

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 MARCH 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.	None
In attendance.	Ruth Batterley, Town Clerk
Members of the public.	Four

**Start: 6:30pm
Finish: 8:20pm**

1819/136 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.

1819/137 Apologies for absence

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

Councillor Brazendale was not present.

1819/138 To confirm as a correct record the minutes of the meeting held on Wednesday 13th February 2019

Small amendments were noted:

1819/120 should read two members of the public were present.

1819/122 c) the of needs removing

1819/126 should read Tom Wright, rather than Tom Harte

Subject to the above:

Resolved to confirm as a correct record the minutes of the meeting held on 13th February 2019.

1819/139 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.

1819/140 Allotments

- a) **To consider the quarterly report on allotments**
- b) **To consider tap repairs on Beck Lane for the cost of £250**

- a) The allotment report was received and the increase to the allotment rent in line with the decision to increase rents annually according to the CPI rate was noted. (1.8%)
- b) **Resolved** to approve the repairs on the Beck Lane taps for the cost of £250 subject the contractor providing a copy of his Public Liability Insurance.

1819/141 Office/toilet project

- a) **Consider status of CAT lease including any recommendations to be made to the full council**
 - b) **Consider status of the business plan with any recommendation to be made to the full council**
- a) **Resolved** to make the following comments, that the Town Council will take responsibility for the insurance (rather than CBMDC who would then re-charge the Town Council), the provision to be able to sub let to community groups without CBMDC's consent and to remove clause 1st Schedule, 1. Rights Granted, item 6 - giving Bradford Council the right to build on or into a boundary wall.

1819/142 Changing Places

- a) **To consider options for the Changing Place facility in Bingley**

There was discussion about the electrical works that CBMDC advise are needed before any new electrical feature can be installed. The quoted cost of £220k is prohibitive. The update report on the Changing Places facility and the toilets had been circulated prior to the meeting and was noted.

Councillor Clough left at 7:05pm.

There was discussion about the possibility of the campaigners setting up a Changing Places group. The clerk advised that it may be necessary to investigate whether there are powers for the installation of, or any funding to be made in respect of a Changing Places facility after the election, if the council does not or is unable to adopt the General Power of Competence.

Resolved that Councillors Dearden and Simpson will work with Mrs Watkins and Mrs Dunne to explore options for a Changing Place facility in Bingley.

1819/143 Banking arrangements

- a) **To consider the review of the Town Council banking arrangements with recommendation to be made to the full council**

Resolved to recommend the review of banking arrangements to the full council.

1819/144 Review of internal control

- a) **To consider the review of internal control with recommendation to be made to the full council**

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

1819/145 Policies

- a) **To review the Reserves policy with recommendation to be made to the full council**
- b) **To consider a policy on Promotion of Local Businesses**
- c) **To review the Model Publication scheme with any recommendation to be made to full council**

- a) **Resolved** to recommend the reviewed reserves policy to the full council.
- b) **Resolved** to withdraw this policy and to amend the retail section on the website to provide a positive, generic clause.
- c) **Resolved** to recommend the reviewed Model Publication Scheme to the full council.

1819/146 SSL Certificate

- a) **To consider installing a SSL certificate on the Town Council website for the cost of up to £150 (plus VAT)**

It was noted that the Town Council is in the process of obtaining a potential new e-mail provider. Subject to clarification that any SSL certificate can be transferred to another domain provider **Resolved** to approve up to £150 (plus VAT) for the purchase and installation of a SSL certificate.

1819/147 Stickers litter bins (See appendix 1819/147)

- a) **To consider agreeing up to £100 for stickers for litter bins**

This item was withdrawn.

1819/148 Events

- a) **Easter event. To consider a Town Council stall for the cost of £30**

Resolved that owing to the Easter market taking place in the pre -election period, not to have a town council stall at the market.

1819/149 Bank reconciliations

- a) **To receive the bank reconciliations and statements for February 2019**

Resolved to receive the signed bank reconciliations and statements for the Unity current account, savings account and the Public Sector Deposit Fund.

1819/150 To resolve that members of the press and public be excluded from item 1819/151 (e) and 1819/152 (a) under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature. (Commercial pricing information)

Resolved to exclude the press and public for the reason of commercial pricing information.

1819/151 Markets

- b) **To consider the promotional logo for the Bingley markets**
- c) **To consider locations for market banners**
- d) **To consider applying for a section 171 license for each market banner at the cost of £75 per week per banner**
- e) **To consider expenditure of up to £585 for the market promotional items**

- b) **Resolved** to approve the logo for Bingley market as circulated. The colour of the logo can be either on a white or purple back ground, depending the item being printed.
- b) There was discussion about the banners and siting these on CBMDC railings. The Town Council has been advised that this is not possible for extended periods of time. The clerk advised that there is an issue with the market that may mean Otley Town Partnership are not prepared to proceed; this should be resolved over the next couple of days. **Resolved** that subject to the

issue with Otley Town partnership being resolved that banners should be placed in the following locations subject to approval from the owner of the buildings:

1. Eldwick Memorial Hall
 2. Cottingley Cornerstone Centre
 3. All Saints Parish Church
 4. Bingley Market square
 5. Old Police Station
 6. Cottingley Business Park
- c) The clerk explained that there is no need for this notice as the town council had been advised that it is not possible for banners to be placed onto CBMDC owned property.
- d) An amended motion was tabled. **Resolved** that the amount for the printing be increased to £600. Resolved that the order be placed with Full Stop Studio for the cost of £468.

1819/152 Allotment tree expenditure

- a) **To consider a tree survey on the Beck Lane allotment site for the cost of up to £800 plus (VAT)**

Three quotations had been obtained for the provision of a tree survey, to map the trees and identify any works that need doing. The clerk explained that the work would be carried out in the new financial year.

Resolved that subject to professional indemnity insurance, PLI insurance and a risk assessment to place the order with Treeplan for the cost of £410.

1819/153 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 April 2019 at 6:30pm at Cottingley Community Centre