

BINGLEY TOWN COUNCIL

MINUTES OF THE MEETING OF BINGLEY TOWN COUNCIL HELD ON TUESDAY 28th NOVEMBER AT 6:30PM AT CROSSFLATTS COMMUNITY CENTRE, ST AIDAN'S SQUARE, CROSSFLATTS BINGLEY BD16

Start: 6:30pm

Finish: 8:05pm

Councillors Present: Councillors Beckwith (part of the meeting), Chapman, Clough, Dawson, Dearden, Goode, Hardman, O'Neill, Quarrie, Simpson, Truelove, Varley, J Wheatley, M Wheatley, Winnard.

**In attendance: Ruth Batterley, Town Clerk
Laura Jowett, Administrative Officer**

Members of the public: Three

1718/141 Chair's Remarks

1. The chair remarked on the tremendous success of the Christmas Fayre and Lights Switch on and expressed huge thanks to the councillors who've led on this: Cllrs Truelove, Goode and Chapman and to the Chamber of Trade. She thanked the councillors who attended the Bingley Town Council stall and helped to raise awareness of the forthcoming consultation on the office/toilet project: Simpson, Quarrie, Goode, Hardman, Clough, Dearden – and particularly Councillor Varley for organising and staffing the event.
2. The chair gave an update on the incident at Bijou nightclub and sent thoughts to the victim and his family. She announced that an extraordinary meeting of the council would be held at Little House on Wednesday 6th December at 5:30pm to discuss this and the police and a licensing officer from Bradford Council will be invited to attend. A show of hands indicated that 11 councillors are able to attend so the meeting will be quorate.
3. She thanked all those involved with the Remembrance Sunday event in Bingley, the councillors and non-councillor volunteers who helped with litter picking and marshalling, Councillors Goode, Simpson, J Wheatley and Truelove and Councillor Dearden for presenting the wreath on behalf of the Town Council.
4. All those involved in the latest newsletter were thanked, particularly Helen Owen, who edits the newsletter, and Donald Wood.
5. The chair welcomed Councillor Clough back after an operation.
6. She advised that there will be tea, coffee and mince pies after the December full council meeting at Cardigan House.
7. The chair informed the meeting that she has been invited to attend a number of local events in her capacity as chair and that she will check the content of her speeches with the clerk and advised that if any councillors are representing the council in any capacity they should inform the Town Clerk.

1718/142 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 no disclosures of interest.

The Clerk reminded the council of a procedure note from YLCA which states that if any councillor is 3

months or more in arrears with their council tax they should not vote on the setting of the precept or on any recommendation, resolution or other decision which may affect the calculation of the precept.

1718/143 Apologies for Absence

- 1. To note apologies for absence**
- 2. To receive and consider apologies for absence**
- 3. To approve reasons for absence**

No apologies had been received, Councillor Fenton was not present, Councillor Beckwith had notified the council that he would arrive late.

1718/144 Resolution to Adjourn the Meeting

RESOLUTION to adjourn the meeting in order to receive reports from invited guests and in order that the public be permitted to make representations, answer questions and give evidence in respect of any items of business included on the agenda or ask questions on any other matter of relevance to the parish.

Resolved to adjourn the meeting. Proposed Councillor Goode, seconded Councillor J Wheatley and agreed. All were in favour.

Public Participation

- **Questions / observations from members of the public**
- **Reports from invited guests:**

No members of the public wished to speak.

1718/145 Minutes of the Previous Meetings

To confirm as a correct record the minutes of the meeting held on 31st October 2017.

Councillor Hardman noted that item 1718/115 should read Derrick Hodgson, 1718/120 c) required a capital I, and the resolution should read all were in favour bar two against.

Councillor Dearden noted that item 1718/123 should have for the latter is needed removed, that the resolution should read that the order for the boards is to be placed with J&G Fabrications and that per hour needs to be added after £40 plus vat.

Subject to the above:

Resolved that the minutes of the meeting held on 31st October 2017 be confirmed as a correct record. Proposed Councillor Dearden, seconded Councillor Chapman and agreed. Ten were in favour, and there were four abstentions from the vote.

Councillor Beckwith arrived at the meeting.

1718/146 Draft budget

- a) To receive the draft budget**
- b) To consider next steps**

The Town Clerk gave an explanation of the budget and associated documents. She explained that the Band D equivalent figure and the Council Tax base and Council Tax support grant will be confirmed by Bradford District Metropolitan Council in December.

She explained that currently the allotment grant from Bradford Council goes in the allotment reserves whilst the allotment rent is held in the general reserves.

Two draft budgets have been produced to accommodate the uncertainty surrounding the potential office and public toilet project. In the budget without the office the £20,000 building reserve has been put into the general reserve. The Clerk explained that savings had been made against the previous financial year to allow for the office.

The draft budgets and the report were discussed and it was stated that Bingley has one of the lowest precepts in the district.

Resolved that the clerk should create a third draft budget if the office development does not proceed to keep the precept at the 2017-18 rate and allocate extra budget to the Regeneration and Tourism budget. Proposed Councillor Dawson, seconded Councillor Dearden and agreed, all were in favour.

1718/147 Internal Audit Report

- a) To receive the Internal Auditor's report**
- b) To consider next steps**

The internal audit report was received and considered and the recommendations addressed. The clerk advised that if any councillor is unsure about their register of interests they should check appendix A of the Code of Conduct and speak to the Monitoring Officer at Bradford Metropolitan District Council.

Resolved that all monies given to organisations will be given through the grant awarding process. Proposed Councillor Dawson, seconded Councillor Simpson and agreed. Thirteen were in favour and there were two abstentions from the vote.

