

KEIGHLEY TOWN COUNCIL

Minutes of an extra-ordinary meeting of the Policies & Governance (PG) Committee held in the Victoria Room, Keighley Civic Centre on Monday, 5th August 2019

Present: Councillor Adams
Councillor Akhtar
Councillor Dowse
Councillor M Walker
Councillor Westerman

Also Present: Anne Wilson, Locum Town Clerk
Councillor Abberton (from 18.15)
Nichola Powell, Minute Taker

014/2019 (PG) Fire Safety Announcement

A fire safety announcement was given at the start of the meeting and there was no fire drill scheduled to take place during the meeting.

015/2019 (PG) Apologies for Absence

Apologies had been received from:

- Councillor Corkindale, personal commitment
- Councillor Chapman, personal reasons
- Councillor Cooper, personal reasons
- Councillor Curtis, annual leave

016/2019 (PG) Declarations of Interest

RESOLVED there were no declarations of interest under consideration on this agenda in accordance with the Localism Act 2011 s32 and the relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 from the Members or Officers.

017/2019 (PG) Public Question Time and Participation

There were no members of the public present.

018/2019 (PG) Minutes

RESOLVED to confirm the minutes of the meeting held on Tuesday, 2nd July 2019 be confirmed as a true record of the proceedings and signed by the Chair.

019/2019 (PG) Updates

RESOLVED that the amendments to the Scheme of Delegation be deferred to the next meeting.

020/2019 (PG) Remits of Committees

Members discussed the amendments to the Terms of Reference for the Civic Centre & Strategy Committee and commented as follows:

Item No (vi) - there were currently no rates set to date. The Locum Town Clerk agreed to provide a list of the current rates to members.

Item No (viii) - the Locum Town Clerk informed members that there were specific rules as to what a Town Council can and cannot do with regards to running a museum and running a company therefore, she would make further investigations and report back to the next meeting.

Item No (x) - to change the wording to "..... normal meeting a written report".

Item No (xi) - the Locum Town Clerk informed members that once the new bookings package had been installed this would be presented more easily at each meeting.

Item No (xii) - the Chair informed members that the Civic Centre & Strategy Committee will be responsible for checking the Civic Centre is available for the pensioner's Christmas lunches and for setting up the room. They will not be involved in the planning as that will be under the remit of the Events & Leisure Committee.

RESOLVED that the amendments to the Terms of Reference for the Civic Centre & Strategy Committee be accepted with the removal of item no (viii) to give the Locum Town Clerk time to investigate the Museum's Act and item no (xvii).

021/2019 (PG) Training for Councillors

The Locum Town Clerk informed members that she was withdrawing her offer to carry out the training and her colleague coming to talk about a successful council due to certain on going issues.

The Chair informed members that in the past members received updates from the Yorkshire Local Council's Associations (YLCA) which gave information on training courses they were running and it was then up to Councillors to inform the office of the courses they wished to attend. The YLCA training was thorough and up-to-date with all current legalities.

Members discussed the financial training as although they agreed that all members should have a basic understanding of finances they should not require in depth training as that was the role of the RFO. It was questioned why members needed the VAT training mentioned.

RESOLVED that New Councillor training, which would be open for all Councillors, be undertaken as soon as possible in the Civic Centre at a cost of £35 per person. The Locum Town Clerk to contact the YLCA to arrange for in-house training as soon as possible.

RESOLVED that the full council would be asked about whether they would like Finance Training.

Members also agreed that if any Councillors did not attend the training they will be charge £35 to recoup the costs which would be put towards the Mayor's charity, noting that the YLCA would be charging for all Town Councillors despite the number who turned up at the event..

The Locum Town Clerk said the Mayor had requested that Code of Conduct training for all Councillors be undertaken. Following discussions members agreed that this should be covered in the New Councillor training and it was also stated in the Standing Orders which all Councillors had a copy. However, all agreed this should be placed on the next Town Council agenda.

022/2019 (PG) Items for Discussion for a Future Agenda

- Standing Orders
- Scheme of Delegation

- Financial Regulations

023/2019 (PG) Date of Next Meeting

RESOLVED to note that the date of the next meeting of this committee will be Monday, 9th September 2019 at 6.00pm in the Victoria Meeting Room, Keighley Civic Centre.

The Chairman did state that she may call an extraordinary meeting of this committee.

There being no further issues raised the Chair closed the meeting at 19.00 and thanked all for attending.

Signed
Chair

Date