

## BINGLEY TOWN COUNCIL

### MINUTES OF THE MEETING OF BINGLEY TOWN COUNCIL HELD ON TUESDAY 25<sup>TH</sup> OCTOBER AT 6:30PM AT ST AIDAN'S HALL, CANAL ROAD, CROSSFLATTS.

Start: 6:30pm

Finish: 8:35pm

**Councillors Present:** Councillor Beckwith, Brown, Chapman, Clough, Dawson, Dearden, Goode, O'Neill, Quarrie, Simpson, Truelove, J Wheatley, M Wheatley and Winnard.

**In attendance:** Ruth Batterley, Town Clerk

**Members of the public:** four

#### **1617/92 Chairman's Remarks**

Councillor Brown welcomed everyone to the meeting.

Councillor Brown noted that the the Town Council had been presented with a gavel by the local Rotary Clubs.

He further noted that he is to attend the Bingley Central Neighbourhood Forum on 1<sup>st</sup> November. Other councillors are also welcome to attend the forum.

#### **1617/93 Disclosures of interest**

- 1. To receive declarations of interest from councillors on items on the agenda.**
- 2. To receive written requests for dispensations for disclosable pecuniary interest**
- 3. To grant any requests for dispensation as appropriate.**

There were none.

#### **1617/94 Apologies for Absence**

**Resolved** to approve the apologies of Councillor Varley (work).

Proposed Councillor Clough, seconded Councillor J Wheatley and agreed. All were in favour.

#### **1617/95 Resolution to Adjourn the Meeting**

The resolution was not required as no member of the public wished to speak.

#### **1617/96 Minutes of the Previous Meeting**

**Resolved** to approve the minutes of the meeting held on 27<sup>th</sup> September 2016. Proposed Councillor Clough, seconded Councillor Chapman and agreed. All were in favour bar three abstentions from the vote.

#### **1617/97 To receive information on the following ongoing issues and decide further action where necessary:**

##### **1. Derelict buildings:**

- a) To receive latest correspondence.** The e-mail from Sainsbury's advising that there is no more information about the site had been circulated to the council. Councillor Truelove queried whether part of the site could be used for a car park. **Resolved** that the clerk write to Sainsbury's asking if this is feasible. Proposed Councillor Chapman, seconded Councillor Quarrie and agreed. All were in favour.

The clerk advised that she had sent a chase up e-mail to Kersten England about the lack of response to her query to Bradford Council officers

One member of the public arrived at 6:40pm.

- b) **Logo** Several logo designs prepared by Digital Nomads and Fullstop Studio were presented to the council. **Resolved** that the separated segment design in green with upper case lettering be adopted as the logo for Bingley Town Council.

#### 1617/98 Christmas

- a) **To receive the risk assessment for the suspension of financial regulations requiring three quotations to be obtained for Christmas lights**
- b) **To suspend the financial regulation requiring three quotations for the purchase of Christmas lights**
- c) **To consider the purchase of Christmas lights, including any possible increase in the budget**

a) Three quotations had been obtained and so the risk assessment was not necessary.

b) Suspension of financial regulations was not necessary.

c) **Resolved** that the Charlestown quotation for six trees for the cost of £3,670.50 (excluding VAT) be approved. The lights are to be installed before 26<sup>th</sup> November. Proposed Councillor Brown, seconded Councillor Simpson and agreed. All were in favour and three were against.

**Resolved** that the balance of the budget for Christmas lights £363.50 be used as a contingency for the lights. Proposed Councillor Brown, seconded Councillor Goode and agreed. All were in favour bar three against.

**Resolved** that Charlestown be approached to provide an additional quotation for lights for 10 and 20 trees. Proposed Councillor Brown, seconded Councillor Dearden and agreed. All were in favour, bar three abstentions from the vote.

