

# 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 13<sup>TH</sup> NOVEMBER 2019 AT 6:30PM**

<b>Councillors present.</b>	Councillors: Clough, Goode, Miah, Owen, Simpson and Williams
<b>Councillors in attendance not a member of this committee.</b>	Councillor Heseltine
<b>In attendance.</b>	Ruth Batterley, Town Clerk
<b>Members of the public.</b>	None

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

## **1920/78 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 Holmes.

## **1920/79 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 no declarations of interest and no written requests for dispensation had been received.

## **1920/80 To confirm as a correct record the minutes of the meeting held on Wednesday 9th October 2019**

**Resolved** to confirm as a correct record the minutes of the meeting held on 9th October 2019.

## **1920/81 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.**

There were no members of the public present.

## **1920/82 Grit bins**

- a) To consider the Risk and Resource assessment for provision of additional grit bins
- b) To consider the risk assessment for the suspension of financial regulations requiring three quotations to be obtained.

- c) **To consider the locations for up to ten bins from CBMDC for the cost of £100 each, plus VAT.**
  - d) **To agree a contingency of £1,000 for refills, repairs, replacement and additional Town Council stickers to identify the bins**
- a) **Resolved** to approve the risk and resource assessment for provision of additional grit bins
  - b) The risk assessment for the suspension of the financial regulation requiring three quotations to be obtained had been circulated with the meeting papers. **Resolved** to suspend Financial Regulation 11H for the reason that Bradford Council have supplied grit bins to the Town Council in previous years, they carry out the full service; assessment of location, delivery, installation and refills. Other organisations do not offer this service.
  - c) It was noted that CBMDC is yet to provide permissions and an assessment of whether the proposed bin locations meet its criteria. Subject to confirmation from CBMDC, **resolved** that up to 10 grit bins at the cost of £100 per bin, sited, filled and installed, be ordered from CBMDC. The bins need to fulfil CBMDC's grit bin criteria and have permission granted by them. Any further bins that do not meet the CBMDC criteria are to be decided upon at a future Finance and General Purposes Committee meeting to take the overall total to ten.
  - d) **Resolved** to agree a contingency of up to £1,000 for refills, repairs and additional Town Council stickers to identify bins

Councillor Heseltine left the meeting.

#### **1920/83 Draft budget**

- a) **To receive Legal Topic Note LTN80.** Topic note LTN80 had been circulated to the full council. Section 29 was highlighted.
- b) **To consider the draft budget for 2020-2021. Resolved** that the following amendments be made to the draft budget:
  - Three months' office rent be allowed in for 2020-2021
  - Check any costs to enable the Town Council website to comply with new website accessibility guidelines
  - Increase domain and hosting to £500
  - Obtain a cost for a joint names insurance policy for the renovation works of Jubilee Gardens
  - Increase the grant provision next year to £25k
  - Increase Youth Provision to £10k
  - Clarify whether the CIL should be included on the budget as income
- c) **To consider any recommendation to be made to the full council**  
Subject to the above **resolved** to recommend the draft budget to the full council.

#### **1920/84 Policies**

- a) **To review the Reserves Policy for Bingley Town Council**
  - b) **To consider any recommendation to be made to the full council**
  - c) **To receive an update on the review of Financial Regulations**
- a) The policy was reviewed.
  - b) **Resolved** to recommend to the full council that the sentence (General Reserves) 'can also be used to save for projects that do not necessarily need to be ear marked' be removed.
  - c) **The revised Financial Regulations will be tabled at the December Finance and General Purposes Committee meeting.**

#### 1920/85 Sub committee minutes

- a) To receive the draft minutes for the Events, Marketing and Communications sub committee

The minutes were noted.

#### 1920/86 Grant reports

- a) Bingley Chamber of Trade
- b) Bingley Little Theatre
- c) Bingley Walkers are Welcome
- d) Cottingley Community Association
- e) Cottingley Community Centre
- f) Cottingley Town Hall
- g) Gilstead Village Society
- h) Prince of Wales Park
- i) Trinity Community Kitchen

It was noted that grant reports and receipts had been received from the groups listed above. Copies are available to view in the Town Council office.

#### 1920/87 Bank reconciliations

- a) To receive signed bank reconciliations and statements for October 2019

The signed bank reconciliations and statements, including the Public Sector Deposit Fund and the Multipay card, were noted.

**1920/88 To resolve that members of the press and public be excluded from item 1920/89 and 90 Under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature.**

**Resolved** to exclude the press and public from items 1920/89 and 1920/90 for reasons of commercial pricing information.

#### 1920/89 Newsletters 2020-2021

- a) To consider which contractor to appoint for the printing of four newsletters for the cost of up to **£7,500** **Resolved** to appoint Richard Aldred designs for the design and printing of four 12,500 copies newsletters for the price of £5,310. It was noted that it is not possible to give an accurate cost owing to the variable cost of paper.
- b) To consider which leaflet distributor to use for the delivery of four newsletters for the cost of up to **£4,435**. **Resolved** that Yorkshire Fliers be appointed to deliver the newsletters for the overall sum of £2,800, subject to satisfactory and timely delivery for the first newsletter.

#### 1920/90 Photocopier

- a) To consider the comparisons and financial appraisal for the purchase/lease of photocopier. **Resolved** to approve the financial appraisal for the photocopier.
- b) To consider whether the Town Council wishes to purchase or lease a photocopier. This was discussed with item c.
- c) To consider which contractor and photocopier the Town Council wishes to appoint for up to **£3,000**. **Resolved** that Document Solutions be appointed as the contractor for the Kyocera 2553i freestanding copier/printer for the price of £75 plus VAT per month. It was noted that there is a service charge on

top of this fee which is dependent on the number of copies during a given period.

**1920/91 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 11<sup>th</sup> December 2019.