

BINGLEY TOWN COUNCIL



Cottingley Community Centre, Littlelands, Cottingley, Bingley, BD16 1AL

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT COTTINGLEY COMMUNITY CENTRE ON WEDNESDAY 11TH DECEMBER 2019

Start: 6:30PM

Finish: 7:45PM

Councillors present:	Clough, Goode, Owen, Simpson, Williams
Councillors in attendance not a member of this committee:	None
In attendance:	Ruth Batterley, Town Clerk
Members of the public:	One member of public (part of meeting)

1920/92 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 Brazendale.

Resolved to approve the reasons for absence for Councillor Holmes

Resolved to approve the reason for absence for Councillor Miah

1920/93 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.

Councillors Goode and Simpson declared their interest in item 1920/198- b. They are both members of the Friends of Prince of Wales Park.

1920/94 Minutes

To approve the minutes of the meeting held on Monday 21st October 2019

Resolved to approve the minutes of the meeting held on Wednesday 13th November 2019.

1920/95 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.

None

1920/98 Grants

This item was taken next.

b) To consider that the underspent funds from the Friends of Prince of Wales October 2018 grant be put towards the cost of a further handrail in the park

Resolved that the underspend on last year's grant to the Friends of Prince of Wales Park (£586) be put towards the purchase of an additional hand rail for the park. The member of the public left the meeting at 6:40pm.

1920/96 Allotment report

a) To consider the quarterly allotment report

Resolved to approve the report. The Administrative Officer was thanked for her work on the allotments.

1920/97 Grit bins

- a) To note that eight grit bins have been ordered.** The clerk advised that eight grit bins had been ordered, all of which met the Bradford Council installation threshold. Seven bins had been sited by CBMDC. The bin at Tulyar Court needed further investigation.
- b) Resolved** that there be further investigation on the location of the bin at Tulyar Court. Councillor Owen will look at the location for a bin at The Oval and Councillor Goode for a bin at Titania Close. **Resolved** that subject to satisfactory resolution of queries, the two bins be purchased for the cost of £100 each, plus VAT.

1920/98 Grants

- a) To receive an update on the Crossflatts Village Society Grant.** The clerk advised that the Village Society are yet to receive planning permission for the shed to be located in the garden of a committee member who lives in a listed building. A cheque for all of the items other than the shed has been sent to the Village Society; total amount £1,728. The remainder £220 can be released when planning permission is granted.
- b) Resolved** that Councillors Simpson and Williams will undertake a review of the grant policy to accommodate Climate Emergency, promote sustainability and remove Standing Grants as recommended by the internal auditor.

1920/99 Policies

- a) To consider the amended Financial Regulations for recommendation to the full council.** **Resolved** to recommend the revised Financial Regulations to the full council for its approval.
- b) To consider the risk management policy for 2019-2020. To make any recommendation to the full council.** **Resolved** to recommend the risk assessment policy 2019-2020 for its approval.
- c) To consider the audit plan for Bingley Town Council.** **Resolved** to recommend the audit plan to the full council for its approval.

1920/100 Photocopier

a) To consider the contract for the lease of the photocopier

This item was withdrawn pending obtaining more information about the contract.

1920/101 Website accessibility

- a) To consider placing an order with Digital Nomads for £872.50 (plus VAT) for the financial year 2020-2021 to complete an audit report, fix issues and develop an accessibility statement**

Resolved to place an order with Digital Nomads for £872.50 (plus VAT) for the new financial year to complete an audit, fix issues on the website and develop an accessibility statement.

1920/102 Events 2020

- a) **To approve the recommendation of the Events, Marketing and Communications subcommittee to concentrate Town Council attendance in 2020 at the Bingley Show and Christmas Fayre**

Resolved that the Council will concentrate on stalls at the Bingley Show and Christmas Fayre for 2020.

1920/103 Newsletters

- a) **To consider the recommendation of the Events, Marketing and Communications subcommittee to agree the Winter newsletter at the February Finance and General Purposes committee meeting**

Resolved that the Winter newsletter be tabled at the February Finance and General Purposes committee meeting for approval.

1920/104 Subcommittee minutes

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

The minutes were received.

1920/105 Bank reconciliations

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

The signed bank statements and reconciliations were received.

1920/106 Internal Control Inspection

- a) **To consider the latest Internal Control Inspection**

Resolved to approve the October internal control inspection.

1920/107 To review risk, identifying any new or unacceptable levels of risk to the Town Council

The clerk explained that this would be a standing item on the agenda as is required for the risk management policy. The new risk for the month had been the appointment of the Environmental Warden. Risk assessments had been carried out for this new role.

1920/108 Next meeting of the Finance and General Purposes committee

To note the date of the next meeting of the Finance and General Purposes committee as being Wednesday 8th January at 6:30pm.