1718/148 Code of Conduct Training

- a) To consider arranging all council training on Code of Conduct matters with YLCA**

YLCA can provide training for all councillors and staff in 2018. It was requested the training takes place in the evening to allow councillors who work to attend.

Resolved to arrange for Code of Conduct training to be held in Bingley as soon as possible in 2018 for the cost of £25 per head. Proposed Councillor J Wheatley, seconded Councillor M Wheatley and agreed, all were in favour.

1718/149 Policy on small donations

- a) To consider a policy on small donations to community organisations**
- b) To consider next steps**

Resolved to ask the Finance and General Purposes Committee to draw up a small donations policy taking the recommendation from the internal audit into account. Proposed Councillor Dawson, seconded Councillor J Wheatley and agreed, all were in favour.

1718/150 Office

- a) To receive an update on the office consultation
- b) To delegate an additional £2,000 to the Finance and General Purposes committee for continuing investigations into the toilets/office
- c) To consider allocating up to £500 plus (VAT) for pre- planning work to be undertaken by Rance Booth, Smith
- d) To consider any next steps

- a) An update was provided. The public consultation launch event is on Saturday 2nd December from 10am until 3pm at Cardigan House. Following this event, the material will be available on the website and at Bingley Library and Cottingley Cornerstone.
- b) **Resolved** to delegate £2,000 to the Finance and General Purposes Committee for continuing investigations into the toilets/office, if required. Proposed Councillor J Wheatley, seconded Councillor Varley and agreed. Fourteen were in favour and one was against.
- c) **Resolved** to allocate up to £500 for pre-planning work. Proposed Councillor Dawson, seconded Councillor Goode and agreed. Fourteen were in favour and one was against.
- d) **Resolved** that the clerk write to Bradford Council to ask if more than £1,000 is available on completion of the Community Asset Transfer and to write to the district councillors for both Bingley and Bingley Rural wards to ask them to lobby Bradford Council to ask if more money could be made available. Proposed Councillor Quarrie, seconded Councillor Simpson and agreed, all were in favour.

1718/151 Complaints procedure

- a) To consider delegating the administration of the Complaints policy and Abusive, Unreasonably Persistent or Vexatious Members of the Public policy to the Finance and General Purposes committee.

Resolved to delegate the administration of the Complaints policy and Abusive, Unreasonably Persistent or Vexatious Members of the Public policy to the Finance and General Purposes Committee. Proposed Councillor M Wheatley, seconded Councillor G Winnard and agreed, all were in favour.

1718/152 Market Makers meeting

- a) To receive an update on the Market Makers meeting
- b) To consider next steps

An update was provided

Resolved to

- Proceed with up to 6 x monthly markets in 2018.
- Draw up financial appraisal: to include insurance, cost of toilet hire, equipment for eating and entertaining area.
- Write to Bradford Council with specific dates request, including the first Saturday of September.

Resolved that

- Councillor Chapman continues to source appropriate stalls.

- Councillor Dawson will compile a communications plan and work with the Town Clerk/Administrative Officer to get quotes.
- Responsibility for creating communications materials to be delegated to the Events, Marketing and Communications sub-committee.

Proposed Councillor Dawson, seconded Councillor J Wheatley and agreed, all were in favour.

1718/153 Priestthorpe Annex

- To receive an update on the meeting about Priestthorpe Annex
- To consider next steps

The written report was received.

Resolved to compose a letter to Bradford District Metropolitan Council summing up the views of the community about this building, challenging the structure of the trust and asking for copies of all minutes to be provided. The letter will state BDMC should act responsibly with regards Priestthorpe Annex. The letter will be brought back to the next meeting to be agreed. Proposed Councillor Dawson, seconded Councillor J Wheatley and agreed, all were in favour.

1718/154 Notice boards

- To allocate up to £1,000 to cover additional costs for the boards

Resolved to allocate £1,000 to the F&GP committee to cover additional costs. Proposed Councillor Quarrie, seconded Councillor J Wheatley and agreed, all were in favour.

1718/155 Police meetings

- To nominate a councillor to lead on meetings with the police

Resolved that Councillor O'Neill will act as the lead on meetings with the police, Councillors Clough and Dearden will support, or lead in Councillor O'Neill's absence. Proposed Councillor Goode, seconded Councillor Truelove and agreed, all were in favour.

1718/156 Send Places consultation

- To receive the Send Places consultation
- To consider any comment that the Town Council may wish to make

Resolved that Bingley Town Council would make no comment on the Send Places consultation. Proposed Councillor M Wheatley, seconded Councillor O'Neill and agreed, all were in favour.

1718/157 Correspondence

- E-mail from Karen Pritchard about Remembrance Sunday
- E-mail from YLCA about NALC's campaign about the removal on business rates on public toilets
- Smaller Authorities audit appointments
- To consider next steps on the above

Resolved to give support to NALC's campaign.

Resolved that the clerk send an email to the council requesting that any councillor notify the clerk of any links with PKF Littlejohn. Proposed Councillor J Wheatley, seconded Councillor Goode and agreed, all were in favour.

1718/158 Clerk report

- To receive the report

There were no questions on the report.

1718/159 Finance

- a) To approve payments

Resolved to approve the payments for November. Proposed Councillor Winnard, seconded Councillor Varley and agreed, all were in favour.

1718/160 Minutes of Committee meetings

- a) Finance and General Purposes committee
- b) Staffing committee

Both sets of minutes were noted.

1718/161 To consider any promotional items that the Town Council wishes to publicise from this meeting

Resolved that the following items be publicised:

1. The Christmas lights
2. Bingley Market

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

1718/162 Date and location of next meeting

To note the date of the next meeting as being Wednesday 6th December at Little House, Market Street, Bingley, BD16 2HP at 5:45pm