

BINGLEY TOWN COUNCIL



Cottingley Community Centre, Littlelands, Cottingley, Bingley, BD16 1AL

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MINUTES OF THE MEETING OF BINGLEY TOWN COUNCIL HELD ON TUESDAY 25TH SEPTEMBER 2018 AT 6:30PM AT BINGLEY BAPTIST CHURCH, CLYDE STREET, BINGLEY, BD16 4LJ

Start: 6:30pm

Finish: 9:00pm

Councillors Present: Councillors Clough, Dawson, Dearden, Goode, Hardman, Owen, Quarrie, Simpson, J Wheatley, M Wheatley and Winnard.

In attendance: Ruth Batterley, Town Clerk

Members of the public: Five

1819/97 Chair's Remarks

Councillor Dawson thanked all who had helped with the litter pick on 15th September. The next litter pick will be on the 13th October at Britannia Bridge. She also thanked all who have been involved in the production of Going Places, the Bingley prospectus. Richard Holmes, Vice President of the Bingley Chamber of Trade, received special mention for his contribution. The prospectus was launched at the Bingley Expo. The Lord Mayor of Bradford attended the Bingley Expo and he praised the Town Council for the work it has undertaken.

Councillor Dawson mentioned the forthcoming market on 6th October, All Saints Parish Church five hundredth anniversary weekend on 6th/7th October and The Friends of Myrtle Park meeting on 16th October. Councillor Dawson noted that she will be meeting tourism academics on 24th October and anyone interested is welcome to join the discussions.

1819/98 Disclosures of interest

1. To receive declarations of interest from councillors on items on the agenda.

Councillor Dawson declared an interest in Item 1819/106; her husband is a member of the Bingley Chamber of Trade. Councillor Dawson will not vote on this matter. Councillor Dearden will take the Chair for this item.

2. To receive written requests for dispensations for disclosable pecuniary interest

There were none

3. To grant any requests for dispensation as appropriate.

There were none

1819/99 Apologies for Absence

1. To note apologies for absence

Apologies for absence were noted from Councillors Trulove, O'Neill and Brazendale.

Councillors Fenton was not present.

2. To receive and consider apologies for absence

The Town Clerk confirmed that she had received apologies with reasons.

3. To approve reasons for absence

Resolved that the reason for Councillor Truelove absence is accepted

Proposed Councillor Winnard, seconded Councillor Quarrie and agreed.

Resolved that the reason for Councillor O'Neill's absence is accepted

Proposed Councillor Simpson, seconded Councillor Hardman and agreed.

Resolved that the reason for Councillor Brazendale's absence is accepted.

Proposed Councillor J Wheatley, seconded Councillor Goode and agreed.

1819/100 Resolution to Adjourn the Meeting

Not moved

Public Participation

• Questions / observations from members of the public

There were none

• Reports from invited guests

These were taken with items 1819/102 and 1819/103.

1819/101 Minutes of Previous Meetings

To confirm as a correct record the minutes of the ordinary meeting of the Council held on 31st July 2018

The following amendments were noted:

- There was no proposer or seconder for Councillor J Wheatley's approval of reasons for absence
- Richard Aldred's name in 1819/102 is spelt incorrectly
- 1819/104 should read 'Bounce Planet'
- 1819/83 should read that 'it is being explored if the choir is able to attend'

Subject to the above:

Resolved to approve the minutes of the ordinary meeting of the Council held on 25th August 2018 as a correct record.

Proposed Councillor Hardman, seconded Councillor Simpson and agreed. Nine were in favour and there were two abstentions from the vote.

