

BINGLEY TOWN COUNCIL



The Hub, Myrtle Place, Bingley, BD16 2LF

Minutes of the meeting of the Finance and General Purposes Committee held on
Wednesday 13th March 2024 at 6.30pm at the Hub, Myrtle Place, Bingley, BD16 2LF

Councillors present: Fenton, Gentleman, Gibbons, Goode, Heseltine, Williams,
Winnard
Member Councillors absent: Truelove
In attendance: Eve Haskins (Town Clerk)
Members of the public: None

Start time: 6.30pm

End time: 7.20pm

Apologies to residents:
due to technical reasons, this meeting was not recorded
and therefore it has not been possible to place it on YouTube.

2324/162 Apologies for absence

Apologies received, and the reasons for absence approved, from Councillor Truelove.

2324/163 Disclosures of interest

None received.

No written requests for dispensation had been received.

2324/164 Minutes

Resolved to confirm the minutes of the Finance and General Purposes (F&GP) Committee meeting held on 14th February 2024 as a correct record.

2324/165 Confidential items to be discussed under item 2324/178

No further items to be discussed in confidence after item 2324/178, following exclusion of the press and public, due to their sensitive nature.

2324/166 Public Participation

None.

2324/167 Allotments

Resolved to agree the following regarding the allotment:

- To agree the annual rent increase for allotment rents for 2024-2025 in line with the Consumer Price Index (CPI) at 4.2% (annual rent to rise from £76.93 to £80.16): Town Clerk to arrange for annual rent invoices and tenancy agreements to be sent to plot-holders accordingly.
- To receive an update on plot vacancies/plot splitting: agreed that plot 6, Beck Lane, to be split into two (6 and 6A), and plot 20, Beck Lane to be split, possibly into three; agreed that

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Councillors Fenton and Heseltine to visit the site to assess both the plots for potential splitting, as well as assessment of the historic shed on plot 6 for potential removal.

2324/168 Speed Indicator Device (SID)

Noted that the SID has now been received by the Highways Department at Bradford Council: Councillor Goode reported that he met with a representative from Highways this morning to agree the location/direction (lamppost 14 on Cottingley Moor Road, facing up towards Sandy Lane, agreed), just awaiting the organization of a cherry picker etc. for Highways to put this in place.

2324/169 Bank reconciliation, statement, balances, budget monitor, internal controls

- a) **Resolved** to approve the bank reconciliations for February 2024.
- b) **Resolved** to approve the bank statements for February 2024.
- c) **Noted** the budget monitor for 2023-24, with projected year-end figures.
- d) **Noted** the balances to date as follows: Unity Bank: £28,130.17, Public Sector Deposit Fund: £163,334: agreed to recommend to Full Council the transfer of most of the precept, once received next month, into the Public Sector Deposit Fund.
- e) **Resolved** to approve the Review of the Effectiveness of Internal Controls, and to note the recent internal controls meeting actions (more regular review of Asset Register, see agenda item 2324/171 below).

2324/170 Policies

- a) **Resolved** to agree the Financial Risk Assessment Policy.
- b) **Resolved** to note the Fire Procedures.

2324/171 Asset Register

Resolved to approve the Asset Register; agreed that the Town Clerk to contact both YLCA and the insurance company for confirmation of the requirement for inclusion of items.

2324/172 Direct Debit agreement for Document Solutions

Resolved to approve the monthly direct debit for Document Solutions.

2324/173 Website

Resolved to agree to the new website provider as Cuttlefish, as recommended by the website team of councillors and staff: Town Clerk to arrange for the transfer to take place as soon as possible.

2324/174 Green and Clean

Noted the update on Green and Clean from Councillor Goode as follows:

- Litter picks: next litter pick to take place on Friday 22nd March 2024 prior to the 250th anniversary celebrations of Five Rise Locks on Saturday 23rd March; also agreed to join the litter pick organised by the Bingley Rural Ward Councillors on 13th April 2024 in Cottingley.
- Great British Spring Clean: runs from 15th to 31st March 2024, all litter pick champions have been contacted to ask them to be involved, send in photos and confirmation of number of bags of litter collected.
- Green and Clean Forums: agreed to hold a Forum on Saturday 10th August, 10am to 12pm, with speaker 'Compost John', subject to Cardigan House being available; Councillor Goode to liaise with the Admin Assistant to arrange this, including inviting allotment plot holders.

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Resolved to agree that £200 be made available from the Green and Clean budget to pay for the speaker's costs and room rent for this day.

- Flower bed on Ferndale Road: agreed that the gardener to charge by the hour for this work to clear the flower beds and sow the seed etc., being mindful of the need to adhere to the Town Council's Biodiversity Policy.

Resolved to agree to allocate up to £250 from the Green and Clean budget to cover the gardener costs.

2324/175 CIL funding

Resolved to confirm that the following CIL reserves have been allocated to the bandstand project: 2018-2019: £2,948; 2019-2020: £2,731; 2020-2021: £4,219; 2021-2022: £1,833; 2022-2023: £953.

2324/176 Risk Management

No new risks to the Council identified.

2324/177 Date of next meeting

Noted the date for the next Finance and General Purposes Committee meeting on Wednesday 10th April 2024 at 6.30pm at the Hub, Myrtle Place, Bingley.

2324/178 Exclusion of the press and public

Resolved to exclude the press and public from agenda item 2324/179 under the provision of the Public Bodies (Admission to Meetings Act 1960 s1 (2)), due to their confidential nature.

2324/179 The Hub

Resolved to receive the following updates on the issues associated with the Hub and to agree the following actions:

- a) Electrical work: agreed to pursue the diversity survey with the new electrician, prior to making a decision on the electricity upgrade work.
- b) Fire risk assessment feedback: agreed to pursue the remedying of all recommendations stated in the fire risk assessment feedback (namely: thumb locks on the front door, smoke and fire seals on the fire doors, improvements to poorly fitted boiler room door, and improved/more regular fire drills).
- c) Exterior post box: agreed to proceed with the purchase of an exterior post-box.

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