

BINGLEY TOWN COUNCIL

**MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
HELD AT THE COTTINGLEY CORNERSTONE CENTRE, LITTLELANDS, COTTINGLEY ON
WEDNESDAY 14TH NOVEMBER 2018 AT 6:30PM**

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

Start: 6:30pm

Finish: 8:40pm

1819/79 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.

- a) There were no disclosures of interest.
- b) No written requests for dispensation had been received.

1819/80 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 Councillor Clough.

Resolved to approve the reasons for absence for Councillor Brazendale.

1819/81 To confirm as a correct record the minutes of the Extraordinary meeting held on Thursday 8th November 2018

Resolved to confirm as a correct record the minutes of the meeting held on 8th November 2018.

1819/82 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 members of the public were present.

1819/83 Consideration of draft budget 2019-2020

- a) To consider the draft budget for Bingley Town Council for 2019-2020.
 - b) To consider next steps and any recommendation to be made to the full council
- a) The draft budget had been circulated with the papers for this meeting. The clerk reminded the committee about limitations on voting when a councillor is in council tax arrears. Discussion was wide ranging:
1. It was noted that the potential additional staff salaries figure should cover NI, pension contribution,

payroll costs etc. It was further noted that the pay rise allowed for (1%) may be higher. The committee discussed the level of reserves. The clerk advised that the contingency (i.e. unearmarked) reserve is recommended to be within the range of 3-12 months running costs. The clerk advised that 3-12 months running costs fall within the range for 2018-2019 of £19,958 and £79,831.

Resolved that the draft budget be recommended to the full council with a reduction in the contingency element of the reserve of £25,000.

1819/84 Internal Control, Internal Audit and Bank Account Access

- a) **To consider the internal control inspection**
 - b) **To consider next steps**
 - c) **To consider a review of Internal Audit**
 - d) **To consider next steps**
 - e) **To receive information about access to the Town Council Unity Bank accounts**
 - f) **To consider next steps**
- a) The signed internal control inspection had been circulated with the meeting papers. In the clerk's absence over the summer the credit card had been used by another member of staff.
 - b) **Resolved** that the credit card be used only by the RFO as stated in Financial Regulations and that the possibility of the Administrative Officer having their own Town Council credit card, be investigated.
 - c) The clerk had circulated Governance and Accountability to the committee which explained the need for a local council to review internal audit every three years.
 - d) **Resolved** that the recommendation be made to the full council that a task and finish working group be set up comprised of three councillors not on this committee to undertake the review of Internal Audit.
 - e) Signatory councillors who had forgotten their sign in details for the Town Council Unity Bank account were encouraged to contact Unity Bank and obtain new sign in details.

1819/85 Grants

- a) **To consider a review of the grant scheme**
 - b) **To consider next steps**
 - c) **To receive updates on the following grants:**
- a) There was discussion about the current grant system. A 360-degree approach was suggested with a questionnaire about the process to be sent to some former grant recipients.
 - b) **Resolved** that a review of the grant system be undertaken by Councillors Dearden, Simpson and Winnard working alongside one of the members of staff. Results of the review will be made as a recommendation to the full council.

1. Grant for £2,000 to Bingley Amateur Operatic Society. Councillor Dawson declared her interest in this item as her husband is the architect commissioned by the Operatic Society. She will neither speak or vote on the matter. It was noted that the Bingley Operatic Society had spent their grant on slightly different items than their original grant application specified. The items and services purchased were in the spirit of the original application. Councillor Dawson did not speak and abstained from the vote.

2. To consider next steps. Resolved that the difference in monies need not be refunded by Bingley Amateur Operatic Society.

3. Grant for £500 to Bingley Belles. Bingley Belles had a slight underspend for this year and wish to carry it over into the next financial year.

4. To consider next steps. Resolved that Bingley Belles carry some monies forward into next year.

5. Ryshworth Rangers – refund of grant monies not spent. It was noted that Rhysworth Rangers had returned their underspend of £265.79

1819/86 Items from Events, Marketing and Communications sub committee

- a) **To approve the following recommendations:**
 - 1. To make enquiries into a newsletter for April/May 2019**
 - 2. An additional £1,500 be allocated to the Communications budget for production and delivery of**

newsletters

This item was withdrawn.

1819/87 Stanley Street allotment gate

- a) **To receive an update on the gate at Stanley Street**
- b) **To consider the risk assessment for the suspension of Financial Regulation 11.1(h)**
- c) **To consider recommending to the full council up to £516 for the gate at Stanley Street and funds to be released from the allotment reserve**
- d) **To consider next steps**

- a) It was noted that the gate at Stanley Street is in poor repair. It has been possible to obtain just one quotation.
- b) The risk assessment for the suspension of financial regulation 11.1 (h) had been circulated prior to the meeting. **Resolved** that financial regulation 11.1 (h) be suspended for the reason that the gate may collapse/ disintegrate further if it is not repaired.
- c) **Resolved** that the committee recommends a release from the allotment reserve of £1,000 to cover the gate at Stanley Street and other items. The order for the gate is to be placed with JRR Gardens.

1819/88 Emergency Planning Sub committee

- a) **To receive an update**
- b) **To consider the terms of reference for this sub committee**
- c) **To consider any next steps**

- a) The keys for the emergency box are located in the fire station. The exact location is to be confirmed.
- b) **Resolved.** Suggestions about the terms of reference for this sub committee are to be sent to Councillor Dawson.
- c) **Resolved** that Chris Slaven be invited to the December full Council meeting.

1819/89 Exclusion of press and public

To resolve that members of the press and public be excluded from item 1819/90, under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1 (2)), during consideration of items of a confidential nature.

(Update on appointment of project manager and confidential pricing information)

Resolved that the press and public be excluded due to confidential information about potential project managers and commercially sensitive information about pricing for the project costs.

1817/90 Project Manager

- a) **To receive an update on the appointment of the project manager for the former Bingley public toilets**
- b) **To consider any next steps**

Two companies had been interviewed that afternoon by the clerk and Councillors Dearden and Simpson. The process had been followed as advised by YLCA and pricing information for both companies was received.

1819/91 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 12th December 2018 at 6:30pm at Cottingley Community Centre