1819/102 Remembrance Sunday

- a) To receive an update on for arrangements for Remembrance Sunday from Karen Pritchard**
- b) To consider and agree next steps**
- c) To consider the purchase of a Remembrance Wreath for the cost of £25**

Karen Pritchard thanked the Town Council for its help with the event last year. The two areas that need Town Council support this year are:

1. Steward liaison, liaison with police on the day, checking that road closure notices are in place, liaison with BMDC to ensure that road closure notices and cones are delivered in time for the event.
2. Litter picking

Resolved that Councillor Truelove who had undertaken steward liaison etc. last year be approached to see if he's able to take on the role this year. If he's unable, Councillor Quarrie will carry out the tasks. Councillors Simpson and Goode will carry out litter picks.

Proposed Councillor Simpson, seconded Councillor Wheatley and agreed. All were in favour. Councillor Quarrie will speak to Tarquin's Tea Rooms to enquire if their toilet can be used by those attending and involved in the parade.

Councillor Clough arrived at 6:50pm.

Resolved that a remembrance wreath be purchased for £25. Proposed Councillor Goode, seconded Councillor J Wheatley and agreed. All were in favour.

1819/103 Greenhill Development

- a) **To receive a presentation from the Chair of Greenhill Action group about ecology, heritage and conservation**
- b) **To agree any next steps**

Members of the Greenhill Action Group gave a presentation to the Town Council. The members noted that one of the main aims of the group is to ensure that the developers comply with planning permission.

It was noted that the Town Council would need more information about the request to monitor the Landscape and Ecology Management Plan (LEMP), before it is able to consider this request.

Resolved that the Town Council will in principle support the aims outlined in the presentation of ecology, heritage and conservation. Proposed Councillor Winnard, seconded Councillor Simpson and agreed. All were in favour.

1819/104 Audit

- a) **To receive the externally audited Annual Governance & Accountability Return**
- b) **To consider and agree any next steps**
- c) **To approve the recommendation of the Finance and General Purposes committee to appoint Diane Brown as Internal Auditor for Bingley Town Council 2018-2019**

a) The AGAR had been circulated with the meeting papers. The clerk noted that the audit is 'clean' which is the best outcome for the Town Council. The Council thanked the clerk and Councillor Hardman for their work on the finances and AGAR.

b) The clerk advised that the notice of conclusion of audit and other relevant documents will be placed in the notice board in the town centre and on the Town Council website to comply with the statutory deadline of 30/09/18.

c) **Resolved** that the Town Council approves the appointment of Diane Brown using the YLCA performance checklist as the basis for the audit, for the cost of £165 for each of the two audits, plus travelling expenses. Proposed Councillor J Wheatley, seconded Councillor Quarrie and agreed. All were in favour.

Councillor Dawson as Chair moved items 1819/113 Finance and 1819/109 (b) to this point on the agenda.

1819/109 Policies

b) Amended reserves policy

It was noted that the query about the reserves policy had been sent to YLCA some weeks ago. YLCA is still awaiting a reply from NALC. The Finance and General Purposes committee had discussed the situation and it was agreed that there was a greater risk in not implementing the reserves policy, than waiting for a reply from NALC.

Resolved that £85,000 be placed into a Barclays Instant Access account (new account) and £25,000 into the CCLA (new investment). Proposed Councillor Goode, seconded Councillor own and agreed.

Resolved the current signatories, Councillors Dawson, Dearden, Goode and Truelove be appointed as signatories for these accounts. Proposed Councillor Quarrie, seconded Councillor M Wheatley and agreed. All were in favour.

1819/113 Finance

a) To approve payments for September 2018

b) To authorise the payment to Councillor Hardman for allotment flowers

c) To consider moving £50,000 from the Unity Savings account to the Cheque account

a) Resolved to approve payments for September 2018. There were no questions on the list of payments presented for approval. The clerk noted that a cheque for £1,044.25 made payable to Bradford CPA, had been signed on 17/09/18 ahead of the Full Council meeting. This is a contractual payment for interim staff salaries. All were in favour.

b) Resolved that the payment of £25 for flowers for the site representative be refunded to Councillor Hardman. Proposed Councillor J Wheatley, seconded Councillor Goode and agreed. All were in favour.

c) Resolved that £50,000 be moved from the Unity Bank savings account to the Unity Bank cheque account. Proposed Councillor Councillor J Wheatley, seconded Councillor M Wheatley and agreed. All were in favour.

