

# 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 10<sup>TH</sup> APRIL 2019 AT 6:30PM

<b>Councillors present.</b>	Councillor Beckwith, Brazendale, Clough, Dawson, Dearden, Goode and Hardman
<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>	Two (part of meeting)

**Start: 6:30pm**  
**Finish: 8:10pm**

### 1819/154 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 Winnard.

**Resolved** to approve the reasons for absence for Councillor Simpson.

### 1819/155 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.

### 1819/156 To confirm as a correct record the minutes of the meeting held on Wednesday 13<sup>th</sup> March 2019

Small amendments were noted:

To include that the report on the update on the Changing Place facility and toilets.

Ms Gomersall should read Mrs Watkins.

Subject to the above:

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

### 1819/157 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.

#### **1819/158 Donations**

- a) **To consider a donation of up to £100 to the Jerr Wood Action group**
  - b) **To consider a donation of up to £100 to Plastic Free Bingley**
- a) **Resolved** to approve a donation to the Jerr Wood Action Group of £100. One member of the public left the meeting.
- b) **Resolved** to approve a donation to the Plastic Free Bingley group of £100. One member of the public left the meeting. Councillor Brazendale arrived at 6:40pm.

#### **1819/159 Grants**

- a) **To consider the review of the grants scheme for a recommendation for full council**
  - b) **To consider the review of the small donation scheme for a recommendation to full council**
- a) Councillors Simpson and Winnard had met with the clerk and administrative officer to make suggestions to the grants scheme documents. Various amendments were suggested related to the deadline for the applications, the amount at which quotations would be required and an item about standing grants. The grant application form was reviewed to include an item about insurance, information about year end accounts and a description of how the group is committed to equality, accessibility and diversity. A grant monitoring form is to be included.

Subject to the above amendments: **resolved** to recommend the revised grant documents to the full council for its approval.

- b) The donation policy and form were reviewed, small amendments were suggested in line with (a) and the addition that recipients of a donation may apply for a grant within the same rolling 12 month period as receiving a donation. **Resolved** to recommend the reviewed small donation scheme documents to the full council.

#### **1819/160 Data Audit**

- a) **To consider a report on the data audit**

**Resolved** to approve the updated data audit.

#### **1819/161 Town Council insurance**

- a) **To consider a review of the Town Council insurance for a recommendation to be made to the full council**

There was discussion about the insurance quotations provided by Came and Co. Three quotations had been provided from different insurers. **Resolved** to recommend to the full council that Inspire be used to provide the town council insurance on a reduced rate three-year contract. The first-year's cost is £1,924.84.

#### **1819/162 Litter pickers**

- a) **To consider purchasing a storage box for town council litter pickers for the cost of £27**
  - b) **To allocate up to £500 for the purchase of additional storage boxes**
- a) **Resolved** that a storage box be purchased for town council litter pickers for the cost of £27.
- b) **Resolved** that up to £250 be allocated for the purchase of additional storage boxes pickers if the trial box is suitable.

#### **1819/163 Events**

- a) **To consider if the town council wishes to hold a stall at the Bingley Show for the cost of up to £95.**

**b) To consider if the town council wishes to hold a stall at the Cottingley Community Association AGM on 12<sup>th</sup> April**

a) **Resolved** that attendance at the Bingley Show be agreed in principle for the cost of £95, subject to there be enough volunteers at the first meeting of the new council in May.

b) **Resolved** that as the council is currently in the pre-election period, a stall will not be held at the Cottingley Community Centre AGM.

**1819/164 Finance**

a) **To receive the March 2019 internal control inspection**

b) **To receive the signed bank reconciliations and statements for March**

a) The internal control inspection for March 2019 was received.

b) Signed March bank reconciliations and statements were received for the Unity savings and current accounts.

**1819/165 Next Meeting of the Finance and General Purposes Committee**

**To consider the date for the next Finance and General Purposes committee meeting**

**Resolved** that the next meeting of the Finance and General Purposes committee will be on Wednesday 12<sup>th</sup> June 2019.