

BINGLEY TOWN COUNCIL



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

MINUTES OF THE REMOTE MEETING OF BINGLEY TOWN COUNCIL HELD ON TUESDAY 19th JANUARY 2021

Start: 6:30PM

Finish: 7:52PM

Councillors present: Brazendale, Clough, Drucquer, Goode, Malik, Miah, Owen, Pennington, Taylor, Truelove, Williams and Winnard.

In attendance: Ruth Batterley, Town Clerk.

Members of the public: three, two for part of the meeting

2021/220 Chair's remarks

- The Chair noted that with flooding forecast the Emergency Support group has plans in place to distribute flood sacks and use the council Hub as the local control centre.
- Covid numbers are going up locally and the Chair reminded all to stay at home
- Vaccinations are being rolled out in Bingley. The Chair thanked NHS staff and those administering the vaccines for their work.
- The Chair thanked staff and councillors for their work over the past month- an informal meeting of the Facilities Management group had been held, work is being completed on the Neighbourhood Plan and the Changing Places Working Group will be holding its first meeting on Tuesday 16th February
- The Community Partnership continues to meet
- The Chair advised that this is a council meeting held in public, not a public meeting. The meeting may be recorded. Residents were asked to get in touch with the clerk ahead of any meeting they wish to record. It's not permitted to record the confidential parts of meetings where the press and public are excluded.

2021/221 Apologies for absence

- a) To note apologies for absence
- b) To receive and consider apologies for absence
- c) To approve reasons for absence

Resolved to approve the reasons for absence for Councillor Barton.

Resolved to approve the reasons for absence apologies for Councillor Heseltine.

2021/222 Disclosures of interest

- a) To receive declarations of interest from councillors on items on the agenda.
- b) To receive written requests for dispensations for disclosable pecuniary interest
- c) To grant any requests for dispensation as appropriate.

Councillor Goode joined the meeting at 18:35. There were no declarations of interest and no written requests for dispensation had been received.

2021/223 Minutes

To approve the minutes of the ordinary meeting held on Tuesday 15th December 2020

Item 2021/207.1 should read along with that the clerk's salary be regraded to LC3 substantive range.

Item 2021/217 Finance e) should read Chair's allowance's allowance

Subject to the above amendments:

Resolved to approve the minutes of the ordinary meeting held on 15th December 2020.

2021/224 Public Participation

Members of the public are reminded that this is their opportunity to speak to the meeting on any topic relevant to the work of the council. However, they may not speak during the rest of the meeting unless specifically invited to do so by the Chairman.

No member of the public wished to speak.

2021/225 Budget 2021-2022

- a) To agree the budget for Bingley Town Council
- b) To consider delegations to committees and the Clerk as detailed on the budget
- c) To set the precept for Bingley Town Council for 2021-2022

Councillor Owen tabled an amended motion that the overall motion should read Budget and Precept 2021-2022.

Resolved

- a) To agree the budget for Bingley Town Council for 2021-2022 as £304,807. This includes reserves of Elections £17,801, Allotments £15,585, Hub £20,000, Changing Places £40,000, CIL £22,503 and General Reserve of £67,122.
- b) **Resolved** to agree the following delegations to committees and the Clerk

| ITEM | AMOUNT | DELEGATION |
|--------------------------------|---------|--------------|
| Loan interest payments | £10,226 | Full Council |
| Domain and hosting | £500 | Clerk |
| Website design and enhancement | £1,500 | FGP |
| Recruitment | £800 | Staffing |
| Payroll | £800 | Staffing |
| Room hire | £700 | Clerk |
| Chair's allowance | £100 | |
| Councillor allowance | £200 | Full Council |
| Audit Internal | £400 | Full Council |
| Audit External | £600 | Full Council |
| Insurance | £3,000 | Full Council |
| IT Support | £1,300 | Clerk |
| Communications | £4,000 | FGP |
| Printing, stationery & postage | £1,200 | Clerk |
| Subscriptions | £2,600 | Full Council |

| | | |
|-----------------------------|---------|--------------|
| Training | £1,000 | Clerk |
| Telephone | £850 | Full Council |
| Travel and subsistence | £600 | Staffing |
| Staff salaries | £86,000 | Staffing |
| National Insurance | £7,200 | Staffing |
| Pensions | £2,600 | Staffing |
| Professional fees | £2,500 | Full Council |
| Allotments water charge | £350 | FGP |
| Running costs toilets | £20,317 | Full Council |
| Running costs office | £3,000 | Full Council |
| Sundry office expenses | £1,500 | Full Council |
| Business Rates new building | £1,068 | Full Council |
| Grants | £25,000 | FGP |
| Emergency Support | £2,000 | FGP |
| Repairs& Maintenance | £1,500 | FGP |
| Regeneration & Tourism | £19,700 | FGP |
| Events including Christmas | £10,000 | FGP |
| Planning documents | £250 | Planning |
| Green & Clean | £16,000 | FGP |
| Allotment costs | £2,500 | FGP |
| Bank charges | £200 | Full Council |
| Neighbourhood Plan | £10,000 | Planning |
| Climate Emergency | £5,000 | Full Council |

- c) **To set the precept for Bingley Town Council 2021-2022. Resolved** to set the precept for Bingley Town Council as £187,396 which is £22.07 per Band D property.

2021/226 Community Partnership meeting

- a) **To consider a report from this meeting**

The report was noted.

