

BINGLEY TOWN COUNCIL



Bingley Town Council, Myrtle Place, Bingley, BD16 2LF

MINUTES OF THE REMOTE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON WEDNESDAY 13TH JANUARY 2021 AT 6:30PM

Start: 6:30pm
Finish: 7:30pm

Councillors present:	Clough, Goode, Owen, Williams and Winnard
Councillors in attendance not a member of this committee:	None
In attendance:	Ruth Batterley, Town Clerk
Members of the public:	None

2021/102 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 Miah. Councillor Brazendale was not present.

2021/103 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 none.

2021/104 To confirm as a correct record the minutes of the ordinary Finance and General Purposes Committee meeting held on 9th December.

A typo was noted in 2021/97. Multipay not Mutltiday. Subject to this amendment:

Resolved to confirm the minutes of the ordinary meeting of the Finance and General Purposes Committee held on 9th December 2020.

2021/105 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 Chair.

There were no members of the public present.

2021/106 Terms of reference and Facilities Management Sub Committee

- a) **To consider the revised terms of reference for the Finance and General Purposes committee with any recommendation to the full council as necessary. Resolved** to recommend the revised terms of reference to the full council for its approval.
- b) **To consider the terms of reference for the Facilities Management sub committee**
- c) Item d was taken next. **To consider appointing an additional councillor to the Facilities Management subcommittee. Resolved** to appoint Councillor Taylor to the Facilities Management subcommittee.
- d) **To elect the Chair of the Facilities Management subcommittee. Resolved** to elect Councillor Taylor as the Chair of the subcommittee.

2021/107 Internal control inspection

- a) **To consider the third quarter internal control inspection.** It was noted that there had been some missing paperwork at the inspection; this was due to the clerk working from home and having the records there. The information was provided electronically after the inspection. The new office furniture had not been added to the asset register at the time of the inspection. **Resolved** to approve the third quarter internal control inspection.
- b) **To consider the format of the internal control inspection.** Various amendments were made to the proforma, mainly to reflect that the council generally no longer uses cheques and has moved to online banking. **Resolved** to approve the revised internal control inspection proforma.

2021/108 Grit bin

- a) **To consider a grit bin for outside the Hub at the cost of £100**

It was noted that CBMDC will not replace their original bin at the Hub. **Resolved** that a new bin be ordered from Bradford Council at the cost of £100, plus VAT, sited and filled. Councillor Goode will liaise with Bradford Council about the location outside the Hub.

2021/109 Finance

- a) **To receive the signed bank statements and reconciliations for December.** It was noted that the CCLA statement had not yet been received and so could not be included. **Resolved** to approve the signed bank reconciliations and statements.
- b) **To minute balances Resolved** to minute the balance of the Unity T2 account as being £121,872.01 and the Multipay card as £0.

2021/110 To review risk, identifying any new or unacceptable levels of risk to the Town Council

The absence of a grit bin at the Hub and lack of auto dialler at the public toilets were discussed.

2021/111 To resolve that members of the press and public be excluded from items 2021/112 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 owing to the discussion of a confidential allotment issue.

2021/112 Allotment issue

- a) **To consider information received about a confidential allotment matter**
- b) **To consider the wording of an agreement**

This item was withdrawn.

2021/113 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 10th February 2021.