

BINGLEY TOWN COUNCIL



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

BINGLEY TOWN COUNCIL

**MINUTES OF THE MEETING OF BINGLEY TOWN COUNCIL HELD ON TUESDAY 26th NOVEMBER 2019 AT
6:30PM AT ELDWICK CHURCH, OTLEY ROAD, ELDWICK**

Start: 6:30pm

Finish: 9:00pm

Councillors Present: Barton, Brazendale, Drucquer, Goode, Heseltine, Malik, Miah, Owen, Pennington, Simpson, Truelove, Williams and Winnard

In attendance: Ruth Batterley, Town Clerk

Members of the public: five

1920/153 Chair's Remarks

- Thanks were offered to the Bingley Remembrance Group for the organisation of the Remembrance Parade. It was noted that this is a newly formed group and the parade this year is the first the group had organised. The event had been seamless and had run well
- All involved in litter picks and leaf clearing on behalf of the Town Council were also thanked
- The Chair thanked all councillors who had attended meetings with outside agencies
- Councillors Owen and Simpson had met with the new tourism officer for Bingley
- The Christmas light switch on is taking place on Saturday 30th November
- The next Town Council market is being held on 7th December

1920/154 Apologies for Absence

- 1. To note apologies for Members' absence (if applicable).**
- 2. To receive and consider apologies for absence**
- 3. To approve reasons for absence**

Resolved to approve the reasons for absence for Councillor Clough.

Resolved to approve the reasons for absence for Councillor Dawson.

Resolved to approve the reasons for absence for Councillor Holmes

1920/155 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.**

Councillors Heseltine, Owen and Simpson declared their interest in item 1920/161. Councillor Heseltine is a trustee of the Friends of Bingley Pool, Councillors Simpson and Owen are members of the group.

Councillor Brazendale declared his interest in item 1920/166. He is a member of Unite who represent Library and Museum staff.

1920/156 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.

Public Participation

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

A resident raised VE Day celebrations and the Ilkley calendar that funds Ilkley's' Christmas tree. Another resident raised the speed bump outside Bingley Grammar School which he advises is still too high and the non-working escalator at Five Rise Locks.

A member of the History Society raised concerns about the proposals for Bingley Library to be run by volunteers, he noted that some important Bingley collections have been removed to Keighley, there had been a loss of exhibition space in the library which included the removal of a collection of model steam engines which are of great value.

A third member of the public raised the library consultation, advising that skilled jobs were being lost and that staff are not being consulted about options.

Councillor Malik arrived at 7:00pm.

1920/157 Minutes of previous meetings

To confirm as a correct record the minutes of the Ordinary Meeting held on Tuesday 29th October 2019.

Resolved to confirm as a correct record the minutes of the meeting held on 29th October 2019.

Item 1920/166 was taken next.

1920/166 Library consultation

- a) To consider any comment that the Town Council may wish to make**

Resolved that the Town Council will submit the comment as circulated, including the following:

- Bradford Council has put in a bid to be City of Culture 2025, yet it is dismantling the cultural infrastructure; museums, libraries etc
- Bradford Council is asked to listen to the comments from its staff working in libraries and to consult with unions
- The local History Society has concerns about some valuable assets, both their insurance value and the assets' whereabouts

1920/158 Election to Neighbourhood Planning Working Group

- a) To elect a councillor to Neighbourhood Planning Working Group**

No councillor was interested in being on the Working Group.

1920/159 Council office toilet

- a) To consider the update on the Council office/toilet project.** Councillor Simpson updated the council about the project. The revised plans have been issued to all four contractors who expressed an interest for the initial tender.
- b) To consider the risk assessment for the suspension of the financial regulation requiring that bids are submitted in sealed envelopes.** This item was withdrawn.
- c) To consider approving up to £3,000 for additional project management fees to Bowman Riley.** **Resolved** to approve £675 plus VAT to Bowman Riley for preparation of the non-material amendment to the planning application and £117 for the planning application fee.

1920/160 Draft budget and Responsible Financial Officer

- a) Topic note LTN 80**
 - b) To consider the risk assessment for the appointment of a separate Responsible Financial Officer**
 - c) To consider the job description and person/specification for a separate Responsible Financial Officer**
 - d) To consider the draft budget for 2020-2021**
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- a) LTN 80 had been circulated.
 - b) **Resolved** to approve the risk assessment for the appointment of a separate Responsible Financial Officer
 - c) **Resolved** that the job description and person specification be reviewed. It was noted that the Internal Audit report recommended a staffing review to determine the effective staffing structure for the Responsible Financial Officer role.
 - d) **Resolved** to approve the draft budget with the following amendments: Cil to also be included as expenditure and the amount for Domain and hosting to be £500. The clerk noted that the budget requires the Council Tax Base from Bradford Council. The approval of the final budget and Band D precept will be an item on the January full council agenda.

1920/161 Bingley Pool

- a) To consider the update on the CAT**

Councillor Heseltine noted that the approval for CAT stage two should be in place by the end of the financial year.