1819/105 Emergency Planning

a) To consider Emergency Planning for Bingley

b) To consider next steps

a) Emergency Planning was discussed.

b) Resolved that the establishment of an Emergency Planning sub committee be delegated to the Finance and General Purposes committee. Council members of this committee are to be Councillors Dearden, Hardman, Owen and J Wheatley. Proposed Councillor J Wheatley, seconded Goode and agreed. All were in favour.

1819/106 Christmas

a) To consider the risk assessment for the suspension of financial regulations requiring three quotations for the purchase of Christmas lights

b) To ratify the purchase of Christmas lights

c) To consider next steps

d) To consider annual involvement with the Chamber of Trade Christmas event

e) To consider next steps

f) Sparkling Christmas

g) To consider next steps

- a) The risk assessment for the suspension of the financial regulation requiring three quotes to be obtained had been circulated ahead of the meeting, along with the other meeting papers.
Resolved that the suspension of Financial Regulation 11.1 (h) be allowed owing to the Town Council being able to use Festival Lights as in previous years. Mr Preece in the Lighting section of BMDC had advise that Festival Lights complies with all of the relevant health and safety requirements etc. Proposed Councillor Dearden, seconded Councillor Goode and agreed. All were in favour, bar one abstention from the vote.
- b) **Resolved** to ratify the purchase and installation of the Christmas lights from Festival Lights for £3,639 plus VAT. Proposed Councillor Dearden, seconded Councillor Winnard and agreed. Ten were in favour and one was against.
- c) The clerk noted that permissions, health and safety assessments and sight of Festival Lights insurance are still required.
- d) Councillors had been provided with a list of items that the Bingley Chamber of Trade would like the Town Council to provide. There was discussion about how the Town Council can support the Chamber with the annual Christmas event and it was noted that the Council had resolved in November 2017 that all monies given to organisations should be through the grant awarding process, to comply with financial regulations and proper practice. **Resolved** that the Town Council will engage and pay directly for the celebrity up to the value of £500 and the toys for the grotto up to £450. The Bingley Chamber of Trade will be invited to apply for a grant of up to £2,000 under the grant scheme. If necessary at an extraordinary meeting of the Finance and General Purposes committee will be convened to facilitate this. The Town Council will review its grant criteria to include standing grants for certain organisations. Proposed Councillor Simpson, seconded Councillor J Wheatley and agreed. All were in favour, bar two abstentions from the vote.
- e) See d
- f) Sparkling Christmas. **Resolved** that the logo will be put onto the Christmas tree banner and that the Chamber will be asked to complete the form and use the logo where relevant for their activities. Proposed Councillor J Wheatley, seconded Councillor Simpson and agreed. All were in favour.

1819/107 Priestthorpe Annexe

- a) **To consider writing to Bradford Council and the developers about the Annexe**
- b) **To consider and agree next steps**

Resolved to write to Bradford Council requesting that scaffolding be put around the roof of the annexe to make it safe. The request will also be made that the Founder's plaque and time capsule are also kept safe. Proposed Councillor Dawson, seconded Councillor M Wheatley and agreed. All were in favour.

1819/108 Play in Park

- a) **To consider and decide in principle Play in the Park events for Summer 2019**

Resolved to agree in principle to six Play in the park events for Summer 2019. Costings are to be brought to a future meeting of the Town Council. Proposed Councillor Dawson, seconded Councillor Beckwith and agreed. All were in favour.

1819/109 Policies

- a) **Sickness policy**

4.3.1 The right to be accompanied by a Trade Union representative should be replaced with representative.

Subject to the above:

Resolved to approve the Sickness policy for Bingley Town Council. Proposed Councillor Simpson, seconded Councillor Quarrie and agreed. All were in favour.

