

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 COMMUNITY CENTRE, LITTLELANDS, COTTINGLEY ON
WEDNESDAY 11TH SEPTEMBER 2019 AT 6:30PM**

Councillors present.	Councillor Brazendale, Dawson, Goode (part of meeting), Malik, Miah, Owen, Simpson (part of meeting) and Williams
Councillors in attendance not a member of this committee.	None
In attendance.	Laura Jowett, Administrative Officer
Members of the public.	Four (part of the meeting)

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

Councillor Miah took the chair in the absence of Councillor Simpson.

1920/47 Apologies for absence

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

Councillor Goode and Councillor Simpson had sent their apologies.

Resolved to approve the reasons for absence for Councillor Goode.

Resolved to approve the reasons for absence for Councillor Simpson.

1920/48 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.

1920/49 To confirm as a correct record the minutes of the meeting held on Wednesday 13th August 2019

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

1920/50 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 at this point

1920/51 Allotments

- a) **To receive the quarterly allotment report**
- b) **To consider a review of the allotment policy**
- c) **To consider the tree survey**

a) The allotment report had been circulated prior to the meeting. Councillors apologised to the site representative as they had been unable to visit Beck Lane when invited. At the invitation of the chair the site representative for Beck Lane gave an update on the Beck Lane allotments, there is an issue with non-cultivation and excessive weeds on some plots. The chair thanked the site representative for their hard work and contribution to the review of the allotment policy.

b) **Resolved** to approve the suggested amendments to the allotment policy.

c) The tree survey report had been circulated prior to the meeting. The report identified issues with three trees on Beck Lane Allotments, two to be inspected annually and one which requires removal.

Resolved to allocate £500 for the removal of the apple tree on plot 7A. A quote is to be obtained which includes the removal of the stump.

The site representative advised that a further tree on the beck side may require attention, it has fallen over and is now growing up the other side of the beck.

Two members of the public left the meeting at 6.53pm

1920/52 Grant to Bingley Remembrance Group

- a) **To consider a grant of £342 to the Bingley Remembrance Group for provision of a PA system for the Remembrance Parade**

Resolved to award Bingley Remembrance Group a grant of £342 for the provision of a public address system for the Remembrance Parade.

The committee recognised the importance of the work of Bingley Remembrance Group and encouraged the group to submit a further application if any of its grant applications to other organisations were unsuccessful.

One member of the public arrived at 6.59pm.

One member of the public left the meeting at 7.01pm.

Resolved to suspend the meeting to allow a member of the public to speak briefly about issues at Bingley Glen Bowling Club.

One member of the public left the meeting at 7.12pm and the meeting resumed.

1920/53 Sub committees

- a) **To elect the Chair of the Events, Marketing and Communications sub committee**
- b) **To appoint Chris O'Neill as a non councillor to the Events, Marketing and Communications sub committee**

a) **Resolved** to elect Councillor Dawson as the Chair of the Events, Marketing and Communications sub-committee.

b) **Resolved** to appoint Mr Chris O'Neill to the Events, Marketing and Communications sub-committee.

1920/54 Internal auditor.

- a) **To consider the remit for the town council audits 2019-2020**
- b) **To consider recommending to the full council that Diane Brown be appointed as internal auditor for Bingley Town Council for 2019-2020 for the total cost of £330, plus mileage for two visits**

a) **Resolved** that the town council internal audits 2019-2020 include as its remit the information in the YLCA Internal Audit Service Checklist

b) **Resolved** to recommend to Full Council that Diane Brown be appointed as internal auditor for Bingley Town Council for 2019-2020, for the total cost of £330, plus mileage for two visits.

1920/55 Financial Regulations

- a) **To consider undertaking a revision of Financial Regulations to accommodate the proposed changes by NALC**
- b) **To make any recommendation to the full council as necessary**
- a) **Resolved** that Councillor Miah work with Councillor Simpson to review Bingley Town Council's Financial Regulations and incorporate the amendments recommended by NALC
- b) **Resolved** to recommend the amended Financial Regulations to Full Council for approval.

1920/56 Communications policy

- a) **To receive an update on the review of the Communications policy**
- b) **To append the document on social media guidelines to the revised Communications policy**
- c) **To consider a Whatsapp group for councillors and staff responsible for updating social media**
- a) Councillor Owen provided an update on the Communications Policy. The Finances and General Purposes Committee **resolved** to recommend the Communications Policy, as it is, to Full Council for approval.
- b) **Resolved** to include the social media guidelines as an appendix to the Communications Policy. The chair thanked Councillor Brazendale and Owen for reviewing the Communications Policy.
- c) **Resolved** that Councillor Brazendale set up a WhatsApp group for Councillors with responsibility for Social Media (Councillors Brazendale, Dawson, Owen and Simpson). Staff and non-councillors are not to be included.

1920/57 Death of a senior member of state

- a) **To receive an update and consider next steps**

The update was noted. This item is included on the agenda for the Full Council in September. It was suggested that other local councils are asked about their arrangements for such circumstances.

1920/58 Jubilee Gardens risk assessments

- a) **To note the previously agreed risk assessment for the new council office/toilet**
- b) **To consider the fire risk assessment for the unoccupied toilet building**
- a) The previously agreed risk assessment for the new council office/toilet had been circulated in advance of the meeting and was noted by the committee.
- b) **Resolved** to approve the Fire Risk Assessment for the unoccupied toilet building and noted that, based on advice, the professional Fire Risk Assessment will be undertaken just before the building is occupied.

Councillor Goode and Councillor Simpson arrived at the meeting at 7.44pm.

1920/59 Future newsletters

- a) **To consider the recommendation that a newsletter is produced and distributed to all homes in the parish twice yearly**
- b) **To consider arrangements for proof reading**
- a) **Resolved** to produce a 6-8page newsletter twice a year, to order 12,500 copies of each and to distribute these to all homes in the parish with some spare copies to be placed in prominent places within the community. **Resolved** to obtain quotes for two years' worth of printing and distribution.
- b) **Resolved** to produce a checklist of what is required when proof reading and to hold a trial editorial meeting before sending the next edition of the newsletter to the designer.

1920/60 Bulbs and winter planting

- a) **To ratify extra expenditure of £160 on bulbs and winter plants**

Resolved to ratify the extra expenditure of £160 on bulbs and winter plants

1920/61 Finance

- a) **To receive the signed August bank statements and reconciliations**

The committee received the signed bank statements and reconciliations

1920/62 Budget

- a) **To discuss items for next year's budget**

The committee noted that items for next year's budget must be sent to the Town Clerk by the end of September 2019.

1920/63 Next Meeting of the Finance and General Purposes Committee

To note the date for the next Finance and General Purposes Committee meetings being Wednesday 9th October 2019.