1920/162 Christmas

- a) To consider the risk assessment for the suspension of the financial regulation requiring that three quotations are obtained for the purchase of the rope lights for Crossflatts for the cost of £1,950, plus VAT**
- b) To consider the purchase of rope lights from Festival Lights for the cost of £1,950, plus VAT**

- a) The risk assessment requiring three quotations to be striven for to be obtained for items over £1,000 had been circulated prior to the meeting. **Resolved** that the financial regulation requiring three quotations to be striven for be suspended, owing to Festival Lights providing and installing all of Bingley Town Council existing lights and the late submission of a quotation by Festival Lights for the Crossflatts lights. The reason for the suspension is that any delay may mean that Christmas lights will not be provided in Crossflatts and Festival Lights deal with the other Bingley lights.
- b) **Resolved to** purchase rope lights, socket fuse, time clock and installation of lights from Festival Lights for the cost of £1,950, plus VAT. The order will be placed with Festival Lights, pending the provision of method statements, risk assessments and insurance.

1920/163 Internal audit and year end

- a) **To consider the cost of year end with Rialtus for the cost of £560, plus 0.45p per mile and up to £100 accommodation charge. Resolved** to approve the cost of year end with Rialtus for £560, plus VAT, plus 0.45p per mile travel and up to £100 accommodation cost.
- b) **To consider the internal audit report.** The Clerk and Administrative Officer were thanked for their work. **Resolved:**
 - On-line banking to start on the 1st of April
 - The revised Grant Awarding Policy not to include provision for Standing Grants.
 - Monthly, rather than quarterly financial monitoring information to be given to Full Council.
 - Consideration of a staffing review to determine the most effective staffing structure regarding the RFO role. Resolved that this review be delegated to the Staffing committee.

1920/164 Warden

- a) **To receive an update on the appointment of the Warden.** The closing date has now passed and interviews are to be held on Tuesday 3rd December.
- b) **To consider the Staffing Committee recommendation to allocate up to £3,000 for equipment/uniform for the Warden. Resolved** that up to £3,000 be allocated from the new staff budget for Warden items.
- c) **To delegate to the Clerk in conjunction with the Chair of the Staffing Committee the £3,000 for Warden items. Resolved** to delegate to the Clerk in conjunction with the Chair of the Staffing Committee up to £3,000 for the purchase of items for the warden, equipment, uniform, etc.

1920/165 Plastic Free Charter

- a) **To consider the Risk and Resource assessment for the Plastic Free Charter** The risk and resource assessment was noted.
- b) **To consider promoting a Plastic Free Charter for events in Bingley. Resolved** to approve a Plastic Free Charter for events in Bingley.

1920/167 Fair Tax Statement

- a) **To consider the Town Council statement for Fair Tax. Resolved** that the Fair Tax statement be approved.

1920/168 Death of a senior member of state

- a) **To consider the Chair's statement**

Resolved that the Chair's statement for the death of a senior member of state be approved. This is for a ghost home page for the Town Council website and social media.

1920/169 Bradford District Councillor Updates (*Councillor Owen*)

- a) **To consider including on full Town Council agendas a Standing item for a monthly update from the Bradford Ward Councillors**

Resolved that there will be a Standing item on full council agendas for Bingley ward councillor updates. The Bingley Rural councillors are to be written to advising that they are always welcome to attend full council meetings.

1920/170 Policies

- a) **To consider the revised Standing Orders. Resolved to** approve the amended Standing Orders.
- b) **To consider the revised Charity Stall policy. Resolved to** approve the revised Charity Stall policy.
- c) **To consider the recommendation of the Finance and General Purposes Committee to approve the revised Reserves policy. Resolved to** approve the revised Reserves policy.
- d) **To consider the recommendation of the Finance and General Purposes Committee to approve the Communications policy, attaching social media guidelines. Resolved to** approve the Communications policy with social media guidelines.

1920/171 Updates, consultations, events and correspondence

To receive updates together with information about consultations, events and correspondence. To consider any further action to be taken:

- a) **Street furniture painting.** The Town Council is awaiting further information about its consultation from Bradford Council.
- b) **Meeting with Phil Barker.** The minutes were noted.
- c) **Bingley Partnership meeting.** The minutes were noted.
- d) **Letter re Leeds Bradford Airport. Resolved** that the letter be tabled at the Climate Emergency Working Group and that the resident who wrote the letter be invited to become a member of the group. Councillor Miah left at 8:40pm.
- e) **NALC guide to tackling loneliness.** The Clerk will send this document to the council.
- f) **Crosley Woods. Resolved** to write to Incommunities advising that the consultation was not adequate and requesting that another consultation be arranged with more notice.
- g) **Elections Period of heightened sensitivity note.** This document was noted.
- h) **Remembrance Group e-mail. Resolved** to thank the Remembrance Group for their organisation of the event and ask why Linda Pollard did not attend the parade.

1920/172 Committee Minutes

To receive draft minutes for:

- a) **Planning committee**
- b) **Staffing committee**
- c) **Finance and General Purposes committee**

The minutes were noted.

1920/173 Finance

- a) **To consider the November schedule of payments. Resolved** to approve the November payments
- b) **To note receipts.** The receipts were noted.

1920/174 Clerk report

- a) **To receive the Clerk report**

The report was noted.

1920/175 Website and Facebook statistics

- a) **To receive the statistics**

The statistics were noted.

1920/176 To consider any promotional items that the Town Council wishes to publicise from this meeting

Resolved to promote the Christmas light switch on, the last market of the year, the library consultation, Fair Tax, Plastic Fee Bingley, the public toilets and the Warden.

1920/177 Date and location of next meeting

To note the date of the next meeting as being Tuesday 17th December at Bingley Baptist Church, Clyde Street, Bingley BD16 at 6:30pm