

BINGLEY TOWN COUNCIL



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

Minutes of the meeting of the Finance and General Purposes Committee held on Wednesday 11th January 2023 at 6.30pm at the Hub, Myrtle Place, Bingley, BD16 2LF

Councillors present: Beckwith, Carney, Fenton, Gibbons, Goode, Truelove
Member Councillors absent: Kirdale, Miah
Non-member Councillors present: None
In attendance: Eve Haskins (Town Clerk)
Members of the public: None

Start time: 6.30pm
End time: 8.05pm

It was agreed that agenda item 2223/141 would be taken in two parts, and that the second part to be discussed in the confidential item.

2223/136 Apologies for absence

Apologies received and reasons for absence noted from Councillor Kirdale.

2223/137 Disclosures of interest

Councillor Fenton declared an interest in agenda item 2223/141(ii); he did not take part in the vote on this matter.

No written requests for dispensation had been received.

2223/138 Minutes

Resolved to confirm the minutes of the Finance and General Purposes (F&GP) Committee meeting held on 14th December 2022 as a correct record.

2223/139 Confidential items to be discussed under item 2223/149

It was agreed that agenda item 2223/141(ii) to be discussed in confidence after item 2223/149, following exclusion of the press and public, due to its sensitive nature.

2223/140 Public Participation

A member of public requested that the Town Council arrange for the publicity for the 'Warm Spaces' initiative at a local church to be placed on the noticeboard at Lidl. The Town Clerk explained that the Town Council do not have a key to this noticeboard, as it is held by Lidl: agreed that Councillor Goode to liaise with Lidl staff to investigate access to this noticeboard for local notices.

Another member of public suggested that plot 23 at Beck Lane allotments would benefit from planting up with comfrey to encourage tenants to look after the area. They also queried whether the Town Council had considered access through the deer fence for when the tree work is carried out, and where the resulting bracken and debris would be put on the allotment site: Councillor Goode explained that he was confident that the access can be arranged and confirmed that the planning permission for this work

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has not yet been obtained. Agreed that Councillors Fenton and Goode to visit the site once the tree work is in progress to assess where the debris could be placed.

2223/141(i) Allotments

Resolved to receive the following update on allotments and agree the following actions:

- Plot 23, Beck Lane: Councillor Goode reported that he attended a meeting at the allotments with all staff members last week, where plot 23 was discussed. Currently awaiting a response from a plot holder as to whether this area would be suitable for keeping bees, however it was highlighted that bees may need up to six hours of sunlight and this area is shaded. Councillor Goode suggested that a practical solution for this area would be to use it as a communal area and to let the existing communal area, as that would be ideal for cultivation. A member of public objected to this suggestion stating that the communal plot provides a firebreak for the spread of mare's tale from other plots and if it was moved to plot 23 it would not be maintained by the plot-holders. Agreed that Councillors Fenton and Goode to inspect plot 23 again prior to further discussion at the next F&GP Committee meeting.
- Plot 27, Beck Lane: Councillor Gibbons reported that the shed on this plot is currently being demolished, therefore the committee will soon need to review that plot also once this work is complete.
- Plot 12A, 12.1 and 12.2, Beck Lane: these plots have now all been let.
- Boundary line with the Canal and Rivers Trust: Councillor Goode advised that he and Councillor Williams will liaise to undertake this work.

2223/142 Bank reconciliation, statement, balances

- a) **Resolved** to agree the bank reconciliations December 2022.
- b) **Resolved** to agree the bank statements for December 2022.
- c) Noted the balances to date as follows: Unity Bank: £82,332.74, PSDF: £143,334.

2223/143 Internal Audit

Resolved to note the positive Internal Audit Report, and to agree to adhere to the following recommendations:

- The Financial Risk Assessment Policy, currently due for review in 2025, should be reviewed on a more regular basis due to the size of the Council: Town Clerk to amend the policy review schedule accordingly.
- The Financial Risk Assessment Policy to be backed up with a review document each year listing each risk and a low/medium/high chance of each risk occurring: Town Clerk to arrange this.
- The Asset Register to be reviewed on a quarterly basis for additions and disposals, for approval at Full Council meetings: Town Clerk to arrange this.
- Insurance values to be reviewed, as some insurance values on assets are slightly lower than insurance value: Town Clerk to arrange this.