#### 1617/99 Policies

- a) **To consider the policy on the rules for the recording of meetings**
- b) **To consider the public participation notice for Bingley Town Council meetings**
- c) **To consider the expenses policy for Bingley Town Council**

a) **Resolved** that the policy on the rules for the recording of meetings be adopted for Bingley Town Council. Proposed Councillor Winnard, seconded Councillor Quarrie and agreed. All were in favour.

b) **Resolved** that the public participation notice be approved for Bingley Town Council. Proposed Councillor Dawson, seconded Councillor Quarrie and agreed. All were in favour.

c) In the expenses policy mileage is to be changed from outside the Bradford Metropolitan area to the Bingley Town Council area and ink cartridges are to be widened to include toners. Subject to the amendments: **resolved** that the expenses policy be approved for the town council. Proposed Councillor Trulove, seconded Councillor J Wheatley and agreed. All were in favour. The clerk advised that cartridges are viewed as a taxable expense by HMRC and should be declared by councillors.

#### 1617/100 Delegation of budgets

- a) **To consider delegation of budgets to the Finance and General Purposes and Staffing committees.**

A list of budgets had been included in the appendix to the meeting. All of the budgets are work areas contained in the individual committee's terms of reference and are specific responsibilities allocated to the Finance and General Purposes and Staffing committees.

**Resolved** that the following budgets be delegated to the Finance and General Purposes Committee:

- Grants £13,000,
- Website- £5,000,
- Allotments –
- General reserve £2,350,

- Newsletter, publicity, advertising and web maintenance £5,000,
- Emergency Support - £1,000,
- Litter and dog fouling - £500
- Internal audit- £400.

That the recruitment budget be delegated to the Staffing Committee.

Proposed Councillor Dearden, seconded Councillor Simpson and agreed. All were in favour.

**1617/101 To ratify the following committee decisions:**

- a) Grant to Eldwick Juniors – contribution to aluminum goals £1,068**
- b) Grant to Bingley Green Dog Walkers for anti-dog fouling items £150**
- c) Grant to Micklethwaite Village Society – contribution to defibrillator £1,000**
- d) Appointment of Digital Nomads as website designer - £2,080 and logo £147**
- e) Appointment of Full Stop Studios for production of Town Council newsletter- £570 and logo £130**
- f) Appointment of Diane Brown as internal auditor for the Town Council – up to £400**

**Resolved** that the committee decisions as listed above be ratified by the town council. Proposed Councillor Dearden, seconded Councillor Beckwith and agreed. All were in favour.

**1617/102 To appoint a Cottingley Councillor to be a police representative on the Bingley Rural police meeting**

**Resolved** that Councillor Clough be nominated as police representative to the Bingley Rural police meeting. Proposed Councillor Goode, seconded Councillor Beckwith and agreed. All were in favour.

**1617/103 Town Council vacancy**

- a) To receive an update on the councillor vacancy**
  - b) To consider if the vacancy goes to election whether the Town Council will issue polling cards**
- a) The clerk advised that the vacancy has been advertised in the ward i.e. Micklethwaite and Crossflatts. For an election to be called the duly signed petition needs to be with Bradford Council by 4<sup>th</sup> November. If no petition is received by Bradford Council within the timescale, the Town Council will be able to co-opt to the vacancy. The clerk advised that polling cards are a discretionary expense. A quotation of approximately £980 had been received from Bradford Council. **Resolved** that the town council will issue polling cards should the election take place. Proposed Councillor Winnard, seconded Councillor Dawson and agreed. Ten were in favour and four against. The clerk was asked to clarify the position with postal votes.

**1617/104 Meeting with District Councillors**

- a) To consider the way forward with the proposed meeting with District Councillors**

Councillor Quarrie is to speak with the Bingley ward councilors and find out when their surgeries are to take place with the suggestion that the meeting between District and Town councilors take place around a surgery timing. Councillor Clough will liaise with the Bingley rural Councillors. There was discussion about inviting District Councillors to future town council meetings. **Resolved** that the clerk will write to all district councillors inviting them to attend future town council meetings as individual councillors. Proposed Councillor Beckwith, seconded Councillor M Wheatley and agreed. All were in favour bar two abstentions from the vote.

**1617/105 Armed Forces Covenant**

- a) To consider if Bingley Town Council wishes to nominate a councillor to be a partnership nominee**

**Resolved** that Councillor Quarrie be nominated as the Armed Forces Partnership nominee. Proposed Councillor Winnard, seconded Councillor Dawson and agreed. All were in favour.