1819/110 Town Council budget 2019-2020

a) To receive information about budget setting for 2018-2019

The clerk advised that budget information for new projects is needed for the forthcoming committee deadlines. Councillors queried the early date and it was agreed that budget proposals could be submitted at the relevant October committee. It was noted that the draft budget would be presented to the November Finance and General Purposes committee meeting and this would then be presented at the November full council meeting. The budget is to be agreed at the January full council meeting, to comply with the Bradford council deadline.

1819/111 Correspondence

To receive correspondence and determine action required (if any):

- a) **Letter from Lidl. Resolved** that the Clerk will write to the utilities requesting they provide the quotations needed by Lidl. The clerk will write to Lidl to ask for clarification of maintaining pedestrian access across Myrtle Park and to the swimming pool. **Invitation to winter maintenance seminar. Resolved** that the clerk will ask Bradford Council if the fee can be reduced to £75 and if so, Councillor Hardman will attend. Proposed Councillor Dawson, seconded Councillor Owen and agreed. All were in favour, bar two abstentions from the vote.
- b) **E-mail from YLCA about information sessions for prospective new councillors.** YLCA is unable to provide this training. No further action is to be taken by the Town Council.

1819/112 Committee minutes

To receive draft minutes for the following committee meetings:

- a) **Finance and General Purposes Committee 12th September 2018**
- b) **Planning Committee 11th September 2018**
- c) **Staffing Committee 3rd September 2018**

The minutes were noted.

1819/114 Contract for winter planting

- a) **To consider the written contract for the winter planting**
- b) **To consider next steps**

Resolved that the contract for winter planting be approved. Proposed Councillor Simpson, seconded Councillor Goode and agreed. All were in favour.

1819/115 Neighbourhood Plan

- a) **To consider an application to Locality for additional Neighbourhood Plan funding**

Resolved that an application be made to Locality for £1,050. Proposed Councillor Goode, seconded Councillor J Wheatley and agreed. All were in favour.

1819/116 Promotional Items

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

Resolved that support to the Chamber of Trade, the Christmas lights and tree be promoted along with Play in the Park, the next market, Remembrance Sunday and the next litter pick. Proposed Councillor Quarrie, seconded Councillor Owen and agreed. All were in favour.

Item 1819/118 a) was taken at this point. The risk assessment for the suspension of the financial regulation requiring that no expenditure be authorised in relation to any capital project unless the finance/necessary funds are available and the requisite borrowing approval obtained (Financial Regulation 4.6), was discussed. **Resolved** that financial regulation 4.6 be suspended on the ground that the project manager needs to be appointed ahead of the loan being applied for otherwise the project will not be able to start. Proposed Councillor Goode, seconded Councillor Wheatley and agreed. All were in favour.

1819/117 Exclusion of the press and public

To resolve that members of the press and public be excluded from item 1819/118, under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1 (2)), during consideration of items of a confidential nature.

(Tender documents for project manager for toilet/office project)

Resolved that the press and public be excluded from item 1819/118 due to the consideration of confidential items relating to the tender process and appointment of a project manager for the toilet/office project. Proposed Councillor Winnard, seconded Councillor Hardman and agreed. All were in favour.

1819/118 Project management tender for toilet/office

- b) To ratify the decision of the Finance and General Purposes committee to approve the tender documents for the appointment of the project manager. Resolved** to approve one small amendment. Proposed Councillor Simpson, seconded Councillor Beckwith and agreed. All were in favour.
- c) To consider next steps.**
- d) To consider the process for dealing with the tender and appointment of the project manager. Resolved** to delegate the opening of the tender and selection of the project manager to the Finance and General Purposes committee. Proposed Councillor Goode, seconded Councillor Wheatley and agreed. The extraordinary meeting of the committee will take place on 8th November. All were in favour.
- e) To consider next steps**

1819/119 Date and location of next meeting

To note the date of the next meeting as being Tuesday 30th October 2018 at Beckfoot School, Wagon Lane, Bingley at 6:30pm.