

BINGLEY TOWN COUNCIL

MINUTES OF THE FIRST (ANNUAL) MEETING OF BINGLEY TOWN COUNCIL HELD ON WEDNESDAY 18 MAY 2016 AT BINGLEY ARTS CENTRE, BINGLEY

Commenced: 1800

Concluded: 2030

Present:

Councillor Beckwith
Councillor Brown
Councillor Chapman
Councillor Cheney
Councillor Clough
Councillor Dawson
Councillor Dearden
Councillor Goode
Councillor O'Neill
Councillor Quarrie
Councillor Simpson
Councillor Truelove
Councillor Varley
Councillor J Wheatley
Councillor M Wheatley
Councillor Winnard

Meic Sullivan-Gould, CBMDC

Kathryn Jones, CBMDC

Claire Tomenson, CBMDC

Chris Pilkington, Yorkshire Local Council Association (YLCA)

Ruth Batterley, Parish Clerk, Wilsden

1. ELECTION OF CHAIRMAN OF THE TOWN COUNCIL

Resolved –

- a) That Councillor Brown be elected Chairman of the meeting for the purposes of transacting item b).**
- b) That Councillor Brown be elected Chairman of the Council for the 2016/2017 municipal year.**
- c) That the styling of the Chairman of the Council as ‘Mayor’ be rejected.**

Note: Councillor Brown made a declaration of acceptance of office in the prescribed form and assumed the Chair

2. ELECTION OF VICE CHAIRMAN OF THE TOWN COUNCIL

Resolved –

- a) That a Vice-Chairman of the Council be elected.**
- b) That Councillor Dawson be elected Vice-Chairman of the Council for the 2016/2017 municipal year.**
- c) That the styling of the Vice-Chairman of the Council as ‘Deputy Mayor’ be rejected.**

3. APOLOGIES AND REASONS FOR ABSENCE

No apologies for absence were received.

Councillor Simpson apologised for having to leave the meeting early due to a previous work commitment.

4. ADOPTION OF A CODE OF CONDUCT

Resolved –

That the NALC Code of Conduct for the Council be adopted.

5. DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Resolved –

- a) No disclosures of interest in matters under consideration were received.**
- b) That requests for dispensations be considered by full Council.**
- c) No requests for dispensations of interests in matters under consideration were received.**

6. APPOINTMENT OF PROPER OFFICER AND RESPONSIBLE FINANCIAL OFFICER TO THE COUNCIL

Members of the Town Council discussed the process in relation to the appointment of a Clerk and Responsible Financial Officer.

Resolved –

- a) That Ruth Batterley, Parish Clerk, Wilsden, be appointed as Interim Clerk and Responsible Financial Officer and that the post be limited to 20 hours per week pending a review. The Interim Clerk is to be appointed on SCP 32, £14.88 per hour.
- b) That the Staffing Committee shall consider applications for the post of Clerk and responsible Financial Officer.
- c) That shortlisted candidates shall be interviewed by the Staffing Committee and make a presentation to the Full Council.

7. ADOPTION OF STANDING ORDERS

Resolved –

That the adoption of the Council's Standing Orders be deferred to the next meeting.

8. COMMITTEES OF THE COUNCIL

Consideration was given to the creation, Terms of Reference and membership of a Finance & General Purposes Committee, a Staffing Committee and a Planning Committee.

Resolved –

- a)
 - (i) That a Finance & General Purposes Committee be created.
 - (ii) That the Terms of Reference be deferred to the next meeting.
 - (iii) That the Committee shall comprise 9 members in total, including the Chairman and Vice-Chairman of the Council as ex officio members and that the membership be:
 - Councillor Brown, Chairman (ex officio)
 - Councillor Dawson, Vice-Chairman (ex officio)
 - Councillor Beckwith
 - Councillor Dearden
 - Councillor Goode
 - Councillor O'Neill
 - Councillor Simpson
 - Councillor Varley
 - Councillor Winnard
- b)
 - (i) That a Staffing Committee be created.
 - (ii) That the Terms of Reference be deferred to the next meeting.
 - (iii) That the Committee shall comprise 5 members in total, including the Chairman and Vice-Chairman of the Council as ex officio members and that the membership be:
 - Councillor Brown, Chairman (ex officio)

