

BINGLEY TOWN COUNCIL



The Hub, Myrtle Place, Bingley, BD16 2LF

Bingley Town Council Full Council meeting

Date: Thursday 24th March 2022

The public and press are invited to attend the Full Council meeting of Bingley Town Council which will be held on Tuesday 29th March 2022 at 6.30pm at Bingley Baptist Church, Clyde Street, Bingley.

Yours sincerely,

A handwritten signature in black ink that reads 'E. Haskins'.

Eve Haskins, Town Clerk
Bingley Town Council, Myrtle Place, Bingley, BD16 2LF
townclerk@bingleytowncouncil.gov.uk
07529 222679

This meeting is open to the press and public by virtue of the Public Bodies (Administration of Meetings) Act 1960, s1

AGENDA

2122/245 Chair's remarks

To receive remarks from the Chair.

2122/246 Apologies for absence

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

2122/247 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.

2122/248 Minutes of previous meeting

To approve the minutes of the previous meeting held on 22nd February 2022 (attached).

2122/249 Confidential items to be discussed in confidence after item 2122/273

To consider if any further items on the agenda need to be discussed in confidence after item 2122/273, following exclusion of the press and public, due to their sensitive nature.

2122/250 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 Chair.

2122/251 Bradford 2025

To receive an update on the Bradford 2025 Bid.

2122/252 Ongoing items

To receive information/updates on the following ongoing issues and to agree further action where necessary:

- a) Bingley Pool, including to agree named Town Council members to join the Friends of Bingley Pool Public Campaign Sub-team.
- b) Hub building, including updates on the extra costs incurred over the weekend of 19th March for call outs for the toilets.

2122/253 Election of Vice Chair

To elect the Vice Chair of the Council for the remainder of the municipal year 2021-22.

2122/254 Co-option of new Town Council member

To agree the dates for a co-option application deadline and extraordinary meeting to co-opt a new member onto the Town Council (application deadline of 12th April and extraordinary meeting date of 19th April suggested).

2122/255 Finance

- a) Schedule of payments and bank reconciliation: to receive the schedule of payments to date (to follow) and to agree the bank reconciliation for February 2022 (attached).
- b) Budget: to consider the following amendments to the budget for 2022-23:
 - (i) To agree actions to be taken regarding the remainder of the Changing Places funds from the 2021-22 budget in light of the recent funding notification from Bradford Council;
 - (ii) To include updated CIL funding figures;
 - (iii) To adopt the Reserves Policy (to follow) to provide further explanation on the reserves (as recommended by the Internal Auditor).
- c) Asset Register: to approve the updated Asset Register for 2021-22 (attached).
- d) Review of effectiveness of internal audit: to consider the review of the effectiveness of the internal audit for 2021-22 (to follow).

2122/256 Changing Places Working Group (Councillor Williams)

To receive an update from the Changing Places Working Group.

2122/257 Climate Emergency Working Group (Councillor Kirdale)

To receive an update from the Climate Emergency Working Group.

2122/258 Facilities Management Sub Committee (Councillor Truelove)

To consider disbanding the Facilities Management Sub Committee (already incorporated in Finance and General Purposes Committee remit).

2122/259 Finance and General Purposes (F&GP) Committee (Councillor Williams)

To receive an update and recommendations from the F&GP Committee (recent draft minutes attached), including on the following:

- a) Ratification of the Communications and Social Media Policy (amended policy attached); and to agree a councillor Facebook admin volunteer.
- b) Ratification of the Grant Guidelines and Criteria (document attached showing tracked changes).
- c) Purchase of three Chromebooks for councillor use.

2122/260 Neighbourhood Plan Working Group (Councillor Gibbons)

To receive any updates from the Neighbourhood Plan Working Group.

2122/261 Staffing Committee (Councillor Winnard)

To receive any updates from the recent Staffing Committee meeting (draft minutes attached), including on the following:

- Recruitment of an additional member of staff.
- Review of Annual Leave and TOIL Policy (document showing tracked changes attached).

2122/262 Youth Involvement Working Group (Councillor Kirdale)

- a) To receive and approve the Risk and Resource Assessment form for the proposed Youth Involvement Working Group (attached).
- b) To consider the creation of a Youth Involvement Working Group and to agree necessary actions (further information attached).

