

BINGLEY TOWN COUNCIL



Cottingley Community Centre, Littlelands, Cottingley, Bingley, BD16 1AL

MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD AT THE COTTINGLEY CORNERSTONE CENTRE, LITTLELANDS, COTTINGLEY ON WEDNESDAY 12TH SEPTEMBER 2018 AT 6:30PM

Councillors present.	Councillor Beckwith, Brazendale, Clough, Dawson, Dearden, Goode, Hardman, Simpson and Winnard
Councillors in attendance not a member of this committee.	None
In attendance.	Ruth Batterley, Town Clerk Joe Ashton, Interim Town Clerk
Members of the public.	Two

Start: 6:30pm
Finish: 8:15pm

1819/45 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 none

1819/46 Apologies for absence

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

There were none. Councillor Dawson apologised that she would have to leave the meeting at 7:00pm.

1819/47 To confirm as a correct record the minutes of the meeting held on Wednesday 8th August 2018

Resolved to confirm as a correct record the minutes of the meeting held on 8th August 2018. Proposed Councillor Clough, seconded Councillor Goode and agreed. (8:0:1)

1819/48 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.

The Site Representative for Beck Lane Allotments addressed the meeting. She stated it had been a difficult year with the problems of drought and damage from deer. Provision for tap repairs was queried. A request was made that a breakdown of the allotments budget is provided, to include headings for emergency reserves, planned maintenance and tree works.

The Town Clerk responded that there is a budget which can be used for emergency works but the works must be sufficiently urgent that they could not wait for approval from the Finance and General Purposes Committee.

1819/49 Website

a) To consider the enhancements for the Bingley Town Council website

Resolved to order Items 1, 2, 3, 5, 6, 7 and 8 from Digital Nomads (as an extension to the existing contract) at a total cost of £688.50.

- Item 1 – privacy policy
- Item 2 – Data Protection Act 2018 compliance
- Item 3 – additional pages for annual events, tourism (including Welcome to Bingley map), Bingley Prospectus and Neighbourhood Planning
- Item 5 – mailings through website
- Item 6 – ward map and reconfigured councillor list
- Item 7 – restricted documents section and/or Dropbox facility
- Item 8 – Wordpress training

Proposed by Councillor Simpson, seconded Councillor Dawson and agreed (9:0:0)

b) To consider next steps

It was agreed that the following people would be enrolled for (additional) training in the use of the website: Councillors Brazendale, Dawson, Dearden and Simpson, plus the Town Clerk and Administrative Officer.

Councillor Dawson left the meeting

1819/50 Allotments

a) To receive the quarterly report on the allotments

Particular points of note are that the ground elder has now been removed from the Beck Lane site. The fencing to prevent deer from entering the site has been ordered. The fencing at the Stanley Street site has been assessed.

b) To consider next steps

It was agreed to resolve the problems with the taps at Beck Lane by fitting isolation valves to each outlet.

1819/51 Policies

a) To receive an update on the Investment Strategy

The Interim Town Clerk reported that the National Association of Local Councils had still not responded to the request for advice on the revised Investment Strategy (it having taken considerably longer than the expected response period). This was discussed and it was concluded that the risk of not waiting for the advice was outweighed by the risk of not investing the Council's reserves so as to take advantage of the security this would provide.

b) To consider next steps

Resolved to recommend to Full Council that the Council invests its reserves in accordance with the revised Investment Strategy and specifically that monies (the amounts to be determined by Full Council) are deposited with Skipton Building Society and the CCLA.

Proposed by Councillor Winnard, seconded Councillor Simpson and agreed (8:0:0)

c) To receive an update on the revision to standing orders

Councillor Winnard agreed to review the Standing Orders for the next meeting of the committee.

d) To consider next steps

There were none.

1819/52 Internal Auditor

a) To consider the appointment of Bingley Town Council's Internal Auditor for 2018-19

Resolved to recommend to Full Council the re-appointment of Diane Brown as Internal Auditor, at a cost of £165 plus travel costs for each visit (two visits recommended)

Proposed Councillor Goode, seconded Councillor Winnard and agreed. (8:0:0)

b) To consider next steps

There were none

1819/53 Green and Clean Items

a) To consider overgrown snickets in the parish

Councillor Goode introduced his proposal that an assessment be made of the condition of the town's snickets, as they often become overgrown and Bradford Council does not have a regular resource for clearing them. This resulted in complaints from residents, particularly during the summer months. The question of "double taxation" was discussed and was not thought to apply because the baseline service provided by Bradford Council would still exist and would be universal throughout the district. The Town Council has the power to contribute to footpath maintenance and can choose to do provide a greater level service. The Town Clerk advised that a contractor should be appointed to clear the priority paths and that an objective assessment of priority was needed.

b) To consider next steps

Resolved to agree in principle that Bingley Town Council will provide a footpath clearance service on a one-year trial basis, subject to an assessment of the need (to be undertaken by Councillor Goode in consultation with the Town Clerk), which will inform the budget requirement for 2019/20.

