider next steps**

- a) The draft investment strategy had been circulated with the meeting papers. Clarification is to be obtained from the Public Sector Deposit Fund about where the fund invests, what type of account any deposits will be held in and ease of withdrawal. **Resolved** that the Investment Strategy with clarifications will be recommended to the full council for its approval. Proposed Councillor Simpson, seconded Councillor Goode and agreed. All were in favour.
- b) The committee was provided with information about the Public Sector Deposit fund and it was noted that the rate of interest as of 17/04/18 was 0.4847%.
- c) Further information is to be requested from the Public Sector Deposit Fund as outlined in (a) above.
- d) The Data Protection policy was reviewed and amendments made.

- e) Subject to the amendments, **resolved** that the Information and Data Protection policy be recommended to the full council for its approval. Proposed Councillor Dawson, seconded Councillor Hardman and agreed. All were in favour, bar two abstentions from the vote.
- f) The privacy notice for staff, councillors and role holders and the general privacy notice were reviewed.
- g) **Resolved that** the privacy notices be recommended to the full council for its approval. Proposed Councillor Dawson, seconded Councillor Hardman and agreed.
- h) The consent form was reviewed.
- i) **Resolved** that the consent form be recommended to the full council for its approval. Proposed Councillor Winnard, seconded Councillor Simpson and agreed. All were in favour.

#### **1718/164 Finance and General Purposes Committee Terms of Reference**

- a) **To consider the annual review of the committee terms of reference and make any recommendation to the full council as necessary**

**Resolved** that it be recommended to the full council that the review of the committee's terms of reference take place just before the Annual Meeting of the Council. Proposed Councillor Goode, seconded Councillor Hardman and agreed. All were in favour, bar one abstention from the vote.

#### **1718/165 Green and Clean items**

**Resolved** to approve the litter pick on 12<sup>th</sup> May 2018. Proposed Councillor Simpson, seconded Councillor Winnard and agreed. All were in favour.

**Resolved** to approve the purchase of 20 additional high vis jackets for the cost of up to £150. Proposed Councillor Goode, seconded Councillor Dawson and agreed. All were in favour.

#### **1718/166 Gazebo**

- a) **To receive an update on quotations for the gazebo**
- b) **To consider next steps**

**Resolved** that the gazebo from Bee Noticed be purchased for the price of £618.26. Proposed Councillor Goode, seconded Councillor Dawson and agreed. Five were in favour and two were against.

#### **1718/167 Allotments**

- a) **To consider the annual risk assessment for the Town Council allotments**
- b) **To receive an update about the deer fence**

- a) **Resolved** to approve the annual risk assessment for the allotments. Proposed Councillor Goode, seconded Councillor Beckwith and agreed. All were in favour.
- b) Two quotations are still to be obtained. Contractors seem reluctant to undertake the work, owing to the sheer drop adjacent to the proposed fence.

#### **1718/168 Rialtus Software package**

- a) **To receive an update on the finance package**

The clerk advised that Rialtus are not able to deliver the additional training until the end of June. The April bank reconciliation is yet to be prepared as information has just been transferred from the last financial year 2017-2018, to this year.

#### **1718/169 Sub Committee minutes**

- a) **Green and Clean Sub committee minutes**
- b) **Town Centre and Regeneration sub committee minutes**

Both sets of minutes were noted.

**1718/170**

**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 13<sup>th</sup> June 2018 at 6:30pm at Cottingley Cornerstone Centre