

# 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 14<sup>th</sup> December 2022 at 6.30pm at the Hub, Myrtle Place, Bingley, BD16 2LF**

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

**Start time:** 6.30pm  
**End time:** 8.20pm

**Agreed to take agenda item 2223/124b first.**

## **2223/124b Allotments**

**Resolved** to agree the following regarding the allotments:

- b) Councillors Fenton and Goode to investigate plot 23 to determine whether one side of it is suitable for bee keeping and the other shady side is suitable for a communal area; and that the waiting list should be worked through regarding the letting of plot 12 at its current size.

## **2223/119 Apologies for absence**

Apologies received and reasons for absence noted from Councillors Kirdale and Miah.

## **2223/120 Disclosures of interest**

Councillor Fenton declared an interest in item 2223/124a: he did not vote on this item.  
No written requests for dispensation had been received.

## **2223/121 Minutes**

**Resolved** to confirm the minutes of the Finance and General Purposes (F&GP) Committee meeting held on 9<sup>th</sup> November 2022 as a correct record, subject to the amendment that item 2223/107a should read as follows:

- (ii) Approved the splitting of Plot 12/12A at Beck Lane.
- (iii) Councillor Goode to purchase the necessary materials at a cost of £60 for demarcation of plot 8/8A.

## **2223/122 Confidential items to be discussed under item 2223/132**

No further items to be discussed in confidence after item 2223/132, following exclusion of the press and public, due to their sensitive nature.

## **2223/123 Public Participation**

None.

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## **2223/124 Allotments**

**Resolved** to agree the following regarding the allotments:

- a) Accepted one quote for a maximum of 20 hours' labour for the demolition of outbuildings on plot 27; Councillors Fenton and Heseltine to also carry out this work, on a voluntary basis.

## **2223/125 Bank reconciliation, statement, balances**

- a) **Resolved** to agree the bank reconciliations November 2022.
- b) **Resolved** to agree the bank statements for November 2022.
- c) Noted the balances to date as follows: Unity Bank: £109,332.20, PSDF: £143,334.

## **2223/126 Green and Clean**

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

- a) Green and Clean Forums: next Forum planned for Saturday 28<sup>th</sup> January at Cardigan House, Bingley, 10am-12pm; a speaker has been arranged, Councillor Truelove to locate a projector.
- b) Litter picks: most recent litter pick held on 10<sup>th</sup> December at the entrance to Bingley Cemetery, only seven helpers attended however lots of litter collected; next litter pick in 6 weeks' time, possibly at Dowley Gap, Bingley.
- c) Plants: Councillor Goode 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.

## **2223/127 Grit bins**

Noted that a request for the filling of the new grit bin on Lode Pit Lane is being investigated by the Admin Officer, as grit for this bin had already been ordered from Bradford Council.

## **2223/128 Grants**

**Resolved** to approve the grant application from Eldwick and Gilstead Horticultural Society Allotments for £425.

## **2223/129 CIL funding**

**Resolved** the following:

- Received an update from Councillor Goode on potential CIL projects:
  - Electricity to the bandstand, in Myrtle Park, Bingley: this needs a new electrical supply from Northern Powergrid therefore the new quote is almost double the first quote – agreed that Councillor Goode to investigate three quotes for this work, to be approved at the next Full Council meeting.
  - Refurbishment of planters for Cottingley: now have two quotes for this, awaiting one more quote on this.
- Noted the Town Council's remaining CIL funding amounts:
  - 2018-2019: £9,536.
  - 2019-2020: £2,731.
  - 2020-2021: £4,219.
  - 2021-2022: £1,833.