2223/144 Grants

Resolved to approve the grant from the Bingley Music Town group for £492.40.

2223/145 Green and Clean

Resolved to receive an update on Green and Clean from Councillor Goode as follows:

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- Bradford Council Assistant Ward Officer is working on an initiative to remedy overgrown snickets, therefore if any members know of any areas where the snickets need addressing, please let Councillor Goode know (Councillor Gibbons reported one at the top of Micklethwaite).
- a) Green and Clean Forums: next Forum planned for Saturday 28th January at Cardigan House, Bingley, 10am-12pm; a speaker has been arranged and Councillor Truelove has located a projector.
- b) Litter picks: next litter pick on Saturday 21st January, to meet at the junction of Whitley Street and Clyde Street.
- c) Plants: Councillor Goode is still awaiting a quote for the repairs necessary for brackets/hanging baskets opposite the Loft, Bingley, and bracket on lamppost opposite Bingley train station: agreed to chase this up again.

2223/146 CIL funding

Resolved the following:

- To receive an update from Councillor Goode on potential CIL projects:
 - Electricity to the bandstand, in Myrtle Park, Bingley: Risk and Resource Assessment form has been submitted for this scheme for discussion at the Full Council meeting next week.
 - Refurbishment of planters for Cottingley: Risk and Resource Assessment form and three quotes have been submitted for this project for further discussion at the Full Council meeting next week.
- To note the Town Council's remaining CIL funding amounts:
 - 2018-2019: £9,536.
 - 2019-2020: £2,731.
 - 2020-2021: £4,219.
 - 2021-2022: £1,833.

2223/147 Risk Management

Resolved to agree the following:

- New risk to the Council identified: flooded water outside the Hub due to not draining away sufficiently, Bradford Council have been informed; agreed that the Town Clerk to contact Bradford Council again to suggest they may need to put a camera down the drain to ascertain where the blockage is.

2223/148 Date of next meeting

Noted the date for the next Finance and General Purposes Committee meeting on Wednesday 8th February 2023 at 6.30pm at the Hub, Myrtle Place, Bingley.

2223/149 Exclusion of the press and public

Resolved to exclude the press and public from items 2223/141(ii), 2223/150 and 2223/151 under the provision of the Public Bodies (Admission to Meetings Act 1960 s1 (2)), due to their confidential nature.

2223/141(ii) Allotments

Resolved to agree to spend up to £1,500 at Beck Lane allotments to make plot 27 into a lettable condition, including the removal of the privet hedge.

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2223/150 Budget 2023-24

Resolved to agree the following recommended changes to the draft Budget for 2023-24:

- Cost centre 4000 Existing staffing salaries: decrease to £80,000.
- Cost centre 4192 Running costs toilets: increase to £25,000.
- Cost centre 4193 Running costs office: increase to £15,000.
- Cost centre 4240 Website design/enhancement: decrease 'Projected' cost to £0 for this year, increase budget to £2,500 for next year.
- Cost centre 4280 Room hire: increase to £1,000.
- Cost centre 4440 Neighbourhood Plan: increase to £10,000.
- Cost centre 4481 Allotments costs: increase 'Projected' cost to £8000 for this year.
- Cost centre 4490 Grants: increase to £23,000.
- Cost centre 4520 Events including Christmas: increase to £20,000.
- Cost centre 4526 Climate Emergency: increase to £12,000.
- Cost centre 4527 Road Safety: increase to £2,000.
- Reserves: amend the spend for this year on 'Allotment reserve' to £5,500, leaving £10,085 in next year's 'Allotment reserve'.
- To recommend to Full Council a Budget of £313,850 for 2023-24, and to set the precept at £238,242, which is £27.74 per Band D property (0.19% decrease on last year's precept).

Town Clerk to amend the Budget for 2023-24 accordingly, prior to approval at the Full Council meeting next week.

2223/151 The Hub

Resolved to agree the following regarding the problems in the Hub:

- a) Entrance dome: Councillor Fenton and the Town Clerk to liaise regarding obtaining roofing quotes.
- b) Electrical works and plumbing: Town Clerk to write to Bowman Riley again, stating that the electrical works and plumbing are not fit for purpose, and that the Council expects them to remedy this regardless of the completion certificate.
- c) Exterior wood staining: Councillor Fenton and the Town Clerk to liaise regarding obtaining advice/assessment and quotes for the work needed.

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