#### **1617/106 Events and Invitations**

- a) **To consider the request to run a council style meeting for Eldwick Primary School. Resolved** that a mock type council meeting will be held for local school children including, but not exclusive to, Eldwick Primary School. Councillor O'Neill will investigate meeting room arrangements and costings. Proposed Councillor O'Neill, seconded Councillor Brown and agreed. All were in favour. One member of the public left the meeting at 8:05pm.
- b) **To consider the request from Trinity All Saints Primary School to attend their open coffee morning on 17<sup>th</sup> November. Resolved** that Councillors J Wheatley, M Wheatley and Goode arrange the stall. Proposed Councillor J Wheatley, seconded Councillor M Wheatley and agreed. All were in favour.
- c) **To consider Town Council attendance at the NALC Changing Places conference. Resolved** that the council will not attend this event. Proposed Councillor J Wheatley, seconded Councillor Dearden and agreed. All were in favour.

#### **1617/107 Consultations**

- a) **To consider any comment Bingley Town Council may wish to make on the Council Tax consultation. Resolved** that Bingley Town Council support the NALC position on the council tax consultation. Proposed Councillor J Wheatley, seconded Councillor Dawson and agreed. Twelve were in favour, one was against and there was one abstention from the vote.
- b) **To consider any comment Bingley Town Council may wish to make on the Ilkley Moor Management Plan. Resolved** to make no comment on the Ilkley Moor Management Plan. Proposed Councillor Simpson, seconded Councillor Brown and agreed. All were in favour bar one abstention from the vote.

#### **1617/108 School Governor**

- a) **To consider if the Town Council wishes to nominate a councillor to be a governor at Myrtle Park Primary School**

**Resolved** to nominate Councillor Dawson as a governor for Myrtle Park Primary School. Proposed Councillor Quarrie, seconded Councillor Brown and agreed. All were in favour.

#### **1617/109 Committee meeting minutes**

- **Planning Committee -11<sup>th</sup> October 2016**
- **Finance and General Purposes Committee – 12<sup>th</sup> October 2016**

Both sets of minutes were noted.

#### **1617/110 Clerk report**

**Resolved** to receive the Clerk's report. Proposed Councillor Winnard, seconded Councillor Dearden and agreed. All were in favour.

#### **1617/111 Finance**

**1. To approve the following payments:**

- |        |                          |         |
|--------|--------------------------|---------|
| • NALC | reference book           | £54.99  |
| • BMDC | Canal Festival stall     | £20.00  |
| • SBVS | August meeting room hire | £20.00  |
| • SBVS | Aug/Sept office space    | £500.00 |

• Ros Dawson	Site plan refund	£18.99
• Holy Trinity Church	Room hire	£66.00
• Digital Nomads	Website design deposit	£1,081.20
• Edwina Simpson	Litter picking items	£223.50
• Ruth Batterley	Stationery	£38.96
• Nevis Computers Ltd	Filesure- 2 months	£24.00
• YLCA	Training	£505
• John Goode	Allotment keys	£12.00
• Fullstop Studio	Newsletter	£570
• Bradford CPA	Salaries	£6270.07
• Eldwick Juniors Football Club	Grant	£1,068
• Micklethwaite Village Society	Grant	£1,000
• Bingley Beacons Project LTD	Grant (holding for Bingley Green Dog Walkers)	£150.00
• Ruth Batterley	Salary September	£1,190.40
• Ruth Batterley	Salary October	£297.60

The clerk noted that the final two payments for her salary are for information only as they are from the period when she was paid on an hourly rate as interim clerk and are included in the amount payable to Braford CPA.

Subject to the above:

**Resolved** to approve the above listed payments. Proposed Councillor Beckwith, seconded Councillor Clough and agreed. All were in favour

**1617/112 Date and location of next meeting**

To note the date of the next meeting as being Tuesday 29th November at Eldwick Church Hall, Otley Road, Bingley at 6:30pm