

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 JUNE 2019 AT 6:30PM

Councillors present.	Councillor Brazendale, Goode, Malik, Miah, Owen, Simpson and, Williams
Councillors in attendance not a member of this committee.	None
In attendance.	Ruth Batterley, Town Clerk
Members of the public.	Five

Start: 6:30pm
Finish: 8:05pm

1920/01 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 Dawson.

1920/02 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) Councillor Goode, Owen and Simpson all declared their interests in item 1920/05. They are all members of Action Stations. Councillor Owen and Simpson will neither speak or vote on this item.
- b) No written requests for dispensation had been received.

1920/03 To confirm as a correct record the minutes of the meeting held on Wednesday 10th April 2019

Two small amendments were noted:

- 1819/162 b) The resolution should read that up to £250 be allocated for the purchase of additional *storage boxes*
- 1819/163 b) the stall should be at the *Cottingley Community Association* AGM.

Subject to the above:

Resolved to confirm as a correct record the minutes of the meeting held on 10th April 2019.

1920/04 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.

Five members of the public were present.

1920/05 Grants

a) To consider a grant application of up to £500 to Action Stations

a) Resolved that Action Stations is awarded a grant of £500.

Two members of the public left the meeting at 6:45pm.

1920/06 Risk and Resource document

a) To consider the draft risk and resource document for recommendation to full council

Various amendments were suggested to the draft document. Subject to the amendments **resolved** that the risk and resource document be recommended to the full council for its approval.

1920/07 Appointments

a) To appoint two councillors to check and confirm bank reconciliations

b) To appoint two councillors to undertake the quarterly review of internal controls

c) To appoint two councillors to be allotment project managers

a) Resolved that Councillors Miah and Brazendale be appointed as councillors to check bank reconciliations

b) Resolved that Councillors Owen and Williams be appointed as councillors to check internal controls.

c) Resolved that Councillors Goode and Williams be appointed as allotment project managers

Two members of the public left the meeting at 6:55pm.

1920/08 Review of documents

a) To consider a review of Standing Orders. Resolved that Councillor Williams will undertake the review.

b) To consider a review of Financial Regulations. Resolved that Councillor Simpson will undertake the review.

c) To review the Communications policy. Resolved that Councillor Dawson will undertake the review.

d) To note the requirement for a review of the town council Complaint policy, GDPR documents and grant scheme in line with the town council resolution on Climate Emergency. The need for a review of the documents was noted.

1920/09 Administrators for Facebook and Twitter

a) To appoint councillors and staff to be Facebook administrators

b) To appoint councillors and staff to be Twitter administrators

a) Resolved that the Administrative Officer and Councillors Brazendale, Dawson, Owen and Simpson be appointed as administrators of the town council Facebook account.

b) Resolved that the Administrative Officer and Councillors Brazendale and Dawson be appointed as administrators for the Twitter account.

1920/10 Emergency Planning sub committee

- a) **To consider the terms of reference for the Emergency Planning sub committee**
- b) **To consider appointing councillors and non councillors to this sub committee**
- a) **Resolved** to approve the terms of reference for the Emergency Planning subcommittee.
- b) **Resolved** to appoint Councillors Owen and Williams as councillor members of this subcommittee and Ian Smithson and Michelle Chapman as non councillor members. The other two councillor positions on this sub committee are to be offered to the full council.

1920/11 Events

To consider town council attendance at

- a) **The Cottingley Fun Day for the cost of £10. Resolved** to hold a town council stall at the Fun Day for the cost of £10. Councillor Miah will take the lead, assisted by Councillors Malik and Williams.
- b) **The Eldwick and Gilstead Village Gala for the cost of up to £30. Resolved** that pending enough volunteers, the council to hold a stall at the Eldwick and Gilstead Gala for the cost of up to £30. Councillor Brazendale will take the lead.
- c) **The Bingley Business Expo on 25th September. Resolved** that the town council will hold a stall at this event in return for social media and newsletter coverage by the town council as in previous years. Councillor Simpson will take the lead.
- d) **VE Day 75th Anniversary** Councillors were asked to see if any of their contacts would wish to be involved in the event. The town council has no capacity for the events.

1920/12 To resolve that members of the press and public be excluded from item 1920/13 and 1920/14 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 that members of the press and public be excluded due to commercial pricing information. The remaining member of the public left the meeting.

1920/13 Annual Report

- a) **To consider the production of an annual report for the cost of up to £1,878**
- b) **To consider the delivery of the annual report for the cost of up to £1,210**
- a) **Resolved** that the production of the Annual Report be placed with Aldred Design for the cost of up to £1,226. This includes 11,500 A4 page 8 booklets and the design, plus VAT.
- b) **Resolved** to approve the solus delivery of the newsletter with Leaflet Distribution Bradford for the cost of up to £1,400 plus VAT.

1920/14 Tree Survey

- a) **To note that the appointed contractor does not wish to proceed with the tree survey**
- b) **To consider a further contractor for the tree survey up to the value of £795 plus VAT**
- a) It was noted that Tree Plan who were the original appointed contractor had not come back to the town council about the order.
- b) **Resolved** to approve that Crown Consultants be awarded the tree survey work for the cost of £795 plus VAT.

A member of the public returned to the meeting.

1920/15 Finance

a) To receive the bank reconciliations and statements for May

The bank reconciliations and statements for the Unity T2 account, the Unity Instant Access account, the Public Sector Deposit Fund and the Multipay card had been circulated with the meeting papers.

1920/16 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 July 2019