2021/227 Bingley Pool

- a) **To consider an update from the Friends of Bingley Pool**

The update was noted. The Friends of Bingley Pool were thanked for their work.

2021/228 Changing Places Working Group

- a) **To consider the terms of reference for the working group.** The terms of reference are to read that the Town Clerk or another officer are to provide administrative support. Subject to this amendment, **resolved** to approve the terms of reference for the Changing Places Working Group.
- b) **To elect a Chair of the Working Group. Resolved** to elect Councillor Williams as the Chair of the Changing Places Working Group.

- c) **To note an e-mail received about a Changing Places facility and the council response.** The e-mail was noted.

2021/229 Mobiloo and Hub

- a) **To consider a request for a Mobiloo in Bingley Centre. Resolved** that the Clerk in conjunction with Councillor Taylor will investigate a mobiloo, including requesting more specifics from the resident about what is required.
- b) **To consider a request to measure the Hub. Resolved** that owing to the November 2020 resolution (2021/181b) about the reserve for the Hub, this request be denied.

2021/230 Staffing review

- a) **To consider comments from committee Chairs about the Staffing review**

Resolved that the comments be approved.

2021/231 Review of effectiveness of internal audit

- a) **To consider the review of the effectiveness of internal audit**

Resolved that the review of effectiveness of internal audit be approved.

2021/232 Market

- a) **To consider the agreement with Otley Town Partnership for 2021. Resolved** that the market agreement with Otley Town Partnership be approved.
- b) **To note the dates for the market 2021. The dates of the markets were noted.** It was noted that all markets had been cancelled until further notice.
- c) **First aider attendance at markets.** The Chair thanked all who had volunteered to attend as first aiders. She asked that if staff and councillors who had volunteered need to change their dates, to get in touch with office staff with as much notice as possible.

2021/233 Finance and General Purposes Committee terms of reference and membership

- a) **To consider the revised terms of reference. Resolved** that the revised terms of reference be approved.
- b) **To elect a councillor to the Finance and General Purposes Committee. Resolved** to elect Councillor Taylor to the Finance and General Purposes committee.

2021/234 Leeds Bradford Airport

- a) **To consider the town council signing the open letter to Leeds City councillors**

Councillor Williams requested a recorded vote.

Councillor Owen proposed that the open letter should be signed and Councillor Drucquer seconded the proposal. Councillors Owen, Pennington, Miah, Brazendale, Drucquer and Malik were in favour, Councillors Clough, Truelove, Williams and Winnard were against. Councillors Goode and Taylor abstained from the vote.

Resolved that the town council signs the open letter to Leeds City councillors about Leeds Bradford Airport.

2021/235 Annual Meeting of the Council and Annual Town Meeting

- a) **To set the date for the Annual Meeting of the council. Resolved** that the Annual Meeting of the Council be held on Tuesday 25th May at 5:30pm

- b) **To set the date for the Annual Town Meeting. Resolved** that the Annual Town Meeting be held on Tuesday 18th May at 6:00pm. The clerk explained that owing to Covid, it's not yet clear whether the meeting will go ahead as currently the meeting has to be held in person.

2021/236 Ireland Bridge

- a) **To receive a verbal update on the meeting held with Bradford Council Highways Manager**

Councillor Taylor verbally updated the meeting to explain that that Bradford Council is looking into options for Ireland Bridge.

2021/237 Councillor Vacancies

- a) **To receive an update on the two councillor vacancies**

Councillor Owen advised that a duly signed petition had been received from Bradford Council. The elections should be held on May 6th.

2021/238 Hub Expenditure

To consider expenditure of:

- a) **£180.93 for fire signage (Plus VAT) Resolved** to place an order with Aalto Fire for signage for the cost of £180.93 plus VAT.
- b) **£105.23 for an additional coin bag (Plus VAT) Resolved** to place an order with Healthmatic for £105.23, plus VAT for an additional coin bag.
- c) **An additional key cabinet for up to £40. Resolved** to purchase an additional key cabinet for up to £40.
- d) **Materials up to the value of £40 to draught proof the plant room external door. Resolved** that materials up to £40 be purchased to draught proof the door.
- e) **To consider ratifying the expenditure of £550 (Plus VAT) for the repair of the Hub roof. Resolved** to ratify expenditure of £550 to Building Project Group for the repair to the Hub roof.

2021/239 Clerk report

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

The Clerk report was noted.

2021/240 Minutes

To receive the minutes of:

- a) **Planning Committee- December meeting**
- b) **Finance and General Purposes Committee- December meeting**
- c) **Staffing Committee- November draft minutes**

The minutes were noted. The Staffing committee minutes circulated were from the December meeting.

2021/241 Finance

- a) **To consider the January schedule of payments. Resolved** to approve the January payments.
- b) **To note receipts.** The receipts were noted.
- c) **To consider the monthly budget monitoring report. Resolved** that the monthly budget monitoring report be approved, along with the explanation of variances.

2021/242 To consider any promotional items that the Town Council wishes to publicise from this meeting

2021/243 To resolve that members of the press and public be excluded from items 2021/244 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature. *(Details about individual)*

2021/244 Request for a reasonable adjustment to the council Hub

- a) To consider the request to re-open the request for a reasonable adjustment to the council Hub

Resolved that the request for the reasonable adjustment be re-opened.

2021/245 Date of the next meeting

To note the date of the next meeting as being Tuesday 23rd February 2021 at 6:30pm