

BINGLEY TOWN COUNCIL



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

Minutes of the meeting of the Finance and General Purposes Committee held on Wednesday 8th June 2022 at 6.30pm at the Hub, Myrtle Place, Bingley, BD16 2LF

Councillors present: Gibbons, Goode, Kirdale, Miah, Truelove
Non-member Councillors present: Beckwith
In attendance: Eve Haskins (Town Clerk)
Members of the public: One

Start time: 6.30pm
End time: 8.12pm

2223/01 Election of Chair and Vice-Chair

Resolved to elect Councillor Gibbons as Chair of the Finance and General Purposes Committee for the municipal year 2022-23.

Resolved to elect Councillor Miah as Vice-Chair of the Finance and General Purposes Committee for the municipal year 2022-23.

2223/02 Apologies for absence

Apologies received, and the reasons for absence noted, from Councillor Carney.

2223/03 Disclosures of interest

None.

No written requests for dispensation had been received.

2223/04 Minutes

Resolved to confirm the minutes of the Finance and General Purposes Committee meeting held on 11th May 2022 as a correct record, subject to the following amendment: it was agreed that Councillor Goode would create the bracket referred to in agenda item 2122/198 rather than obtain prices.

2223/05 Confidential items to be discussed under item 2223/19

Resolved to consider item 2223/08 after item 2223/20, following exclusion of the press and public, due to its sensitive nature.

2223/06 Public Participation

Councillor Beckwith was invited to join in the discussion of all public items.

2223/07 Terms of Reference

Resolved to review the Terms of Reference as follows:

- Membership to be amended to state that the 'Chair of the Committee to be elected annually at the first meeting following the Annual Meeting of the Council and shall hold office until the first meeting of the Committee following the Annual Meeting of the Council the following year'.

Chairman Date

BINGLEY TOWN COUNCIL



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

- Committee to be referred to as 'F&GP' throughout, following the first abbreviation.
- Scope to be amended to read clearer, removing repetition; and to include regarding communications 'if the EMAC Committee is no longer in existence'.
- Change date of approval and next review.

2223/09 Bank reconciliation, statement and balances

Resolved to agree the bank reconciliations and statement for May 2022, and to note the balances to date, as follows:

- Unity Bank: £232,540.34.
- Public Sector Deposit Fund: £143,334.00.

2223/10 Year end 2021-22

Resolved the following:

- To receive the update from the year end process for 2021-22 that all accounts balanced at the year end closedown meeting with Rialtas; the Annual Governance and Accountability Return (AGAR) documents have all been prepared and were verified at the end of year meeting with the internal auditor prior to approval at the Full Council meeting at the end of the month; there was a discrepancy with the reserves figures in Rialtas compared to the budget amount, regarding the Changing Places reserve, which Rialtas has resolved, and this has also been approved by the internal auditor.
- To approve the amended Reserves Policy.
- To investigate an alternative internal Auditor, following the retirement of the current internal auditor this year.

2223/11 Hub building issues

- a) **Resolved** to investigate the manufacturer's warranty on the fire alarm panel, prior to it being replaced, as recommended by the recent fire alarm check; Town Clerk to arrange for a replacement panel under delegated authority if necessary.
- b) **Resolved** to opt for BRSK's Better Business100 package, at £46.80 per month, as recommended by them, with the first six month's free of charge; and to keep Phone Coop for the phone line.

2223/12 Payroll provider

Resolved to agree that the Town Clerk to investigate an alternative payroll provider; to bring back some recommendations to the Committee.

2223/13 Assets of Community Value renewal

Resolved to agree to renew the Asset of Community Value (ACV) status for Bingley Town Hall, Bingley Swimming Pool and Myrtle Park, and to agree that the Town Clerk to send the ACV nomination applications onto Bradford Council.

2223/14 Christmas tree in Eldwick

Resolved to receive the following update from Councillors Goode and Truelove: a favoured location has been agreed for this Christmas tree, agreed that Councillor Goode to liaise with the electricity and gas boards to verify safety at this site, and that Councillor Goode to continue to liaise with Carlton Nurseries regarding the provision of the Christmas tree and six inch steel pipe for installation purposes.

