**Governance Committee, Cranmer Room, St John’s Church. Baildon. 18th November 2024 at 7pm.**

# To all members of the Governance Committee, Cllr Turner, Cllr Sharkey, Cllr Wyatt-Millington, Cllr G Dixon, Cllr Foster and Cllr Shaw. You are hereby summoned to attend a meeting of the Governance Committee, Cranmer Room, St John’s Church on 18th November 2024

Members of the press and public are entitled by law to attend all meetings of the Council and to record and film the proceedings of those meetings in accordance with the Council’s policy on the effective management of recording at Council meetings. However, under the provisions of the Public Bodies (Admissions to Meetings) Act 1960 S1(2), members of the public and the press will be excluded during consideration of business of a confidential nature.

Helen Thornton

Helen Thornton, Town Clerk 12th November 2024

AGENDA

# 1. Chair’s opening remarks

# 2. Approve reasons for absence

# 3. Disclosures of interest

# 4. Minutes of the previous meeting

To approve the minutes of the meeting of the Governance Committee held on 2nd September 2024.

# 5. Clerk’s report

# 6. Public participation

# 7. Important information from Councillors and staff

**8. Finance**

To receive and approve the following:

* The Budget monitor 24/25 for quarter three.
* Credit card Sept and Oct 2024
* Bank statements/schedule of payments Sept – October 2024
* Public Sector Deposit Account balance end of October 24
* Bank reconciliations Sept and Oct 2024
* Breakdown of Section 137 expenditure.

**9. Internal Controls**

To receive and note the Internal Controls Checklist conducted by Cllrs Shaw and Griffin and resolve any actions arising.

**10. Internal Auditor’s Report**

To receive and note the independent Internal Auditor’s interim internal audit and resolve any actions arising.

**11. Health and Safety Budget 2024/25**

To receive a report from the Clerk recommending the expenditure of £500 from the Health and Safety budget 2005.

**12. 1-3 Northgate Update**

To receive an update from Cllr Dixon on progress with developing 1-3 Northgate and to decide any actions as required.

**13. Governance Committee is requested to consider and recommend a proposed Governance Committee budget for 2025/26**

To receive a report from the Clerk/RFO on proposals for the 2025/26 Governance Committee budget. Proposals as follows:

- to reduce the Library budget (2020) from £5,000 to £1,000

- to reduce the website budget (2010) from £1,000 to £500

- to increase the Finance Software budget (2015) from £1304.70 to £1,500

- to set the Planning budget (NDP 2026) at £6,000 from a grant or reserves which is £600 less than last year.

*Governance Committee recommends a budget of £20,000 to Full Council. 24/25 budget was £24,904. Reduction of £4,904.*

**14. Committee recommendations.**

The following recommendations have been made by Committees for consideration by Governance in formulating the 2025/26 budget and Governance Committee will resolve to recommend those it approves to Full Council.

**Economy Committee recommended the following for the 2526 budget:**

* ECO2425/20 - that the Christmas Lights budget line (7001/2) be increased £1250 to £11,000.00.
* ECO2425/21 – the duplicate Baildon at Christmas budget line (7002) be removed for 25/26
* ECO2425/22 – remove the Community Bus budget line (7006) for 25/26
* ECO2425/23 – remove the duplicate Visit Baildon budget line (7008) for 25/26
* ECO2425/24 – remove the Toilets Refurbishment budget line (7011) for 25/26
* ECO2425/25 – the Visit Baildon budget line (7021) be increased by £2500 to £3500 for 25/26
* ECO2425/26 – create a £5000 City of Culture budget line for 25/26 (as a ‘one off’ budget line for 25/26).
* *ECO2425/27 recommend a budget of £43,250.00 for the 25/26 budget. 24/25 budget was £35,000. Increase of £8,250.*

**Community Committee recommended the following for the 2526 budget:**

* COM2425/35 increase the Community Development budget line (6015) by £10,000.00 to £50,000.00 for 25/26.
* *COM245/36 recommend a budget of £79,500.00 for the 25/26 budget. 24/25 budget was £69,500. Increase of £10,000.*

**Environment Committee recommended the following for the 2526 budget:**

* ENV2425/28 - decrease the footpaths budget line (3001) to £1000 for year 25/26
* ENV2425/29 – decrease the tree planting budget line (3025) to £0 for year 25/26 (but the budget line to remain)
* ENV2425/30 –decrease the Green and Clean budget line (3011) to £7000 for year 25/26
* ENV2425/31 – to remove the Future of Baildon Moor budget line (3030) for 25/26
* *ENV2425/32 – recommend a budget of £23,000.00 for the 25/26 budget. 24/25 budget was £26,500. Reduction of £3,500.*

**Resolve**: to delegate to the Clerk/RFO the implementation of any agreed amendments to the draft Budget for precept for 2025/26 to recommend to Full Council on 2ndDecember 2024.

**15. Earmarked Reserves (ER)**

To receive an Earmarked Reserves Summary from the Clerk/RFO, to consider recommendations and those of committees below and to make recommendations (as per Financial Regulation 4.9) to Full Council.

**Environment Committee**

* ENV2425/25 – the £2036.29 in the Bracken Hall ER be returned to General Fund.
* ENV2425/26 – the £3200.00 in the Woodland Play ER be returned to General Fund.
* ENV2425/27 – the £500.00 in the Footpaths ER be returned to General Fund.

**Community Committee**

* No recommendations on ER

**Economy Committee**

* ECO2425/26 - Use General Fund (£4,500) and Dot to Dot ER (£500) to create a budget line for City of Culture £5,000 (see above).

**16. Exclusion of Press and Public**

The Committee is asked to consider excluding press and public under the provisions of the

Public Bodies (Admissions to Meetings) Act 1960 S1(2), during consideration of business of a confidential nature.

# 17. The Draft Budget for 2025/26

The Clerk will present a Budget Report and draft budget options for 2025/26. To delegate to the Clerk/RFO any amendments to the draft budget and, subject to these, recommend a draft Budget for precept for 2025/26 to Full Council on 2ndDecember 2024.

**18. Bracken Hall Countryside Centre.**

Cllr Turner to provide an update on the current situation with Bracken Hall Countryside Centre. To discuss and agree any information requirements for councillors prior to Full Council.

**19. Income generation review**

Cllr Turner to propose that all Committees add the topic of reviewing ideas for income generation (in the light of the Council acquiring General Power of Competence) to their next agenda and to make recommendations to Governance for further development early in the next Council year.

**20. Promotional Opportunities**

# 21. To notify the Clerk of any item for future agenda

# 22. Next meeting date

20th January 2025

Town Clerk Email: clerk@baildontowncouncil.gov.uk

*The council welcome public participation at their meetings. Under Standing orders 1(c) (d) (e) & (f) the members will determine whether to refer matters arising in this session to be referred to a future ordinary council meeting, committee or Clerk. There is no requirement in law for an immediate response to be made at the meeting. Under public participation, no member of the public, councillor, or officer, may speak for more than three minutes on one item unless agreed by the Chair.*