

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 13TH FEBRUARY 2019 AT 6:30PM

Councillors present.	Councillor Beckwith, Clough, Dearden, Dawson, Goode, Hardman, Simpson and Winnard
Councillors in attendance not a member of this committee.	Councillor O'Neill until 6:40pm
In attendance.	Ruth Batterley, Town Clerk
Members of the public.	Two

Start: 6:30pm
Finish: 7:40pm

1819/117 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.

1819/118 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 Brazendale

1819/119 To confirm as a correct record the minutes of the meeting held on Wednesday 9th January 2019

Resolved to confirm as a correct record the minutes of the meeting held on 9th January 2019.

1819/120 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 wished to speak.

1819/121 Grant applications

- a) To consider the grant application from Eldwick Church for £500 for Eldwick Church Golden Oldies

- b) **To receive grant reports from:**
 - **Action Stations- plants and promotional materials**
 - **Cottingley Village History Society- display boards**
 - **Bingley Juniors- grant for football kit. No report received.**
- a) **Resolved** that Eldwick Church is awarded £500 for its Golden Oldie initiative.
- b) The grant reports from Action Stations and Cottingley Village History Society were noted. Bingley Juniors is to be asked to provide its grant report.

1819/122 Toilet/office project

- a) **To consider additional design work of £275 plus VAT**
 - b) **To consider any next steps**
 - c) **To receive an update from Wellers Hedley about the Heads of Terms and to make recommendation to the full council as necessary**
- a) **Resolved** to allocate £275 for additional design work by Bowman Riley.
 - b) There were none.
 - c) Councillor Dawson tabled an amended motion to implement small changes to the lease and send to Wellers Hedley. The amended motion was carried.

1819/123 Newsletter

- a) **To consider allocating £500 for the next newsletter**
 - b) **To consider the newsletter**
- a) **Resolved** to allocate a further £500 for the Winter newsletter.
 - b) **Resolved** to delegate to the clerk the sign off of the newsletter.

1819/124 Summer Plants

- a) **To consider the risk assessment of the financial regulation requiring three quotations to be obtained for the purchase of Summer bedding plants (Attached)**
 - b) **To consider the purchase of Summer bedding plants for donation to local community groups for the cost of up to £1,000**
 - c) **To consider next steps**
- a) The risk assessment for the suspension of Financial Regulation 11 A h had been circulated prior to the meeting. **Resolved** to suspend Financial Regulation 11 A h requiring three quotations to be obtained because of Bradford Council providing a cheaper plant than garden ready plants available online.
 - b) **Resolved** to purchase plants from Bradford Council for the cost of £786.18.

1819/125 Skips for allotments

- a) **To consider the provision of a skip for March and June for the Beck Lane allotments at the cost of £99 per skip**

It was noted that the March skip is a one-off skip to allow for carpet to be removed from the Beck Lane allotment site. It was also noted that the skip provider Abacus skips does not have a risk assessment, but does have Public Liability insurance.

Resolved that an order be placed with Abacus skips for a skip in March and a skip in June for the price of £99 per skip.

1819/126 Signage

- a) **To receive an update**
- b) **To consider any next steps**

Councillor Simpson updated the committee and advised that the Canal River Trust has funds for the signage. **Resolved** that Councillor Simpson will meet with Diana Greenwood, Craig Williams, Paul House and Tom Wright to discuss next steps.

1819/127 Grit Bins

- a) **To receive an update on the Bingley Town Council installed grit bins**
- b) **To consider how requests for additional bins are managed**

- a) Councillor Hardman advised that fourteen new bins had been installed this financial year. All have been stickered with Bingley Town Council stickers. Several refills have been recently arranged.
- b) **Resolved** that requests for new bins be placed onto the list for future years.

1819/128 Policies

- a) **To review the Model Publication scheme and make any recommendations to full council as necessary**
- b) **To review the Investment Strategy and make any recommendation to full council as necessary**

- a) **Resolved** to recommend to full council the revised Model Publication Scheme.
- b) **Resolved** that the following internal control checks be made as a result of reviewing the investment strategy and this be recommended to full council
 1. That a monthly check will be carried out as part of the monthly bank reconciliation to establish that there is enough working capital in the current account.
 2. Quarterly checks as to the credit ratings of banks will be carried out as part of the internal control check.

1819/129 Electronic receipts

- a) **To consider electronic payments for allotment rents**

Resolved that electronic receipts be offered to people making payments to the council, along with cheques and cash.

1819/130 Review of Internal audit

- a) **To consider the review of internal audit**

Resolved to recommend the review of internal audit to the full council.

1819/131 Partnership litter bin agreement with Bradford Council

- a) **To approve the contract for the litter bins**

Resolved to approve the contract for the partnership litter bin agreement with Bradford Council.

1819/132 Events

- a) **To receive the e-mail from Friends of Prince of Wales Park and consider next steps**

Resolved that the clerk will send the e-mail to all councilors inviting them to get in touch, should they be able to offer support for the event.

1819/133 Draft subcommittee minutes

- a) **Green and Clean – January 2019**
- b) **Town Centre and Regeneration- January 2019**
- c) **Events, Marketing and Communications- January 2019**

The draft minutes were noted.

1819/134 Finance

- a) **To receive the bank reconciliations and statements for January 2019**
 - b) **To consider the internal control report and any recommendation to full council**
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- a) The signed bank reconciliations, statements including CCLA were received.
 - b) The internal control report was received. Resolved that Multipay payments over £100 be added to the Internal Control check be recommended to full council.
 - c) Resolved that when items are purchased, they are added to the asset register and also put onto the Town Council insurance also be recommended to full council.

1819/135 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 13th March 2019 at 6:30pm at Cottingley Community Centre