2122/263 Membership of Committees and Working Groups

To agree new members onto Committees and Working Groups, including on the following:

- a) Climate Emergency Working Group (current members: Councillors Barton, Dawson, Drucquer and Kirdale: vacancies for two further councillors).
- b) Neighbourhood Plan Working Group (current members: Councillors Beckwith, Carney, Dawson, Gibbons, Truelove, Williams and six lay members).
- c) Youth Involvement Working Group (if agreed in item 2122/262 above).

2122/264 Markets

To receive an update on markets and to agree any necessary actions, including the need for more councillors as volunteers at the Monthly Farmers' Markets.

2122/265 Community events

To consider the following local events, including to receive updates and to agree any actions:

- a) Easter event at Bingley Art Centre (Good Friday, 15th April 2022; indoors, volunteers required in addition to Councillors Goode and Williams).
- b) Eldwick Gala (Saturday 25th June 2022, volunteers required).
- c) Friends of Prince of Wales Park Carnival (17th July 2022, stall/volunteers required for the games on the day).
- d) Proposed Yorkshire Day Event (Bingley Market Square, Sunday 31st July 2022): to agree whether to support this event in conjunction with Bingley Chamber of Trade, and to approve the Town Council applying for, and covering the cost of, the market licence on this day.
- e) World Cup and Christmas in Bingley (November/December 2022): to consider the need to move the Christmas tree and Christmas market to accommodate this event (Councillor Goode).

2122/266 Green and Clean (Councillor Goode)

To consider any updates on Green and Clean.

2122/267 Five Rise Way-marking (Councillor Gibbons)

To receive a progress update on the Five Rise Way-marking project.

2122/268 Allotments

To consider any allotments issues.

2122/269 Leeds Bradford Airport consultation

To consider the recent correspondence from GALBA UK regarding the consultation on Leeds Bradford Airport commencing in September 2022.

2122/270 Town Clerk's Report

To receive the Town Clerk's Report (attached), and to note that the 1.75% pay award has been implemented and backdated accordingly for all staff.

2122/271 Correspondence

To consider any correspondence received by the Council and to agree any actions, including the following:

- a) Emails from YLCA re advice, training, White Rose publication; to confirm also if councillors are receiving duplicate copies of the latter.
- b) Email from GALBA UK re the public enquiry into Leeds Bradford Airport, September 2022.
- c) Email from resident re Dolly Parton's Imagination Library.
- d) Email from Bradford Council's Highways Department re Shipley Area Wide Traffic Regulation Order – Bingley Rural (further information attached).
- e) Email from Bradford Council re Covid memorial and events consultation.
- f) Email from Internal Auditor received 23rd March 2022.
- g) Email from Bradford Council re successful bid for Changing Places toilet funding.

2122/272 Promotional items

To consider any promotional items that the Town Council wishes to publicise from this meeting.

2122/273 Exclusion of press and public

To resolve that members of the press and public be excluded from items 2122/274 and 2122/275 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1 (2)) during consideration of items of a confidential nature.

2122/274 Safeguarding contractors (Councillor Dawson)

- a) To receive and approve the Risk and Resource Assessment form for the safeguarding of contractors of Bingley Town Council (attached).
- b) To agree the following actions to safeguard contractors working for Bingley Town Council and to protect the reputation of Bingley Town Council (further information attached):
 - (i) Town Clerk to write to the Internal Auditor offering an apology for any offence caused to her by Councillor Williams in his phone call of 18th February 2022, clarifying that Councillor Williams was not tasked to call by Bingley Town Council, and thanking her for all she has done, and continues to do, to assist and ensure the good governance at Bingley Town Council, to thank her for making the Council aware of the phone call, and to request that she remains as Bingley Town Council's Internal Auditor to carry out the year end process.
 - (ii) Amend Bingley Town Council's unacceptable behaviour statement on the website to include those working in a paid capacity for Bingley Town Council.

2122/275 IT contract

To ratify the renewal of the IT contract from March 2022, delegated to the Town Clerk at the previous meeting (further information to follow).

2122/276 Date of the next meeting

To agree the date of the next meeting as Tuesday 26th April 2022 at 6.30pm, venue to be confirmed.