

KEIGHLEY TOWN COUNCIL

Mrs. Anne Wilson
Locum Town Clerk to the Town Council
16th July 2019

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YOU ARE HEREBY SUMMONED TO ATTEND A MEETING of the Town Council which will be held in the Council Chamber, Town Hall, Keighley on **Thursday 25th July 2019** at **6.30 p.m.**



Anne Wilson (Mrs) Locum Town Clerk

COUNCIL MEMBERS

Cllr P. Corkindale (Mayor)
Cllr C. Abberton
Cllr J. Adams
Cllr A. Ahmed
Cllr J. Akhtar
Cllr N. Ali
Cllr M. Anayat
Cllr E. Bernardini
Cllr C. Chapman
Cllr J. Clarkson

Cllr P. Shaw (Deputy Mayor)
Cllr S. Cooper
Cllr M. Curtis
Cllr M. Dowse
Cllr S. Fletcher
Cllr C. Graham
Cllr C. Herd
Cllr J. Kirby
Cllr C. A. Mahmood
Cllr S. Mahmood

Cllr L. Maunsell
Cllr M. Nazam
Cllr M. Shaw
Cllr A. Shohid
Cllr B. Thorne
Cllr A. Walker
Cllr M. Walker
Cllr M. Westerman
Cllr L. Wrench
Cllr S. Zubair

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. Fire safety announcement

2. Apologies for absence

Members are asked to receive apologies of absence for this meeting.

3. Public Question Time and 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.

4. Minutes

Members are asked to approve the minutes of the meeting of the Town Council held on Thursday 27th June 2019.

Copy attached

5. Committee Minutes

- i) The Committee Chairmen will present their minutes.
- ii) To adopt the recommendations and resolutions contained within these minutes as highlighted by the Committee Chairmen.
- iii) Members are asked to read the minutes to find out what discussion took place on each agenda item to agree the resolutions below.

- **Community Development Committee**

08/2019 (CD) Community Development Worker's Report

08.1 **RESOLVED** that the Community Development Coordinator's report is accepted.

08.2 **RESOLVED** that the Locality Planning Framework be accepted.

08.3 **RESOLVED** that the format for the recording and approval of projects details in Appendix B of the Community Development Worker's report be approved.

08.4(i) Foster Gardens Community Centre

RESOLVED that the Community Development Coordinator continues with the organisation of further participation and community engagement events and activities to the growing number of new groups who use the Centre.

08.4(ii) Cabbage Club

RESOLVED that the Community Development Committee approve the continuation of the Cabbage Club supporting new initiatives including the 'Just Veg' allotment surplus giveaway and the hosting of approved/accredited Craven

College courses.

08.4(iii) Cherry Tree Rise Project

The Community Development Coordinator informed members that pathway was the responsibility of Bradford MDC so the Committee could refer this issue back to them or agree for her to co-ordinate an action day.

RESOLVED that the Community Development Coordinator refer this issue back to Bradford MDC with a timeframe for the work to be completed. If the work was not completed in the agreed timeframe it would be bought back to the Community Development Committee for further discussion.

08.4(iv) Damems Wildlife Project

RESOLVED that the project continues with the monitoring report being submitted to both the Community Development Committee and the Allotments & Landscapes Committee.

08.4(v) Laycock Layby Project

RESOLVED that the Community Development Coordinator co-ordinate a 'Planters Day Party' with Laycock Primary school and to support them to organise a seasonal planting programme with the donation from tradesman via Bradford MDC.

08.4(vi) Postman's Walk / Westgate / Beckside Project

RESOLVED that the Community Development Coordinator organises the multi-agency approach to further develop the entire site.

08.4(vii) Westfell Green Space

RESOLVED that the Community Development Coordinator organise further participation and community engagement events and activities.

08.4(viii) The 'Just Veg' North Dean Nature Reserve Launch Party

RESOLVED that the Community Development Coordinator organise a range of rustic fun and games with recycling workshops, vegetarian world food, planter's workshops, demonstrations and informative conversations.

08.4(ix) The Great Get Together Project

The Community Development Coordinator informed members that although this was an event it was not organised by the Events & Leisure Committee but funding had been provided by them for the event to take place. The Council were enabling the event with support from a number of partners.

