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Minutes of the F&GP Committee meeting held in the Baildon  
Community Link, 35 Cliffe Avenue, Baildon,  
BD17 6NX on Tuesday 27<sup>th</sup> September 2016

Present: Cllr G. Dixon in the Chair, Cllrs J. Ashton, P. Ashton, L. Vasey, J. Turner and B. Lerner,

In attendance: T. Ferry, Town Clerk, G. Stevenson, Deputy Clerk & RFO.

**1617/22 Apologies for absence**

Apologies were received and accepted from Cllr K. Reddy.

**1617/23 Chairs opening remarks**

The Chair spoke on the following items;

- She is working on a date for a Christmas event for Councillors, staff and key partners in the community.
- Planning to send out Christmas cards to key people the council work with.
- Communications training,
- Working with Assembly Marketing to increase subscribers to the newsletter, she challenged councillors to get 6 people each to subscribe.
- Requested members to assist with performance management and strategic plan by completing the chart previously emailed and returning it to the chair,
- Reservoir update – read the letter from the Planning Inspectorate, Clerk to distribute by email.
- Provided an update on the Library, reminded members of the visit on the 6<sup>th</sup> September at 6.15 pm.

**1617/24 Councillors attending but not a Committee member**

None

**1617/25 Disclosures of interest**

None

**1617/26 Public participation**

None

**1617/27 Minutes of the previous F&GP meeting.**

Proposed by Cllr G. Dixon, seconded by Cllr B. Lerner and **Resolved** to approve the Minutes of the meeting of the F&GP Committee held on Tuesday 28<sup>th</sup> June 2016.

**1617/27 Committee Recommendations**

**Bracken Hall Committee** – meeting dated 1<sup>st</sup> September, minute 1617/23;

To recommend to the F&GP Committee that any income from charges connected with Bracken Hall Countryside Centre be ring-fenced by the Town Council so as to off-set the expenditure incurred in the provision of the centre and that this be clearly set out in the Council's budgets and accounts, as is already the case for donations.

Proposed by Cllr J. Ashton, seconded by Cllr P. Ashton and **Resolved**.

**1617/28 Environment Committee**

**Emergency Planning**

It was proposed by Cllr Ashton, seconded by Cllr Turner and **Resolved** to approve the recommendations as set out below.

Proposed by Cllr G. Dixon, seconded by Cllr B. Lerner and **Resolved** to amend the recommendation to read "to ask the F&GP Committee to endorse the Emergency Plan report and agree the establishment therein and ask for two representatives from each committee as representatives.

It was then **Resolved** to endorse the emergency plan report and agree the establishment of an emergency plan working group and to ask for two representatives from each committee to form the group.

**Further recommendations**

- The Environment Committee requests that the F&GP Committee send a communication to senior managers and councillors at Bradford Council asking for adequate funding to be released for the purchase of the necessary resources
- The Environment Committee recommends to F&GP Committee that a budget of up to £2000 be agreed and delegated to the Town Clerk, for the purchase of additional equipment and materials as detailed in the Emergency and Flood Plan

Members debated both recommendations with differing views on the purchase of equipment, in particular, radios, also of resourcing issues around who will do what in case of an emergency. It was pointed out that these plans which are being put together by almost all parishes will supplement the Emergency Plans put in place by Bradford Council and will not replace them.

It was proposed by Cllr J. Ashton, seconded by Cllr J. Turner and **Resolved** that the F&GP approve both recommendations.

**1617/29 Community Committee**

**Fencing at Baildon Bowling Green**

Proposed by Cllr J. Ashton, seconded by Cllr J. Caan and **Resolved** to recommend to F&GP Committee that the Town Council ring-fence £15000 for a conditional grant, which could be used as match-funding, to Baildon Bowling Club, as a contribution towards the costs of strengthening the existing security fencing at the bowling green and that the Community Committee contribution would be £4,500 towards the £15,000.

The report was included with the agenda pack with full conditions of a grant set out for this resolution.

Cllr L. Vasey spoke to this recommendation, then followed a debate regarding providing a fence or to engage with the people causing damage. It was also considered by some that £15,000 is too much to spend.

It was propose by Cllr J. Ashton, seconded by Cllr L. Vasey to ring fence £15000 to provide fencing at the Bowling Green and that the conditions as set out in proposal one be met, **Not carried.**

Cllr J. Ashton reminded the meeting that the Environment Committee has approved proposals 2 & 3 and these will go ahead as per the resolution.

### **Emergency Planning**

F&GP **Noted** the **Resolution** made by the Community Committee to endorse the Emergency Planning report and that the Committee agree that it will appoint two representatives should the report be approved.

