

## KEIGHLEY TOWN COUNCIL

Ms Safia Kauser  
Town Clerk to the Town Council  
15 March 2017

Keighley Civic Centre, North Street  
Keighley, BD21 3RZ  
Tel: 01535 618252  
E mail: [safia.kauser@bradford.gov.uk](mailto:safia.kauser@bradford.gov.uk)

**YOU ARE HEREBY SUMMONED TO ATTEND** a meeting of the Community Development Committee which will be held in the **BRIGG ROOM**, Keighley Town Hall on **Wednesday 22 March at 6.00pm**.

Town Clerk

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### COMMITTEE MEMBERSHIP

Councillor Adams	Councillor K Akthar
Mayor or Deputy Mayor (Ex-Officio)	Councillor Dermondy
Councillor A Ahmed	Councillor Kirby
Councillor F Ahmed	Councillor Pedley
Councillor J Akhtar	

\*Committee Terms of Reference are contained within the Scheme of Delegation.

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### ADJOURNMENT FOR PUBLIC PARTICIPATION

Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting:

- Members of the public wishing to speak are to have given three working days notice to the Town Clerk; this may be waived at the Clerk's discretion.
- Any member of the public shall not speak for more than five minutes.
- In the event of more than three members of the public wishing to address the Council then priority will be determined by the Town Clerk, based on subject matter.
- A question asked by a Member of the Public during Public Participation shall not require a response or debate during the meeting though the Chairman may direct that a written response will be provided subsequent to the meeting.

Under the Openness of Local Govt. Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting, though not, under current legislation, of the Public Participation session, as this is not part of the formal agenda of the meeting. Recording activity should be respectful to the conduct of the meeting and behavior that disrupts the meeting (such as oral commentary) will not be permitted

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## **AGENDA**

**1 Election of Committee Chairman**

To elect a committee chair for the ensuing year

**2 Election of Committee Vice-Chairman**

To elect a committee vice-chair for the ensuing year

**3 To receive and approve apologies for absence**

**4 Disclosure of Interests (Members Code of Conduct)**

To receive disclosures of personal and prejudicial interests from members and co-opted members on matters to be considered at the meeting. The disclosure must include the nature of the interest. An interest must also be disclosed in the meeting when it only becomes apparent to the member during the meeting.

Note: Members may remain in the meeting and take part fully in discussion and voting unless the interest is a disclosable pecuniary interest or an interest which the Member feels would call into question their compliance with the wider principles set out in the Code of Conduct. Disclosable pecuniary interests relate to the Member concerned or their spouse/partner.

Members must withdraw from the meeting if the interest is a prejudicial interest unless a dispensation has been obtained from the Town Clerk. Members are reminded that under the Members Code of Conduct they must register within 28 days changes to their financial and other interest and notify the Monitoring Office of any gifts and hospitality received

**5 Officers Disclosure of Interests**

Under the Local Government Act 1972, section 117; Officers must make a formal declaration about council contracts where the employee has a financial interest. Every officer is responsible for identifying whether he/she has any conflict of interest in any matter which is under consideration, actual or perceived, within the Council, and notifying the Town Clerk.

Where an Officer has a conflict of interest in any matter, he/she shall not participate in that matter in his/her capacity as an Officer except with the prior approval of the Town Clerk. Any approval granted by the Town Clerk shall be formally recorded in the Council minutes. Where such approval has been granted for the Officer to participate in a Council meeting of that subject matter, he/she must ensure that the disclosure of interest is also declared at the start of the Council meeting under the disclosures of interests for members and officers

**6 Public Participation**

To adjourn the meeting to allow members of the public to make representation on the business item on the agenda for the meeting.

Note: No resolution can be made under public participation

**7 Committee Terms of Reference and Grant application documents**

7.1 To receive the committee terms of reference

7.2 To receive the Community Development Grants guidance documents and Expressions of Interests form

**8 Evaluating Community Development Grant Applications**

To consider the processes for evaluating the grant applications. The deadline for submission is 02 April 2017

**9 Any items for discussion for a future agenda**

To notify the Clerk of any matters for inclusion on the agenda of the next meeting

**10 To note the date of the next meeting**

Thursday 13<sup>th</sup> April 2017 at 11.00am, Keighley Civic Centre.