

BINGLEY TOWN COUNCIL



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

MINUTES OF THE REMOTE MEETING OF BINGLEY TOWN COUNCIL HELD ON TUESDAY 24th NOVEMBER 2020

Start: 6:30PM
Finish: 8:59PM

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

In attendance: Ruth Batterley, Town Clerk.
Ruth Thompson, Administrative Officer

Members of the public: ten, part of meeting

2021/175 Chair's remarks

- The Chair welcomed newly co-opted Michael Taylor, Councillor for Bingley Central and Myrtle Park ward. She also welcomed the new Administrative Officer, Ruth Thompson.
- All councillors were thanked who had attended meetings on behalf of the Town Council in the past month

2021/176 Apologies for absence

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

There were none.

2021/177 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.

There were none.

2021/178 Minutes

To approve the minutes of the extraordinary meeting held on Tuesday 17th November 2020

Resolved to approve the minutes of the extraordinary meeting held on 17th November 2020.

2021/179 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.

- One member of the public asked about progress with the Keighley Incinerator. Councillor Dawson will make some enquiries and get back to the resident.
- Another member of the public spoke about the need for a Changing Places facility.
- A question was asked about the reserves that the council holds and how they relate to the budget.

2021/180 Audit

- a) **To consider the externally audited Annual Governance and Accountability Return**
 - b) **To consider the internal audit report**
 - c) **To appoint councillors to undertake the review of effectiveness of internal audit**
- a) **Resolved** to approve the externally audited AGAR. The clerk noted that had been an error with the recording of a VAT receipt from a previous year. The AGAR had been restated and signed by the Chair and Clerk/RFO. PKF Littlejohn require the council to upload the restated AGAR, together with a blank copy of the form so that members of the public are able to read the explanation for each box.
- b) **Resolved** to approve the internal audit report and its recommendation that:
The internal controls report is completed ahead of the internal audit visit.
- c) **Resolved to** approve that Councillors Drucquer and Taylor undertake the review of the effectiveness of internal audit. The review will be completed in time for the January full council meeting.

2021/181 Changing Places

- a) **To consider the risk and resource assessments for Changing Places.** Councillor Simpson noted that there were two indicative risk and resource assessments, one for a modular facility and one for an extension option. No costing has been included in the assessments for a contingency or a paid project manager. **Resolved** that the indicative risk and resource assessments be approved.
- b) **To create a reserve of up to £100k that can be built up over the next two or three years, for the purpose of either building an extension to the hub for a Changing Places facility, installing a modular Changing Places facility or converting part of the hub for Changing Places facility and building an extension for storage.** An amended motion was tabled. To create a reserve for the purpose of either building an extension to the Hub for a Changing Places facility or for installing a modular Changing Places facility. The amended motion was carried.
- c) **To set up a project delivery group for Changing Places.** **Resolved** that a project delivery group of Councillors Malik, Taylor and Williams, ideally along with three residents/stakeholders/experts.
- d) **To receive an update on legal advice requested.** The final legal advice is awaited; the request for a reasonable adjustment has been withdrawn.

2021/182 Budget

- a) **To receive LTN80**
 - b) **To consider the draft budget for Bingley Town Council**
- a) LTN80 had been circulated with the meeting papers.
- b) There was discussion about the draft budget. An amended motion was tabled to increase the precept by £85k. The motion was not carried. **Resolved** to make the following amendments to the draft budget:
- Increase Neighbourhood Planning to £10,000
 - Increase the Changing Places Reserve from its current £12,000 by a further £28,000. The remainder of the underspend to bring the precept up to its current £173,158 is to be placed into the Councils Contingency/general reserve. The reason for increasing the general reserve is that once the allocation out of general reserves for the street furniture painting is removed, this will leave the general reserve at the bottom end of the recommended range. The Finance and General Purposes committee will discuss the draft budget at its December meeting and bring the revised draft budget to the December full council meeting.

2021/183 Update on Neighbourhood Plan

a) To consider the report on the Neighbourhood Plan

Councillor Heseltine left the meeting at 20:11.

Resolved to approve the update on the Neighbourhood Plan, along with its recommendations:

1. The council thanks all current and past resident members of the Neighbourhood Plan Working Group for their hard work, commitment, vision and enthusiasm.
2. The council thanks the Administrative Officer and the Planning Consultant for their support and expertise.
3. The council notes the project plan and the ongoing commitment required to “make” the plan law.
4. The council allocates up to £10,000 in 2021/22 to support the work of the Neighbourhood Plan Working Group.