Proposed Councillor Goode, seconded Councillor Simpson and agreed (8:0:0)

c) To approve the recommendation to approve up to £200 for the provision of anti-littering/dog fouling signs

Councillor Simpson clarified that this would be an enhancement to the signage provided by Bradford Council. The signs, which will be temporary, laminated and boarded, will use children's art and will display the Town Council logo.

d) To consider next steps

The footpath off Beckfoot Lane, behind Shipley Golf Course, was highlighted as requiring anti-littering and dog fouling signage.

Resolved to approve up to £200 for the provision of anti-littering/dog fouling signs

Proposed Councillor Dearden, seconded Councillor Beckwith and agreed (8:0:0).

e) To delegate approving dates of litter-picks to the Clerk

Resolved to delegate approving dates of litter-picks to the Clerk

Proposed Councillor Goode, seconded Councillor Clough and agreed (8:0:0).

1819/54 Events

a) To consider a Town Council table at the Christmas Fayre

Resolved that the booking of a table at the Christmas Fayre (including any booking fee) is delegated to the Town Clerk subject to a sufficient number of councillors being available to staff the stall.

Proposed by Councillor Goode, seconded Councillor Hardman and agreed (8:0:0)

b) To consider the e-mail from All Saints Parish Church about the Christmas Tree Festival

Resolved that the entry of a Christmas tree into the festival (including any materials up the value of £100) is delegated to the Town Clerk.

Proposed by Councillor Hardman, seconded Councillor Dearden and agreed (8:0:0)

c) To consider the date for a Green and Clean Forum on 12th January 2019

Resolved to hold a Green and Clean Forum on 12th January 2019

Proposed by Councillor Goode, seconded Councillor Simpson and agreed (8:0:0)

1819/55 Signed bank statement and reconciliation for August

To receive and approve the signed bank statement and reconciliation for August

Councillor Hardman confirmed that she had checked and signed the reconciliation.

Resolved to receive and approve the signed bank statement and reconciliation for August
Proposed Councillor Hardman, seconded Councillor Dearden and agreed that the signed bank statement and reconciliation be approved. (8:0:0)

1819/56 To receive the following subcommittee minutes:

a) September Town Centre and Regeneration Subcommittee

The draft minutes had not been prepared by the time of the meeting

b) September Green and Clean Subcommittee

The draft minutes had not been prepared by the time of the meeting

c) September Events, Marketing and Communications sub committee

These were received

1819/57 To resolve that members of the press and public be excluded from item 1819/58 under the provisions of the Public Bodies (Admissions to Meetings Act 1960 s1 (2)) during consideration of items of a confidential nature. (Consideration of tender documents)

Resolved that members of the press and public be excluded from item 1819/58 under the provisions of the Public Bodies (Admissions to Meetings Act 1960 s1 (2)) during consideration of items of a confidential nature. (Consideration of tender documents)

Proposed Councillor Dearden, seconded Councillor Hardman and agreed (8:0:0)

1819/58 Office/Toilet Project

a) To consider the tender documents for the project manager for the toilets/office

The tender documents were considered and amendments were made to:

- Weighting of the scoring criteria (confidential note held on file)
- Requirement to attend site visits
- Requirement to attend interview

Resolved to adopt the invitation-to-tender documents, with the agreed amendments and to forward them to Yorkshire Local Councils Associations for checking, before releasing them if YLCA proposes no significant further alterations.

Proposed by Councillor Dearden, seconded Councillor Simpson and agreed (8:0:0)

b) To consider next steps

Resolved (1) to place a public notice regarding the invitation to tender in the Telegraph & Argus newspaper; (2) that Full Council is asked to determine the arrangements for the opening of the tenders and (3) the site visits are led by the Town Clerk with Councillor Simpson and Richard Holmes.

Proposed by Councillor Dearden, seconded Councillor Goode and agreed (8:0:0)

It was confirmed that the cost of the public notice would be met from the Committee's budget for regeneration. It was further confirmed that costs associated with project management, if ineligible for inclusion in a loan from the Public Works Loan Board, could be met from the contingency for the toilet/office project.

1819/59 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 October 2018 at 6:30pm at Cottingley Cornerstone Centre.

This was noted