

KEIGHLEY TOWN COUNCIL

Mrs Anne L Wilson
Locum Clerk to the Town Council
7th March 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**, North Street on **Wednesday 13th March 2019** at 6.00pm



A. L. Wilson
Locum Town Clerk

COMMITTEE MEMBERSHIP

Councillor Adams
Councillor Curtis
Councillor Nazam
Councillor M Walker
Mayor or Deputy Mayor (Ex-Officio)

Councillor Anayat
Councillor Kirby
Councillor Thorne
Councillor Westerman

*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 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

4. Apologies for absence

Members are asked to receive apologies of absence for this meeting

5. 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

6. 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.

7. Minutes

To approve the draft minutes of the ordinary meeting of the Policies and Governance Committee held Wednesday 28th November 2018.

Copy previously circulated

8. Updates

At the Annual Meeting in May the new Town Council will presented updated documents to reflect any legislative or organisation amendments or changes as follows:

- i) General Data Protection Regulations (GDPR)
- ii) Review of Scheme of Delegation
- iii) Standing Orders
- iv) Grant applications
- v) Financial Regulations

9. Security and Evacuation

Members are asked to note the following:

- i) Bradford Council have carried out a fire risk assessment of the civic centre and as part of that assessment are going to review where we can put additional safety locks on our side of some of the doors and also to see if a wall can be put across the alcove by the Town Council office doors given that when the hall is in use the toilets are by our offices.

Members are asked to note the attached report and note that the Caretaker/Handyman has started working through the action lists.

Copy attached

- ii) The Locum Town Clerk and the caretaker/Handyman are looking at options for name badges for councillors, officers, contractors and visitors are currently being looked into. There is a concern that not everyone signs into the building and a serious review of that is underway.

10. IT and website

Four tenders were received for a new IT and telephone system. The documents were opened under tender and contract conditions and then the Locum Town Clerk, the Deputy Mayor and Cllr. Morris spoke with each of the companies, all bar one face to face, and subsequently a report was written for the Finance and Audit Committee to consider. Having reviewed each of the IT and telephone system tenders further the Finance and Audit Committee are making a recommendation for a adoption by full council.

Tender documents for a possible new website will be drawn up during the Purdah period and consideration given to this by a new Town Council.

11. Any items for discussion for a future agenda

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

12. Date of next committee meeting

There are no further scheduled meetings of this committee however should one be needed an extra-ordinary meeting of this committee will be convened.

13. 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.

14. Civic Responsibilities

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