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## 2223/130 Risk Management

**Resolved** to agree the following:

- New risk to the Council identified: general problems in the Hub, including the need for a new electrical board, incorrect locations of appliances, repairs to the macerator, leaking dome etc. Noted that no response has been received from a query to the project managers for the building: agreed that the Chair and Town Clerk to investigate whose responsibility this is (contractors or project managers) to pursue further.
- Risk Register: Councillors went through the risks point by point, amending where necessary and adding in review dates as follows:
  1. Inadequate and/or inappropriate insurance, which would lead to financial loss and reputational damage: no change required, review date - a few months before it is due annually.
  2. Do not meet or contravene HMRC requirements and/or employment regulations: no change, review date - annually or as required.
  3. Do not fulfil obligations as landlord for the allotments leading to health, safety and maintenance issues on the allotment land: no change, review date - annually.
  4. Damage, vandalism or failure of Christmas lights: no change, review date – annually.
  5. Invoices/payments not paid, through the banking system or cheque, in a timely manner which leads to reputational damage and not adhering to Financial Regulations: no change, review date - annually.
  6. Not adhering to procurement procedures within the Financial Regulations leading to legal challenge and/or reputational damage: no change, review date – annually or as required.
  7. Financial loss due to insolvency of payroll provider: no change, review date – annually.
  8. Loss of records and information: to add that staff to test this system with Cloudy IT annually, review date – annually.
  9. Markets - reputational damage: agreed this is subject to change regarding the future of the Monthly Market, will need to be revised once plans are agreed going forward.
  10. Play in Park - reputational damage due to serious injury: no change, review date – annually.
  11. Illness or injury of litter pick attendees/litter champions: changed category to Operational, review date - annually.
  12. Grit bins - reputational (incorrect positioning, not being refilled, not meeting requests): no change, review date – annually.
  13. Project Delivery - lack of progress due to lack of Councillor input and potential loss of funds already spent on project leading to reputational damage: no change, review date – annually.
  14. Not keeping proper financial records, leading to non-compliance with financial regulations, lack of transparency and potentially failing external audit: no change, review date – annually.
  15. Defaulting on the loan repayments for Hub, leading to reputational risk to the Council: no change, review date – annually.
  16. Non-compliance with employment law which could result in the Council being taken to tribunal and court and/or fined: no change, review date – annually.
  17. Inadequate precept: no change, review date – annually.
  18. Improper use of funds awarded to community groups leading to reputational damage: no change, review date - annually.
  19. Reputational risk for non-compliance with Standing Orders: no change, review date – annually.
  20. Reputation risk for non-compliance with the Accounts and Audit Regulations 2015: no change, review date – annually.
  21. Accusation of corruption: no change, review date – annually.

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22. A Councillor does not adhere to expected behaviour fitting to their office and staff do not adhere to expected behaviour fitting to their role: no change, review date – annually.
  23. Council does not act within legal powers and according to proper practices, bringing the Council into disrepute and possible legal action: no change, review date – annually.
  24. Failure of internal audit: no change, review date – annually.
  25. Risk of harm to staff members and contractors: no change, review date – annually.
  26. Reputational damage due to none or inadequate service delivery caused by vandalism, damage and external events beyond our control, e.g. Hub toilets closed, Play in the Park cancelled etc.: no change, review date – annually.
- Risk Management Strategy and Risk Register recommended to Full Council for approval.

## **2223/131 Date of next meeting**

Noted that the date for the next Finance and General Purposes Committee meeting as being on Wednesday 11<sup>th</sup> January 2023 at 6.30pm at the Hub, Myrtle Place, Bingley.

## **2223/132 Exclusion of the press and public**

**Resolved** to exclude the press and public from items 2223/133, 2223/134 and 2223/135 under the provision of the Public Bodies (Admission to Meetings Act 1960 s1 (2)), due to their confidential nature.

## **2223/133 Budget 2023-24**

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

- Cost centre 4192 Running costs toilets: increase to £23,000.
- Cost centre 4193 Running costs office: increase to £10,000.
- Cost centre 4566 Running costs CP toilet: increase to £12,000.
- Budget to be amended for further consideration at the next meeting in January 2023, including updated spend up to the end of Quarter 3.

## **2223/134 Legionella testing**

**Resolved** to approve the quote for legionella testing at the Hub.

## **2223/135 Hub cleaning**

**Resolved** to approve the quote for the cleaning of the Hub exterior, however stipulate that the entrance dome should not be cleaned therefore costs need amending accordingly.

Chairman ..... Date .....