

BINGLEY TOWN COUNCIL



Bingley Town Council, Myrtle Place, Bingley, BD16 2LF

Minutes of the Annual Meeting of Bingley Town Council held on Tuesday 25th May 2021 at 6.00pm at St Wilfrid's Community Hall, Gilstead Lane, Bingley, BD16 4QR

Councillors present: Barton, Clough, Drucquer, Gibbons, Goode, Heseltine, Malik, Miah, Owen, Pennington, Reynard, Taylor, Truelove, Williams and Winnard

In attendance: Eve Haskins (Town Clerk), Nicola Mansfield-Smith (Deputy Town Clerk), Tracy Predeth (Locum Town Clerk)

Members of the public: One for part of the meeting

2122/01 Election of Chairman for 2021-22

Resolved to elect Councillor Owen as the Chair of Bingley Town Council for 2021-22, unanimous vote in favour.

2122/02 To receive the Chairman's Declaration of Office

The Chairman and the Clerk both signed the Chairman's Declaration of Office.

2122/03 Apologies for absence

None.

2122/04 Disclosures of interest

Councillor Williams declared an interest in item 11(i) as a Director of Hopscotch Taverns; Councillor Gibbons declared an interest in item 11(h) as a volunteer at Canal River Trust.

No requests for dispensation had been received.

2122/05 Minutes of previous meeting

- a) **Resolved** to approve the minutes of the Full Town Council meeting held on 27th April 2021 as a correct record subject to the following amendment to item 2021/276:
 - Face masks to be worn in meetings where the required two metres distancing not possible.
- b) **Resolved** to approve the minutes of the Extraordinary Full Council meeting held on 12th May 2021 as a correct record subject to the following amendment:
 - Spelling of St Wilfrid's Church incorrect.
- c) **Resolved** to approve the minutes of the Facilities Management meeting held on 5th May 2021 as a correct record subject to the following amendment:
 - Spelling of St Wilfrid's Church incorrect.

2122/06 Election of the Vice-Chair of the Council

Resolved to elect Councillor Williams as the Vice-Chair of the Council for 2021-22, unanimous vote in favour.

2122/07 Public participation

- Questions/observations from members of the public:

A member of the public in attendance via Zoom commented that the sound and vision need to be improved; the Chair explained that the Council would be discussing the potential purchase of OWL technology in item 15, which should aid the virtual access.

2122/08 Terms of Reference for Committee/Working Groups

- a) **Resolved** that the Terms of Reference for the Finance and General Purposes Committee reviewed and approved.
- b) **Resolved** that the Terms of Reference for the Planning Committee reviewed and approved; agreed that the Town Clerk to contact YLCA for advice on 'vacant sites' within the parish, whether consideration of these is beyond the scope of the Planning Committee for inclusion in the Terms of Reference (to amend Terms of Reference at a future meeting if applicable).
- c) **Resolved** that the Terms of Reference for the Staffing Committee reviewed and approved: subject to the following amendment:
 - Under 'Scope', replace 'Line Manager' with 'Point of Contact'.
- d) **Resolved** that the Terms of Reference for the Facilities Management Sub-Committee reviewed and approved: subject to the following amendment:
 - The Terms of Reference to be reviewed annually at the Annual Meeting of the Council.
- e) **Resolved** that the Terms of Reference for the Neighbourhood Plan Working Group reviewed and approved, subject to the following amendment:
 - Recommendations to be made to the Full Council (remove all references to accountability of Planning Committee, indicating accountability to Full Council).
- f) **Resolved** that the Terms of Reference for the Changes Places Working Group reviewed and approved.

2122/09 Election of members to Committees and Working Groups of the Town Council

- a) **Resolved** that Councillors Clough, Gibbons, Goode, Miah, Taylor, the Chair and Vice-Chair as ex officio members, be elected to the Finance and General Purposes Committee.
- b) **Resolved** that Councillors Barton, Clough, Drucquer, Heseltine, Taylor, Reynard, the Chair and Vice-Chair as ex officio members, be elected to the Planning Committee.
- c) **Resolved** that Councillors Clough, Malik, Truelove, Winnard, the Chair and Vice-Chair as ex officio members, be elected to the Staffing Committee.
- d) **Resolved** that Councillors Barton, Malik, Winnard and Goode be elected to the Investigating Committee.
- e) **Resolved** that Councillors Gibbons, Owens, Taylor, Truelove and Williams be elected to the Neighbourhood Plan Working Group.

Agreed that the Election of Chairman and Vice-Chairman of each committee to take place at the first meeting of the committee.

2122/10 General Power of Competence

Resolved that Bingley Town Council confirms that it meets the criteria to adopt and use the General Power of Competence, under the Localism Act 2011, sec1-8.

2122/11 Appointment of Councillors to Outside Bodies

- a) **Resolved** that Councillor Owens be appointed as a councillor representative to YLCA.
- b) **Resolved** that Councillors Goode, Heseltine and Truelove be appointed as councillor representatives to the Bingley Chamber of Trade.
- c) **Resolved** that Councillors Truelove and Williams be appointed the council representative to SCAPAG.
- d) **Resolved** that Councillor Goode be appointed the Parish Council Liaison representative.
- e) **Resolved** that Councillors Barton, Drucquer, Miah and Reynard be appointed the council representatives to Police Tasking.