2021/184 Play in Park

a) To consider the risk and resource assessment for Play in Park 2021

b) To consider agreeing Play in the Park in principle, pending obtaining actual costings

- a) **Resolved** to approve the risk and resource assessment for Play in the Park 2021.
- b) **Resolved** to approve Play in the Park in principle for the for 2021, subject to obtaining actual costings.

2021/185 Market

a) To consider the risk and resource assessment for markets in 2021

b) To consider market expenditure of up to £4,765

Councillor Heseltine returned to the meeting at 20:17.

- a) **Resolved** to approve the market risk and resource assessment.
- b) **Resolved** to approve expenditure for the markets up to £4,765. This is to cover license fees, entertainment, marketing and promotion, marquee hire and tables and chairs. The markets are to be held on the first Saturday of each month for eleven months., starting 6th February 2021.

2021/186 Telephone, e-mail and website training

a) To consider a mobile phone contract with the Phone Co-op for £27 per month for the temporary Administrative Officer

b) To ratify expenditure of £36 for two new e-mail accounts plus VAT

c) To consider up to £150 for website training for the temporary Administration Officer

- a) **Resolved** to approve the mobile phone contract with the Phone Co-op for £27 per month for the Administrative Officer.
- b) **Resolved** to ratify expenditure of £36 for two new e-mail accounts.
- c) **Resolved** to agree up to £150 for website training for the temporary Administrative Officer.

2021/187 Policies and procedures

To approve the recommendation of the Finance and General Purposes committee to approve revised:

a) Standing Orders

b) Financial Regulations

- a) Standing Orders were withdrawn and will be tabled at the December full council meeting.
- b) **Resolved** to approve Financial Regulations as amended.

2021/188 Committees, Working Groups and representative to outside organisations

- a) **To elect a councillor to the Neighbourhood Planning Working Group. Resolved** to elect Councillor Miah to the Neighbourhood Plan Working Group.
- b) **To appoint a non-councillor to the Neighbourhood Planning Working Group. Resolved** to appoint Lewis Kirdale as a non councillor to the Neighbourhood Plan Working Group.
- c) **To elect a councillor to the Emergency Support Subcommittee. Resolved** to elect Councillor Taylor to the Emergency Support subcommittee.
- d) **To appoint a non-councillor to the Emergency Support subcommittee. Resolved** to appoint Jo Reynard as a non councillor to the Emergency Support subcommittee.
- e) **To appoint a representative to Plastic Free Bingley.** There were no candidates for this group.

2021/189 Christmas

- a) **To consider expenditure of £600, plus VAT for the re-erection and taking down of six Christmas lights**

Councillor Truelove advised that owing to the delay in the street furniture painting, the Christmas lights had been erected on six lampposts that still needed painting. The cost with the contractor, Festival Lights for the re-erection and taking down again of the lights is £100 per lamppost.

Resolved that the six lampposts have the Christmas lights re-erected for the total cost of £600, plus VAT.

2021/190 Consultations

To consider any comment the council wishes to make on:

- a) **The Local Government Ethical Framework consultation. Resolved** that the consultation response be delegated to the clerk in conjunction with the Chair of the council.
- b) **Bradford Council Equality Plan. Resolved** that the consultation response be delegated to the clerk in conjunction with the Chair of the council.

2021/191 Community Partnership meeting

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

Due to illness and technical problems for the remote meeting, town councillors had been unable to attend the meeting.

2021/192 Committee minutes

To receive the draft minutes of:

- a) **The Planning committee- November meeting**
- b) **The Finance and General Purposes committee- November meeting**

The Planning minutes had not been circulated. The Finance and General Purposes minutes were noted.

2021/193 Clerk report

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

The report was noted.

2021/194 Finance

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

- c) **Monthly budget monitoring report.** The monthly budget monitoring report and explanation of variances had been circulated prior to the meeting. There were no questions on either.
Resolved to approve the monthly budget monitoring report.
- d) **To consider the year end close down with Rialtas for the cost of £560, plus VAT. Resolved** to approve the year end close down with Rialtas for the cost of £560, plus VAT.

2021/195 To consider any promotional items that the Town Council wishes to publicise from this meeting

Resolved to promote vacancies on the Changing Places project group, Christmas, the market, markets next year, Play in the Park, Changing Places, the Neighbourhood Plan and successful internal and external audits.

2021/196 To resolve that members of the press and public be excluded from items 2021/197 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature.

Resolved to exclude the press and the public during consideration of the Staffing Review due to confidential information about staff salaries.

The members of the public left the meeting.

2021/197 Staffing Review

- a) **To consider the Staffing Review prepared by LCC**

Resolved to delegate the review of the report to the Staffing committee. The committee will bring proposals and recommendations to the December full council meeting.

2021/198 Date of the next meeting

To note the date of the next meeting as being Tuesday 15th December at 6:30pm