

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 10TH JULY 2019 AT 6:30PM

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

Start: 6:30pm
Finish: 8:00pm

1920/17 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.

Resolved to approve the reasons for absence for Councillor Malik

Resolved to approve the reasons for absence for Councillor Owen

1920/18 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 declarations of interest.

b) No written requests for dispensation had been received.

1920/19 To confirm as a correct record the minutes of the meeting held on Wednesday 12th June 2019

Resolved to confirm as a correct record the minutes of the meeting held on 12th June 2019.

1920/20 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.

A member of the public noted that she had spoken with the delivery driver from the skip company who advised that a midi skip could be loaded onto the small skip truck that he uses. The weight of the loaded skip will need to be checked with the contractor to ensure it does not exceed the required weight.

1920/21 Allotment report

- a) **To consider the quarterly report on the town council allotments**

Resolved to note the report. Two members of the public left the meeting at 6:45pm.

1920/22 Events, Marketing and Communications sub committee

- a) **To review the terms of reference for the subcommittee**
- b) **To appoint members to the sub committee**

- a) The following amendments were suggested:
 - the membership be changed to up to seven and three of the subcommittee members may be non councillors.
 - the Chair is to be appointed by the Finance and General Purposes committee.

Subject to the above **resolved** that the terms of reference for the Events, Marketing and Communications subcommittee be approved.

- b) **Resolved** to appoint Councillors Dawson, Brazendale, Owen and Simpson to this subcommittee. Non councillors involved who have been on the subcommittee before or have expressed an interest are to be written to and asked if they would like to be members of the new subcommittee.

1920/23 Review of documents

- a) **To consider the review of Standing Orders for recommendation to full council.** Subject to small amendments, **resolved** to recommend the revised Standing Orders to full council for its approval.
- b) **To consider a review of Financial Regulations for recommendation to full council.** Subject to small amendments, **resolved** to recommend the revised Financial Regulations to full council for its approval.
- c) **To consider a revised Complaints policy for recommendation to full council. Resolved** to recommend the revised Complaints policy to the full council for its approval.
- d) **To consider a draft policy for dealing with the death of a senior member of state.** This item was withdrawn until the August meeting.

1920/24 Promotion of grant scheme

- a) **To consider options for promoting the town council grant scheme**

Resolved:

- a) To contact the Shipley Area Office so details of the scheme can be circulated to their mailing list.
- b) To contact Sarah Moss at CABAD to circulate to the CABAD mailing list.
- d) To place onto the various Bingley-based FB pages
- e) To have a generic article to place into the following publications; Cottingley Connexions, Eldwick Newsletters and the Bingley Directory.
- f) To encourage councillors to promote amongst their groups and contacts.

1920/25 Green & Clean Forum

- a) **To consider the date for the next forum as being 28th September 2019**

Resolved that the next Green and Clean Forum be held on the morning of Saturday 28th September.

1920/26 Consultations

- a) **To consider the report on consultations to be run by the town council.**

Resolved to note the report. Councillors Simpson and Williams will assist office staff with preparations for the consultations in August. Councillors were asked to put their names to the various tasks involved.

- b) **To delegate up to £1,500 to the clerk in conjunction with the Chair of the Finance and General Purposes Committee for the purchasing of items for the events, consultation materials, room bookings etc.**

Items to be purchased are to go to the full council meeting in July/August.

1920/27 Events

- a) **To consider a town council stall at the Bingley Bubble event on 4th October 2019**
- b) **To consider the town council promoting the event**
- c) **Beckfoot School Careers Convention 16th October 2019**

- a) **Resolved** to request more information about the event
- b) See (a)
- c) **Resolved** that the town council will not attend the Careers Convention.

1920/28 Loan of town council owned equipment

- a) **To consider requests for town council owned equipment**

Resolved that town council equipment may be loaned to groups if a town councillor is attending the event.

1920/29 Finance

- a) **To receive the signed June bank statements and reconciliations.** The signed bank reconciliations and statements were noted.
- b) **To receive the quarterly internal control check.** The quarterly internal control check was noted.

1920/30 Grant reports

To receive reports from the following organisations:

- a) **Friends of St Ives**
- b) **Bradford Camera Club**
- c) **Riverside Riding for the Disabled**

The grant reports were noted.

1920/31 To resolve that members of the press and public be excluded from item 1920/32 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1 (2)), during consideration of items of a confidential nature.

Resolved that the press and public be excluded for reasons of commercial pricing information.

1920/32 Banners and gazebo

- a) **To consider purchasing banners up to the value of £335**
- b) **The consider recommending to the full council the purchase of an additional gazebo for up to £916**

- a) **Resolved** that subject to how the roller banner works and is stored, the outdoor pull up banner be purchased from Larchfield Associates for the cost of £215 plus VAT and up to two hours design at the cost of £40 plus VAT per hour.

- b) **Resolved** to recommend to the full council the purchase of the 3m x 6m gazebo, with sides, from the Gazebo Shop for up to £890 and £23 for the weights.

1920/33 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 14th August 2019