

# 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 MARCH 2020

Start: 6:30PM  
Finish: 7:40PM

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

### 1920/135 Apologies for absence

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

There were none.

### 1920/136 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.

None.

### 1920/137 Minutes

To approve the minutes of the meeting held on Wednesday 12th February 2020

**Resolved** to approve the minutes of the meeting held on Wednesday 12th February 2020.

### 1920/138 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 member of the public wished to speak.

### 1920/139 Allotments

- a) To consider the quarterly allotment report
- b) To prioritise maintenance and improvement works
- c) To consider the rent increase for 2020-2021
- d) To hold a site clean-up day at Beck Lane allotments on Saturday 13<sup>th</sup> June
- e) To hire a skip for the cost of £99
- f) To approve costs of £257.70 for path materials
- g) To consider issues to do with the recent tree work at Plot 6 Beck Lane

- a) The allotment report had been circulated with the meeting papers.
- b) **Resolved** to prioritise the maintenance and improvement works in the following order:
  1. Works to plot 6 Beck Lane
  2. Improvements to central path Beck Lane
  3. Skip hire for clean-up day- Beck Lane
  4. Annual tree inspection
  5. Clearing Plot 23 Beck Lane in preparation to let it in a useable condition
  6. Further improvements to fence at Stanley Street
  7. Marking plot boundaries and plot identification at Beck Lane
- c) **Resolved** to approve the rent increase for 2020-2021 as 1.8% in line with the CPI rate for January 2020.
- d) **Resolved** to hold a site clean up day. The day is to be re-arranged to avoid the Canal Festival.
- e) **Resolved** to hire a skip with Abacus Skip Hire for £99. The date is to coincide with the Clean Up Day
- f) **Resolved** to approve costs of £257.70 for ground stabilising tiles, sand top soil and delivery. Orders are to be placed with Tool Station and Acorn Garden Supplies.
- g) The clerk explained that the contractor appointed to remove a decaying tree on Plot 7A Beck Lane had removed an incorrect tree on Plot 6. Owing to the canopy of the now removed tree, it had not been possible for the elderly allotment tenant to cultivate under the canopy and there are large ivy roots etc. that need clearing. The contractor will only agree to plant two replacement apple trees. In addition to this, the contractor has submitted incorrect information to Bradford Council about the tree it took out in error. **Resolved** that the Town Council write to the contractor asking them to resubmit an application with the correct information and advising that any fine that Bradford Council may issue as the result of the incorrect information, will be the responsibility of the contractor, not the Town Council.

### 1920/140 Review of effectiveness of internal control and financial internal control

- a) To consider the review of effectiveness of internal control
- b) To consider any recommendation to be made to the full council as necessary
- c) To consider the review of the effectiveness of internal financial control
- d) To consider any recommendation to be made to the full council as necessary

The Clerk noted that she had incorporated both of these items into one document.

**Resolved** to recommend the review of the effectiveness of internal control and internal financial control with amendments, to the full council.

### 1920/141 Subcommittee minutes

- a) To receive the draft minutes of the Emergency Support Sub committee

The minutes were noted.

### 1920/142 Annual Town Meeting

To approve the recommendation of the Events, Marketing and Communications subcommittee to:

- a) **Invite Eldwick Goldies, Bingley Little Theatre and Friends of Myrtle Park to attend and talk to the meeting**
- b) **Invite all recipients of grants in 2019-2020 to attend the meeting, have stalls and publicise their groups**
- a) **Resolved** that Eldwick Goldies, Bingley Little Theatre and Friends of Myrtle Park be invited to talk to the meeting.
- b) **Resolved** that all recipients of grants in 2019-2020 be invited to attend the meeting.

#### **1920/143 Policies**

- a) **To review the investment strategy and make any recommendation to the full council as necessary. Resolved** that the Clerk in conjunction with Councillors Miah, Williams and Simpson will review the policy with amendments to be suggested to the full council.
- b) **To note that policies and procedures relating to GDPR/data protection need to be reviewed.** The need for a review of the policies was noted.

#### **1920/144 Climate Conversation**

##### **To consider a Climate Conversation event in September 2020**

This item was withdrawn.

#### **1920/145 Internal controls**

- a) **To consider the findings of the internal control inspection. Resolved** to approve the internal control inspection.

#### **1920/146 Bank reconciliations and statements**

##### **To receive signed bank reconciliations and statements for February 2020**

The signed bank reconciliations and statements for February had been circulated prior to the meeting.

Balances in the bank accounts at the end of February 2020 were as follows:

Unity Trust T2 account as of 27<sup>th</sup> February 2020: £45,083.12

Unity Savings Account: as of 31<sup>st</sup> January 2020: £251.82

Mutipay account: as of 16<sup>th</sup> March 2020: £110.94

Public Sector Deposit Fund: as of 29<sup>th</sup> February 2020: £168,000

#### **1920/147 To review risk identifying any new or unacceptable level of risk to the Town Council**

##### **To receive signed bank reconciliations and statements for February 2020**

There was discussion about coronavirus. Hand sanitiser and tissues are to be provided at every meeting, along with advice to sit one metre apart. In view of the town council investment strategy a close eye is to be kept on the financial markets.

#### **1920/148 To resolve that members of the press and public be excluded from items 1920/149 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 from item 1920/149 due to commercial pricing information.

#### **1920/149 Plot 6 Beck Lane**

- a) **To consider works to be undertaken to clear plot 6 for the cost of up to £720**

**Resolved** to appoint Carlton Nursery to clear Plot 6 Beck Lane, remove the debris from site and clear the rubble by the gate to the allotments for the cost of up to £350.

**1920/150 Next meeting of Finance and General purposes committee**

**To note the date for the next Finance and General purposes committee as being Wednesday 8<sup>th</sup> April 2020.**