

## KEIGHLEY TOWN COUNCIL

Mrs Anne L Wilson  
Locum Clerk to the Town Council  
30<sup>th</sup> July 2019

Keighley Civic Centre, North Street  
Keighley, BD21 3RZ  
Tel: 01535 618252  
E-mail: townclerk@keighley.gov.uk

YOU ARE HEREBY SUMMONED TO ATTEND a Meeting of the **Policies & Governance** Committee to be held in the **Victoria Room**, Keighley Civic Centre on **Thursday 5<sup>th</sup> August 2019 at 6pm.**



A. L. Wilson  
Locum Town Clerk

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### COMMITTEE MEMBERSHIP

Councillor J Adams  
Councillor C Chapman  
Councillor M Curtis  
Councillor M Walker  
Mayor or Deputy Mayor (Ex-Officio)

Councillor J Akhtar  
Councillor S Cooper  
Councillor M Dowse  
Councillor M Westerman

\*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 Town 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.

### RECORDING OF MEETINGS

Under the Openness of Local Government 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. Fire Announcement**

### **2. Apologies for absence**

Members are asked to receive apologies of absence for this meeting

### **3. Declarations of Interest**

To receive declarations of interest under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests)

(Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring Officer).

i) Declarations of Interest from Members

ii) Declarations of Interest from Officers

### **4. Public Participation**

Members of the public are advised that they are welcome to ask questions about items on the Agenda. It is not always possible to give a verbal response at the meeting and questions may receive a written reply. No resolution can be made under this item. Questions should relate to matters of Town Council policy or practice and not relate to the individual affairs of either the questioner or any other named person.

### **5. Minutes**

To note the informal notes of the ordinary meeting of the Policies and Governance Committee held 2<sup>nd</sup> July 2019.

Copy attached

### **6. Updates**

Members are asked to consider the amendments and confirm the way forward with regard to the documents below

i) Standing Orders

Copy attached

ii) Financial Regulations

Copy attached

iii) Review of Scheme of Delegation

Copy to follow

### **7. IT Installation**

The Locum Town Clerk will give a verbal update.

### **8. Any items for discussion for a future agenda**

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

## **9. Date of next committee meeting**

The next scheduled meeting of the Policies and Governance Committee is due to be held on Monday 9<sup>th</sup> September 2019.

## **10. Exclusion of Public and Press**

RECOMMENDED: in terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

## **11. Civic Responsibilities**

Members are asked to consider concerns and issues over Councillor Responsibilities to adhere to Standing Orders and Financial Regulations.