- f) **Resolved** that Councillor Reynard be appointed as the councillor representative for the Armed Forces Covenant.
- g) **Resolved** that the Canal Festival Steering Group representatives be agreed when necessary.
- h) **Resolved** that Councillors Gibbons, Goode and Truelove be appointed as council representatives to the Destination Plan Group.
- i) **Resolved** that Councillors Drucquer and Williams be appointed as council representatives to Pub Watch.
- j) **Resolved** that Councillor Drucquer be appointed as council representatives to Plastic Free Bingley.
- k) **Resolved** that Councillors Goode, Heseltine and Owen be appointed as council representatives to Bingley Pool.
- l) **Resolved** that Councillors Heseltine, Owen and Winnard be appointed as council representatives to Bingley Partnership.
- m) **Resolved** that a summary report be provided to the appropriate council meeting, in bullet brief points, from one individual present at the relevant meeting.

2122/12 Policy review

- a) **Resolved** that the existing Financial Regulations confirmed.
- b) **Resolved** that existing Standing Orders confirmed.
- c) **Resolved** the Code of Conduct adopted.

2122/13 Schedule of meetings for 2021-22

Resolved that the following schedule of meetings agreed for 2021-22:

- Full Council: to be held on the last Tuesday of each month at 6.30pm.
- Finance and General Purposes Committee: to be held on the second Wednesday of each month at 6.30pm.
- Planning Committee: to be held on the second Tuesday of each month at 6.30pm.
- Staffing Committee: to be held when necessary.
- Neighbourhood Plan Working Group: to be held every six weeks/two months.
- Changing Places Working Group: to be held on the Monday eight days preceding the Full Council meeting.
- Facilities Management Sub Committee: to be held when necessary, at least twice a year.

2122/14 Accounts

Resolved that the schedule of payments from April to date received and approved.

2122/15 Recommendations from the Facilities Management Sub-Committee

- a) **Resolved** that the changing of the cistern of the toilets to nine litres and a manual flush system approved.
- b) **Resolved** that the annual maintenance contract from Healthmatic for the maintenance of the doors at a cost of £2,2250 plus VAT approved.
- c) **Resolved** that purchase of the Owl system approved: budget proposal to go the next Finance and General Purposes Committee; and that Councillor Williams to investigate the virtual streaming of Council meetings.

2122/16 Play in the Park

Councillor Drucquer reported that six dates for the Play in the Park events have been agreed, first one to take place on 13th July (at a revised time of 11am to 3pm), all dates and venues to be circulated to all; and currently awaiting quotes for portaloos.

2122/17 Community Partnership

Resolved that a celebration for the official opening of the Bingley Town Council Hub building to take place on Saturday 7th August, to invite current and former councillors, have stalls, etc.: Chair to liaise with the Town Clerk regarding the organisation of this event.

2122/18 Market

The Chair reported that the next market is due to take place on Saturday 5th June, and recommended that more councillors and Town Council staff undertake first aid training to be included on the rota.

2122/19 Newsletter

Resolved that the delivery costs for the newsletter approved.

2122/20 Christmas lights

Resolved that the proposed plans for the Christmas lights were approved, including new lights on main street in Bingley, moving the present light features on the main street in Bingley to Crossflatts, moving the Crossflatts rope lights to Eldwick, and placing lights on lampposts in Gilstead etc., at a total cost of £7,220, which is within the budget.

2122/21 Playable Spaces Consultation

Councillor Winnard reported back from the Playable Spaces Consultation meeting; agreed that the Town Council to stay involved in this process to ensure that Bingley area and Cottingley are included in any plans.

2122/22 Changing Places Toilets

Resolved that the recommendations from the Changing Places Working Group to progress with the consultation approved, and noted the updated Project Plan.

2122/23 Toilet Twinning

Resolved that the twinning of the two Hub public toilets in the centre of Bingley with some in developing countries approved, at a cost of £60 each, as suggested by the local Soroptimist International group.

2122/24 Exclusion of the Press and Public

Resolved: That members of the press and public be excluded from items 2122/25 under the provisions of the Public Bodies (Admissions to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature.

The press and public were asked to withdraw from the meeting.

2122/25 Quotes

- Two quotations for the provision of portaloos received for one standard and one disabled toilet: agreed that Councillor Drucquer to investigate prices for a Mobiloo, to liaise with the Deputy Clerk regarding this.
- **Resolved** that the addition of radar keys for both current toilets approved.
- **Resolved** that further quotations be investigated in addition to Ellis Whittam for professional HR and health and safety guidance for the Council; to be considered at a future Finance and General Purposes Committee meeting.
- **Resolved** that the quotes for allotments agreed: Councillors expressed their gratitude to the Administrative Officer for all their hard work on the allotments.

2122/26 Staffing matters

The Council received an update on the recruitment of the new Town Clerk, Eve Haskins, who has begun working for the Council for two days per week until August, when the role will become full time.

The meeting closed at 8.45pm.

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Chairman

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Date