

# BINGLEY TOWN COUNCIL

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



## Bingley Town Council Full Council meeting

Date: Wednesday 20<sup>th</sup> June 2022

The public and press are invited to attend the Full Council meeting of Bingley Town Council which will be held on Tuesday 28<sup>th</sup> June 2022 at 6.30pm at Bingley Baptist Church, Clyde Street, Bingley, BD16 4LJ.

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

### **2223/34 Chair's remarks**

To receive remarks from the Chair.

### **2223/35 Apologies for absence**

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

### **2223/36 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.

### **2223/37 Minutes of previous meeting**

To approve the minutes of the previous meeting held on 31<sup>st</sup> May 2022 (attached).

### **2223/38 Confidential items to be discussed in confidence after item 2223/57**

To consider if any further items on the agenda need to be discussed in confidence after item 2223/57, following exclusion of the press and public, due to their sensitive nature.

### **2223/39 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.

**2223/40 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.

**2223/41 Terms of Reference for Committees and Working Groups**

To approve the Terms of Reference for the following Committees and Working Groups (all attached):

- a) EMAC Committee.
- b) Finance and General Purposes Committee.
- c) Neighbourhood Plan Working Group.
- d) Staffing Committee.
- e) Youth Involvement Working Group, including to agree whether the Town Council will require adult members of the Working Group to obtain DBS checks (further information attached).

**2223/42 Election of members to Committees and Working Groups**

To elect further members to the following Committees and Working Groups for the municipal year 2022-23:

- a) Changing Places Working Group (up to six members, minimum of three councillors; current members are Councillors Kirdale, Malik, Williams and lay members Fiona Dunne and Darryl Smith).
- b) Climate Emergency Working Group (up to eight members, a minimum of four councillors; current members are Councillors Barton, Drucquer, Kirdale, and lay member Ruth Quinn), or to agree to disband the Working Group.
- c) Emergency Support Sub Committee (up to six members, a minimum of four councillors; current members are Councillors Goode, Fenton, Heseltine, Winnard).
- d) Events, Marketing and Communications Committee (up to six members, minimum of four councillors; current members are Councillors Dawson, Gibbons, Kirdale and lay member Chris O'Neill).
- e) Finance and General Purposes Committee (up to eight members, including the Chair and Vice-Chair; current members are Councillors Carney, Gibbons, Goode, Kirdale, Miah, Truelove).
- f) Neighbourhood Plan Working Group (up to 20 members, minimum of four councillors; current members are Councillors Dawson, Gibbons, Truelove, Williams and lay members John Dekker, Andrew Quarrie, Mick Taylor, Tony Urwin and Martyn Weaver).
- g) Planning Committee (up to eight members, including the Chair and Vice-Chair; current members are Councillors Clough, Drucquer, Fenton, Gibbons, Heseltine, Truelove).
- h) Youth Involvement Working Group (membership to be agreed in item 2223/41 above).

**2223/43 Finance**

- a) Schedule of payments and bank reconciliation: to receive the schedule of payments for June (to follow prior to the meeting) and to agree the bank reconciliations for May 2022 (attached).
- b) Annual Governance and Accountability Return (AGAR) for 2021-22 (all attached):
  - (i) To receive and note the Annual Internal Audit Report for 2021-22 (AGAR page 3).
  - (ii) To approve Section 1: Annual Governance Statement for 2021-22 (AGAR page 4).
  - (iii) To approve Section 2: Accounting Statements for 2021-22 (AGAR page 5).
  - (iv) To note the period for the exercise of public rights (attached).
  - (v) To receive and note the Internal Auditor's year end audit supplementary report (attached) and to agree any actions.
- c) To agree two internal controls' councillors.

**2223/44 Neighbourhood Plan** (Councillor Gibbons)

To receive an update on progress with the Neighbourhood Plan.

**2223/45 Finance and General Purposes (F&GP) Committee** (Councillor Gibbons)

To receive an update and recommendations from the F&GP Committee (draft minutes attached), including to approve the amended Reserves Policy (attached).

**2223/46 Planning Committee** (Councillor Clough)

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

**2223/47 Staffing Committee** (Councillor Winnard)

To receive any updates from the recent Staffing Committee meeting (draft minutes attached), including an update on recruitment of the Admin Assistant.

**2223/48 Markets**

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

**2223/49 Community events**

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

- a) Friends of Prince of Wales Park Carnival (17<sup>th</sup> July 2022, volunteers to be confirmed).
- b) Yorkshire Day Event (Bingley Market Square, Sunday 31<sup>st</sup> July 2022): to consider contributing to funding 50% of the costs of the event.
- c) World Cup and Christmas in Bingley (November/December 2022).

**2223/50 Green and Clean** (Councillor Goode)

To consider any updates on Green and Clean.

**2223/51 Five Rise Way-marking** (Councillor Gibbons)

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

**2223/52 Allotments**

To consider any allotments issues.

**2223/53 Local Council Award Scheme**

To consider applying to the Local Council Award Scheme (further information attached).

**2223/54 Town Clerk's Report**

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

**2223/55 Correspondence**

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

- a) Emails from Interim City Solicitor at Bradford Council and resident re update on Priestthorpe Annexe funds.
- b) Emails from Bradford Council re acknowledgement of Asset of Community Value nominations.
- c) Email from resident re concerns over precept rise.
- d) Email from resident re concerns over town centre shops.
- e) Email from Bingley Fire Station re water safety event in Market Square, Bingley, on 22<sup>nd</sup> June.

**2223/56 Promotional items**

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

**2223/57 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.

**2223/58 Hub doors' maintenance**

To approve the quote for the Hub doors' maintenance (attached).

**2223/59 Date of the next meeting**

To agree the date of the next Full Council meeting as Tuesday 26<sup>th</sup> July 2022 at 6.30pm, at Bingley Baptist Church, Clyde Street, Bingley.