RESOLVED that the Community Development Coordinator continue with the organisation of the event.

08.4(xi) Project/Work

RESOLVED that the current and predicted projects/activities be approved.

08.5 **RESOLVED** that a GDPR paragraph be added to the Community Development Contact Record following which the Community Development Coordinator will create a relational contacts database based on information received from the contact record.

08.6 **RESOLVED** that wherever practical members, through the Community Development Committee, be included in the planning and delivery of projects and initiatives in the respective wards and are invited and encouraged to share their skills and expertise in the delivery of other Keighley Town Council initiatives.

08.7 **RESOLVED** that the Community Development Coordinator organise an informal workshop for new and existing members on the process of engaging meaningfully with local communities and the application of good community development practice in the identification of ward and parish priorities (after the formal Councillor training).

08.08 **RESOLVED** that the Community Development Coordinator shall have the devolved authority from the Chair and Community Development Committee to make informed decisions on the day-to-day implementation of approved projects, initiatives and the planning of community engagement events and activities.

08.09 **RESOLVED** that the Community Development Coordinator, Chair of the Community Development Committee and the Locum Town Clerk are directly involved in, oversee and make the final decision on the appointment of the project workers.

- **Finance and Audit Committee Monday 17th June 2019**

08/2019 (FA) Ward Improvement Funds

a) Hillworth Village Community Centre
The RFO confirmed a letter had been received clarifying that the use of the Centre was free of charge but they wanted to continue to provide the service they currently provide which would require a new cooker.

RESOLVED that following the letter of clarification the original request of £644.98 for a new cooker be approved.

b) Oakworth Village Society
Councillors Curtis and Maunsell had agreed to pool their ward improvement funds and it had been agreed in the municipal year 2018/19 that £250 would be provided to go towards the production of the Oakworth Handbook which was produced once every 10 years.

RESOLVED that a cheque for £250 be raised for £250 for the Oakworth Village Society but the funds would be from the 2018/19 ward improvement budget.

c) Braithwaite People's Association
The laptop would be based at the Keith Thompson Centre for public use.

RESOLVED that £400 be granted for the purchase of a laptop for the Keith Thompson Centre.

d) Oakworth Community Trust
The renovation works at Holden Hall were ongoing and were being undertaken by volunteers and the monies requested were for the internal fixtures and fittings.

that £1,600 be granted for the ongoing renovation work at Holden Hall.

c) Keep Oakworth Tidy

The residents of Oakworth had raised the issue of providing dog bag dispensers a few years ago which had been extremely well received. This request was to provide refills for the dispensers which would be provided in the recreations spaces and parks.

The RFO informed members that ward improvement funds were usually granted to organisations which were constituted but for cases such as this the Town Council could purchase the bags and then distribute them in Oakworth.

RESOLVED that £250 be granted to purchase dog bag dispenser refills.

d) Plastic Free Oakworth

RESOLVED that £160 be granted to support the ongoing group's work for a plastic free Oakworth.

09/2019 (FA) Grants

b) Oak Funds

i) Courgarmani Foundation

Members discussed what the difference between the Courgarmani Foundation and the Cougar Foundation which was that the Courgarmani Foundation provided training to primary schools whereas the Cougar Foundation provided training to secondary schools. Members discussed the fact that the application was not complete as there was a number of missing details. The application form also indicated that the Courgarmani Foundation would be requesting the Town Council to give funding which would then be given to a third party which was not permitted.

RESOLVED that this item be refused due to missing information on the application form and the legality of the Town Council providing monies for third parties, however, members agreed that the application could be resubmitted if amended.

ii) FC Sporting Keighley

Members discussed the fact that the application was for the Surma Building, Kensington Street which was in Knowle Park so the application form had been signed by the wrong Councillor.

RESOLVED that the application form be referred back to the correct ward Councillor for signature prior to resubmission.

c) Grants over £1,000

i) Keighley and Airedale Business Awards

The Town Council provided some sponsorship for the event and the Mayor and some Councillors were judges. The previous Committee had agreed to a 3 year sponsorship for the event.