#### **1617/30 Finance**

The RFO presented the monitoring report and responded to queries.  
The F&GP Committee received the budget monitoring report to end of August 2016

To approve the Schedule of Payments to end August 2016.

Proposed by Cllr G. Dixon, seconded by Cllr J. Ashton and **Resolved** to receive the monitoring report and to approve the schedule of payments.

#### **1617/31 Council Insurance Renewal**

It was **noted** that the Councils Insurance with Zurich Municipal has been automatically renewed for the year 20 September 2016 to 19 September 2017.

#### **1617/32 Council Internal Controls**

The F&GP Committee **Resolved** that it confirms the council will retain the services of the current Internal Auditor and that he is a competent person and is not involved with the Councils finances or procedures other than for auditing purposes and that the RFO instructs the auditor to carry out an internal audit for FY 2016/17. It was also **Resolved** that the RFO will endeavour to obtain three quotations for the procurement of an internal auditor for the FY 2017/18.

That F&GP allocate two Councillors with the RFO to carry out its internal control check in the 2016/17 financial year.

That F&GP allocate Councillors to carry out a Review of the Councils System of Internal Audit during 2016/17 financial year, (please note this must be carried out by Council and not staff)

It was propose by Cllr G. Dixon, seconded by Cllr B. Lerner and **Resolved** that Cllrs K. Reddy and J. Ashton will carry out both the Internal Control Check and the Councils System of Internal Audit during 2016/17 FY.

**1617/33 IT and Office**

To consider the Deputy Clerk's Paper on Future IT requirements and provision. The RFO spoke to this item.

Members discussed the recommendation to reach the following proposal;  
Proposed by Cllr G. Dixon, seconded by Cllr J. Turner and **Resolved** to commission the recommended IT consultant to provide Office 365, allocate up to £1000 and for the Clerk and Deputy Clerk to have the Premium package and the basic package to be rolled out by March 2017 to all Councillors and the remainder of staff.

To consider a hand held IT device for Council Chair, to be handed from Chair to Chair with captured data for hand over at the change of Council Chair,  
This item was **withdrawn** by Cllr Dixon.

To consider increasing the office supplies/stationery budget from £1000 per annum to £1200, proposed by Cllr G. Dixon, seconded by Cllr J. Turner and **Resolved**.

**1617/34 Local Council Award scheme**

NALC operates a national council award scheme which operates at Foundation, Quality and Quality Gold levels.

Baildon Town Council already has in place nearly all the governance, engagement and development requirements to meet foundation level, and so it is

Recommended: that the Town Clerk and the Chair of Council develop an application for Foundation status and bring to the next FGP for approval, prior to full Council on the 12th December.

The Clerk advised that it will most likely take longer for him to assess and prepare all documents for inclusion in the award scheme and recommended to extend the time provided from December 2016 to March 2017.

An amendment was proposed by Cllr G. Dixon and seconded by Cllr J. Turner to remove the date 12<sup>th</sup> December and insert the wording "to bring to the F&GP Committee", the amendment was **carried**.

Proposed by Cllr G. Dixon, seconded by Cllr J. Turner and **Resolved** to approve the substantive motion with the amendment.

**1617/35 Economy and Environment Committee Terms of Reference**

To consider moving Public Transport from the Economy TOR's to Environment. Full council, can this committee change TOR's

This item was **withdrawn**.

**1617/35 Confidential Business**

Proposed by Cllr G. Dixon, seconded by Cllr B. Lerner and **Resolved**, due to the confidential nature of business relating to staff and other business that under the provisions of the Public Bodies (Admissions to Meetings) Act 1960 S1(2), the committee agreed that members of the public and the press will be excluded during consideration of business.

- The Chair continue with her opening remarks which were of a confidential nature.
- The Clerk provided his report which was accepted by the meeting. The Clerk and RFO were then requested to leave the meeting for members to discuss the business.
- It was proposed by Cllr G. Dixon, seconded by Cllr B. Lerner and **Resolved** to immediately form a recruiting sub-committee consisting of Cllrs G. Dixon, K. Reddy and B. Lerner with one reserve committee member Cllr J. Turner. That the committee consider its terms of reference at its first meeting. The post to be filled will be full time at 37 hours per week.

**1617/36 Promotional opportunities**

To agree any promotional opportunities arising from this agenda, to delegate items for promotion to the Council's appointed spokespersons for publicity, and to agree who is to provide copy.

- To publicise the number of newsletter subscribers (742) and to ask for more local people to subscribe.

**1617/37 To inform the Clerk of any items for future agenda**

None.

**1617/38 Next meeting date**

Members **noted** the next meeting of the F&GP Committee is to be held on Tuesday the 29<sup>th</sup> November at 7 pm.

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