

BINGLEY TOWN COUNCIL



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

MINUTES OF THE REMOTE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON WEDNESDAY 9TH SEPTEMBER AT 6:30PM

Start: 6:30PM
Finish: 7:25PM

Councillors present:	Clough, Goode, Miah, Simpson and Williams
Councillors in attendance not a member of this committee:	
In attendance:	Laura Jowett, Administrative Officer
Members of the public:	None

2021/46 Apologies for absence

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

Councillor Owen's apologies and reasons for absence were noted. **Resolved** to approve the reasons for absence for Councillor Owen.

Councillor Brazendale was not present

2021/47 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.

2021/48 Minutes

To approve the minutes of the meeting held on 12th August 2020

Resolved that the minutes of the meeting held on Wednesday 12th August be approved as a correct record.

2021/49 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 were present.

2021/50 Allotment report

- a) To consider the allotment report

The allotment report was received. **Resolved** that the administrative officer obtain quotes for the clearance of plot 23 and that Councillors Simpson, Goode and Williams be sent a copy of the allotment

policy to review, with particular attention to the inspection and follow up process, and suggest amendments to a future meeting

2021/51 Standing Orders and Financial Regulations

a) To undertake a review with any recommendation to be made to the full council as necessary
Resolved that Councillor Williams review the council's Standing Orders and Councillor Miah review the council's Financial Regulations and that any recommendations are made to the full council.

2021/52 Internal Controls

a) To include an additional internal control regarding staff pay slips
Resolved that the checking of payslips be included as an additional internal control, that the Town Clerk amend the documents to include this and that the revised internal control document be recommended to the Finance and General Purposes Committee for approval at a future meeting.

2021/53 Budget- 2021-2022

a) To receive budget ideas for 2021-2022
A discussion was held. Councillors suggested including amounts in the budget for the progression of the Changing Places facility, Green and Clean initiatives, town centre planning and car parking. Councillors were encouraged to put proposals together based on priorities and other items which could be included in the budget.

2021/54 Finance

a) To receive the signed bank statements and reconciliations for August
The signed bank statements and reconciliations were received. The following sums were in the accounts:

- b) Unity Savings account- £252.32
- c) CCLA- £138,000
- d) T2 account- £201,208.36
- e) Multipay- unavailable

2021/55 To review risk, identifying any new or unacceptable levels of risk to the Town Council

Items identified related to the Hub, concerns about possible vandalism, the position of the facilities in the public toilets and the potential for the emergency cord to be activated in error.

2021/56 To resolve that members of the press and public be excluded from items 2021/57 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature. (Consideration of allotment issue)

Resolved to exclude the press and the public from item 2021/57 for consideration of a confidential item relating to allotments

2021/57 Allotment issue

a) To consider a confidential allotment issue
Resolved to send a letter to the neighbouring property.

2021/58 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 October 2020.