RESOLVED that £3,000 be granted for sponsorship of the 2019 awards.

ii) The Men of Worth Project CIC
The Chair informed members that the Town Council had supported the Men of Worth project over the past few years.

RESOLVED that £990 be granted for the ongoing works for the Men of Worth Project CIC.

10/2018 (FA) Financial Reports

d) Schedule of Payments and Cheque Signing Procedure
The RFO informed members that cheques would be signed on a monthly basis and the list of issued cheques would be tabled at the Finance & Audit Committee for agreement by two Councillors who were not cheque signatories. She was in the process of arranging signatories which would be the Mayor, Deputy Mayor and Chairs of all Committees.

RESOLVED that the schedule of payments would be tabled at the Finance & Audit meetings once per month.

f) Digital Banking - Unity Trust Bank
The RFO informed members that the Unity Trust Bank was a mutual bank and the Town Council would receive a better service than they receive from their current bank.

RESOLVED that the Finance & Audit Committee agree to the Town Council changing to the Unity Trust Bank.

The RFO said any processes and protocols connected to the new bank would be brought back to the Finance & Audit Committee for approval.

11/2019 (FA) Risk Management

Members discussed agreed that this issue should be taken to the Policies & Governance Committee for approval, however, the RFO said it was covered in the internal audit.

RESOLVED that this issue be deferred whilst the RFO takes advice from the Auditors regarding which Committee should be responsible for the Risk Management.

12/2019 (FA) Cheques for Payment

RESOLVED that the schedule of payments was received and signed to the value of £41,171.

- **Planning Committee Tuesday 18th June 2019**
- **Planning Committee Tuesday 2nd July 2019**

Copies attached

6. Committee Vacancies

- HR Committee

Members are asked to agree the two missing Members of the HR Committee where the Committee was not filled in the correct manner at the Annual meeting. The Locum Town Clerk will give a verbal report at the meeting on the Committee requests received for this Committee.

- Watch and Transport Committee

Following the resignation of Councillor M. Westerman from the Watch and Transport Committee Members are asked to nominate a Councillor to fill the vacancy

7. Motion to Full Council

Proposed by Cllr B. Thorne and Seconded by Cllr J. Adams **that:**

Keighley Town Council supports the LGBT Community and would welcome the opportunity to sponsor any "Pride" Events/

Further to our support we welcome my policies that would potentially improve the quality of life and safety of The LGBT Community.

We strongly condemn any country that discriminate against and/or criminalizes The LGBT Community.

8. Locum Town Clerk

The Locum Town Clerk will give a verbal report on matters of interest pertaining to the Town Council.

9. Any items for discussion for future agenda

Members are asked to notify the Locum Clerk of any matters for inclusion on the agenda of the next meeting

10. Reports from Town Councillors

- To receive reports from Town Councillors who have attended recent meetings or events on behalf of the Town Council:

- Conferences and courses
- Yorkshire Local Councils Associations (South Pennine Branch)
- Parish Liaison
- Neighbourhood Forums
- Representatives appointed to outside bodies

- Agenda items requested by Cllr. M Walker - he will speak to these items at the meeting

- Attendance at the Town Mayor's Civic Service on 1st July 2019 was poor indeed. Only five Councilors and two past Mayors amongst a congregation of 14 plus a small troop of small Brownies.

- There will be a meeting on Friday 6 September 2019 at 10 a.m. in the Civic Centre to encourage people to be donors.

11. Date of next meeting

The next Town Council meeting will be held on Thursday 26th September 2019 at 6:30pm.

12. 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.

Proposed by Cllr C. Graham and seconded by Cllr C. Herd that a recommendation be made to full council for the HR committee to employ a recruitments specialist to ensure fairness and transparency and all costs in relation to this be approved by full council.

13. Appointment of a permanent Town Clerk

Members are asked to confirm this proposal from the HR Committee meeting held on Monday 8th July 2019:

Proposed by Cllr Graham and seconded by Cllr Herd that a recommendation be made to Full Council for the HR Committee to employ a recruitment specialist to ensure fairness and transparency and all costs in relation to this be approved by full council.