- Councillor Dawson, Vice-Chairman (ex officio)
- Councillor Chapman
- Councillor Cheney
- Councillor J Wheatley

- c) (i) That a Planning Committee be created.
(ii) That the Terms of Reference be deferred to the next meeting.
(iii) That authority be delegated to the Planning Committee to consider planning applications and respond to Bradford Council and that full Council be advised of these decisions in the interim period until the Terms of Reference are established.
(iv) That the Committee shall comprise 7 members in total, including the Chairman and Vice-Chairman of the Council as ex officio members and that the membership be:

- Councillor Brown, Chairman (ex officio)
- Councillor Dawson, Vice-Chairman (ex officio)
- Councillor Cheney
- Councillor Clough
- Councillor Quarrie
- Councillor Truelove
- Councillor M Wheatley

9. REPRESENTATIVES ON OUTSIDE BODIES

Resolved –

That Councillor Simpson be appointed to the Bradford Council and Local Councils Liaison Group.

10. MEMBERSHIP OF THE YORKSHIRE LOCAL COUNCILS ASSOCIATION

Resolved –

- a) That the Town Council joined the Yorkshire Local Councils Association.
- b) That Councillor O'Neill and Councillor M Wheatley be appointed as representatives of the Town Council to attend meetings of the South Pennine Branch of the Associations.

11. INSURANCE COVER

Resolved –

To delegate to the Interim Clerk investigating and purchasing insurance for Bingley Town Council in consultation with the Finance and General Purposes Committee

12. BANK ACCOUNT

Resolved –

- a) To delegate to the interim Clerk investigating and opening a bank account for Bingley Town Council in consultation with the Finance and General Purposes Committee. Local branches to be consulted in the first instance.**
- b) That the Chairman, Vice-Chairman, Councillor Goode and Councillor Dearden be appointed as signatories for the Town Council.**

13. TOWN COUNCIL OFFICE AND EQUIPMENT

Resolved –

- a) That proposals in respect of the Town Council office accommodation be considered by the Finance & General Purposes Committee and the subsequent recommendations be submitted to full Council.**
- b) To delegate to the Interim Clerk the purchase of a telephone, laptop, printer, domain name and hostings, with priority being given to local businesses.**

14. ALLOTMENTS

Consideration was given to matters relating to the transfer of allotments from Bradford Council to the Town Council.

Resolved –

That an appropriate representative of Bradford Council be requested to attend the next full Council meeting in order to discuss the transfer of allotments.

15. PLANNING MATTERS

Resolved –

That Bradford Council be requested to notify the Town Council of any planning applications in the parish.

16. ANNUAL TOWN MEETING

Members discussed the arrangements for the 2016 Annual Town Meeting.

Resolved –

- a) **That publication of the notification of the 2016 Annual Town Meeting be deferred in order for alternative venues to be approached and considered and that the agenda be circulated by the interim Clerk following clarification of the preferred venue.**
- b) **That the agenda should include the following items; welcome to the meeting, apologies, and comments and questions in relation to the establishment of Bingley Town Council.**

17. AGENDA ITEMS FOR THE NEXT MEETING

Members discussed items for inclusion on the agenda of the next meeting and invited suggestions from members of the public. Proposals included, amongst others:

- Report from the interim Clerk
- Feedback from the 2016 Annual Town Meeting
- Milner Field Farm development.
- Derelict building known as the Annex
- Update on the status of buildings in the Bingley Area
- Bingley Swimming Pool
- Flower beds in Cottingley
- Bingley Flood Strategy
- Precept reserve/Grant scheme
- Bingley Master Plan
- Bingley Market
- Litter
- Communications Strategy
- Anti Social Behaviour
- Stalls at local events
- Commuter issues
- Local Development Framework
- School liaison
- Traffic issues

Resolved –

That items for inclusion on the next agenda be discussion and prioritised by the Chairman and interim Clerk

18. DATE AND VENUE OF NEXT MEETING

Resolved –

- a) That meetings of the Town Council during the 2016/2017 municipal year be held on the last Tuesday of the month and commence at 1830.**
- b) That possible meeting venues across the district be discussed by the Vice-Chairman and interim Clerk.**
- c) That authority be delegated to the interim Clerk to arrange a schedule of meetings for the other Committees in the 2016/17 municipal year.**

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