

KEIGHLEY TOWN COUNCIL

Ms Safia Kauser
Town Clerk to the Town Council
13 July 2017

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NOTICE IS HEREBY GIVEN THAT an **EXTRAORDINARY** Meeting of the Policies & Governance Committee will be held in the **Brigg Room, Town Hall, Bow Street, Keighley** on **Wednesday 19 July 2017 at 6.00pm**

Councillor Julie Adams
Chair of Policies & Governance Committee

COMMITTEE MEMBERSHIP

Councillor Adams (Chair)
Mayor or Deputy Mayor (Ex-Officio)
Councillor J Akhtar
Councillor Curtis
Councillor Maunsell

Councillor Corkindale (Vice-Chair)
Councillor Thorne
Councillor Westerman
1 x vacancy

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

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 behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

AGENDA

1 To receive and approve apologies for absence

2 Disclosures of Interest (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

3 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

4 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

5 Mayoral Cadet Scheme

To recommend to Full Council a Mayoral Cadet Scheme and the consequential amendment of the Mayoral Handbook (paperwork enclosed)

6 Date of next committee meeting

To note that the date of the next committee meeting scheduled for Wednesday 13 September 2017 at 6.00pm, Brigg Room, Town Hall.