

BINGLEY TOWN COUNCIL



The Hub, Myrtle Place, Bingley, BD16 2LF

Bingley Town Council Annual Meeting of the Council

Date: Thursday 26th May 2022

The public and press are invited to attend the Annual Meeting of the Council of Bingley Town Council which will be held on Tuesday 31st May 2022 at 6.30pm at Eldwick Church Hall, Otley Road, Eldwick, BD16 3EQ.

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

2223/01 Election of the Chair

To receive nominations and elect the Chair of Bingley Town Council for the 2022-23 municipal year, and the subsequent signing of the Declaration of Office.

2223/02 Chair's remarks

To receive remarks from the Chair.

2223/03 Apologies for absence

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

2223/04 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.

2223/05 Minutes of previous meeting

To approve the minutes of the previous meeting held on 26th April 2022 (attached).

2223/06 Confidential items to be discussed in confidence after item 2223/31

To consider if any further items on the agenda need to be discussed in confidence after item 2223/31, following exclusion of the press and public, due to their sensitive nature.

2223/07 Bingley Pool update

To receive an update from Angela Blake, Assistant Director of Economy and Regeneration at Bradford Council, on Bingley Pool.

2223/08 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.

2223/09 Election of the Vice-Chair

To receive nominations and elect the Vice-Chair of Bingley Town Council for the 2022-23 municipal year.

2223/10 Ongoing items

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

- a) Bingley Pool.
- b) Changing Places toilet facility.

2223/11 Appointment of Committees and terms of reference

- (i) To review the Council's current Committees and Working Groups, and to approve the Terms of Reference (all attached):
 - a) Changing Places Working Group.
 - b) Climate Emergency Working Group.
 - c) Emergency Support Sub Committee.
 - d) Neighbourhood Plan Working Group.
 - e) Finance and General Purposes Committee.
 - f) Planning Committee.
 - g) Staffing Committee.
 - h) Youth Involvement Working Group.
- (ii) Events, Marketing and Communications Sub-Committee:
 - a) To receive and approve the Risk and Resource Assessment form for the re-forming of an Events, Marketing and Communications Sub-Committee (attached).
 - b) To consider the re-forming of an Events, Marketing and Communications Sub-Committee (further information attached).

2223/12 Election of members to Committees and Working Groups

To elect members to the following Committees and Working Groups for the municipal year 2022-23 (Chair and Vice-Chairs to be elected at each first meeting):

- a) Changing Places Working Group (three members).
- b) Climate Emergency Working Group (four members).
- c) Emergency Support Sub Committee (four members).
- d) Events, Marketing and Communications Sub-Committee (if applicable; membership to be agreed).
- e) Finance and General Purposes Committee (up to eight members, including the Chair and Vice-Chair).
- f) Neighbourhood Plan Working Group (four members).

- g) Planning Committee (up to eight members, including the Chair and Vice-Chair).
- h) Staffing Committee (up to six members, including the Chair and Vice-Chair).
- i) Youth Involvement Working Group (membership to be agreed).

2223/13 Appointment of Councillors to external bodies

To agree members as representatives on the following external bodies:

- a) Armed Forces Covenant.
- b) Bingley Chamber of Trade (three members)
- c) Bingley Pool.
- d) Bingley Partnership (two members).
- e) Canal Festival Steering Group.
- f) Destination Plan working with the Canal River Trust.
- g) Parish Councils Liaison Group.
- h) Plastic Free Bingley.
- i) Pub Watch.
- j) Police.
- k) SCAPAG.
- l) YLCA (two members).

2223/14 Finance

- a) Schedule of payments and bank reconciliation: to receive the schedule of payments to date and to agree the bank reconciliation for April 2022 (to follow).
- b) Internal controls: to receive an update on the internal controls for Quarter 4.
- c) Year end: to receive an update on the year end meeting with Rialtas.
- d) Bank mandate: to confirm the Council's bank mandate (confirmation of signatories).

2223/15 Policy review

To review and confirm the following (documents attached):

- a) Code of Conduct.
- b) Financial Regulations.
- c) Standing Orders.

2223/16 Insurance

To review and confirm the Council's annual insurance provision (information previously circulated).

2223/17 Schedule of meetings

To agree the schedule of meetings for the forthcoming municipal year.

2223/18 Neighbourhood Plan

- a) To receive an update on progress with the Neighbourhood Plan (draft minutes from the recent meeting of the Neighbourhood Plan Working Group to follow).
- b) To provide feedback on the draft Neighbourhood Plan document set (draft Neighbourhood Plan and Appendices previously circulated).
- c) To approve the draft Neighbourhood Plan document set for Schedule 14 consultation.
- d) To approve the Neighbourhood Plan Working Group progressing to Schedule 14 consultation work, following discussion with Bradford Council on the draft Plan.

2223/19 Annual Report

To review and approve the draft Annual Report 2021-22 (to follow).

2223/20 Finance and General Purposes (F&GP) Committee

To receive an update and recommendations from the F&GP Committee (draft minutes attached).

2223/21 Planning Committee

To receive any updates from the Planning Committee (draft minutes attached).

2223/22 Staffing Committee (Councillor Winnard)

To receive any updates from the recent Staffing Committee meeting (draft minutes attached).

2223/23 Markets

To receive an update on markets and to agree any necessary actions.

2223/24 Community events

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

- a) Eldwick Gala (Saturday 25th June 2022, volunteers to be confirmed).
- b) Friends of Prince of Wales Park Carnival (17th July 2022, volunteers to be confirmed).
- c) Yorkshire Day Event (Bingley Market Square, Sunday 31st July 2022): to consider contributing to funding 50% of the costs of the event, and to approve the use of the Hub during the day to accommodate performers and the use of the large Town Council gazebo.
- d) World Cup and Christmas in Bingley (November/December 2022).

2223/25 Green and Clean (Councillor Goode)

To consider any updates on Green and Clean.

2223/26 Five Rise Way-marking (Councillor Gibbons)

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

2223/27 Allotments

To consider any allotments issues.

2223/28 Town Clerk's Report

To receive the Town Clerk's Report (attached).

2223/29 Correspondence

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

- a) Emails from residents re concerns over precept rise for 2022-23.
- b) Emails from insurance brokers re insurance for 2022-23.

2223/30 Promotional items

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

2223/31 Exclusion of press and public

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

2223/32 Annual Report costs

To consider and approve the cost of the delivery of the Annual Report newsletter (further information attached; further quotes to follow).

2223/33 Date of the next meeting

To agree the date of the next Full Council meeting as Tuesday 28th June 2022 at 6.30pm, at Bingley Baptist Church, Clyde Street, Bingley, BD16 4LJ.