Chairman Date

BINGLEY TOWN COUNCIL



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

2223/15 Green and Clean

Resolved to receive the following update from Councillor Goode:

- Next litter pick on Saturday 11th July, location at junction between Healey Lane and Dowley Gap Lane, meet at the layby opposite to Bingley Rugby Club.
- Bradford Council will be delivering the bedding plants for local groups the week commencing Monday 13th June.

2223/16 Markets update

Resolved to receive the following update, and to agree the following actions:

- June Farmers' Market was limited in stalls and footfall; Town Clerk is in the process of organising a meeting with Otley Town Partnership to discuss this further.
- Next Farmers' Market is at the beginning of July, agreed that there will be no entertainment arranged for this market so there will be no need to set up a gazebo due to the absence of Councillor Goode and Peter Heald of Otley Town Partnership; also agreed that the Town Clerk to arrange for the Admin Officer to determine whether former entertainers would return, and whether the £60 limit has deterred entertainers' attendance.
- Yorkshire Day event to take place on Sunday 31st July, including a big market organized by the Chamber of Trade, which may impact on the monthly Farmers' Market the following week: Councillor Goode to display posters for the former event, to be taken down prior to the August Farmers' Market.

2223/17 CIL funding

Resolved the following:

- To receive the following information on CIL funding - Town Council has the following amounts remaining:
 - 2018-2019: £9,536.
 - 2019-2020: £2,731.
 - 2020-2021: £4,219.
 - 2021-2022: £1,833.
- To approve Councillor Goode investigating the possibility of supplying electricity to the band stand in Myrtle Park using the CIL money.

2223/18 Risk Management

Resolved the following:

- No new risk to the Town Council identified.
- To receive an update on the review of the Risk Management and Risk Assessment Policy from Councillor Gibbons that a meeting was held to discuss the components of the live Risk Register and it was agreed that a spreadsheet to be compiled by the Town Clerk and Deputy Clerk prior to being reviewed by the Committee for input/comments.

The Chair reported that the next meeting will be held on Wednesday 13th July at 6.30pm and this meeting will be available on YouTube later this week.

2223/19 Exclusion of the press and public

Resolved to exclude the press and public from items 2223/20, 2223/21 and 2223/08 under the provision of the Public Bodies (Admission to Meetings Act 1960 s1 (2)), due to their confidential nature.
Chairman Date

BINGLEY TOWN COUNCIL



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

2223/20 Allotments

Resolved the following:

- To agree that the tenants who have not yet signed the tenancy agreement or paid their fees will now have the offer of their plot withdrawn and it will be offered to the next name on the list.
- To agree to opt for the one quote received for the necessary remedial work on the path at Beck Lane.

2223/21 Play in the Park

Resolved the following:

- To receive the update that no portaloos provision is now available for the Play in the Park events due to the originally agreed contractor mixing up their dates.
- To agree to keep investigating quotes for portaloos.

2223/08 Community Gift Card

Resolved to agree that Councillor Kirdale to investigate the following regarding the Community Gift Card, to bring to the next Committee meeting, with business names within the business case redacted to allow the item to be discussed in the public part of the meeting:

- The length of time the money stays on the gift card prior to expiring.
- Whether Bingley Chamber of Trade are willing to underwrite the Community Gift Card scheme.
- The number of businesses (independent shops/companies) this card could potentially include.
- The number of traders who would be interested in taking part in this scheme.
- The extent of the cover of the scheme geographically (e.g. whether this would cover the whole parish, including outlying villages, and not just Bingley town centre).
- Whether the scheme is facilitated online.
- Whether the other two town councils potentially involved (Baildon and Shipley) are willing to enter into this scheme.
- What would happen with the scheme if the marketing manager for this scheme went bankrupt.
- What similar initiatives other town councils already successfully use.

2223/22 Date of next meeting

Noted that the date for the next Finance and General Purposes Committee meeting as being Wednesday 13th July 2022 at 6.30pm at the Hub, Myrtle Place, Bingley.

Chairman Date