

## 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, 4<sup>th</sup> November 2019

**Present:** Councillor Westerman, Chair  
Councillor Akhtar  
Councillor Corkindale, ex-Officio  
Councillor Curtis  
Councillor Dowse

**Also Present:** Nichola Powell, Minute Taker

### **051/2019 (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.

### **052/2019 (PG) Apologies for Absence**

Apologies had been received from:

- Councillor Adams, annual leave
- Councillor Akhtar, attendance at Watch & Transport Committee
- Councillor Cooper, maternity leave
- Councillor M Walker, annual leave

### **053/2019 (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.

### **054/2019 (PG) Public Question Time and Participation**

There were no members of the public present.

### **055/2019 (PG) Minutes**

**RESOLVED** to confirm the minutes of the meeting held on Wednesday, 23<sup>rd</sup> October 2019 be confirmed as a true record of the proceedings and signed by the Chair.

### **056/2019 (PG) Standing Order**

The Chair informed members that the amendments had been made to the Standing Orders.

**RECOMMENDATION** that the Standing Orders, which were in line with the NALC model, be accepted by the Full Council on Thursday, 28<sup>th</sup> November 2019.

### **057/2019 (PG) Any Other Business**

The Mayor informed members that two GDPR training events had taken place but there were 8 Councillors who had been unable to attend. Until Councillors had undertaken the GDPR training the new tablets would not be issued, therefore, alternative dates would be sought.

**058/2019 (PG) Items for Discussion for a Future Agenda**

- Scheme of Delegation
- Tablets
- Handbook for Councillors
- Handbook for Staff
- GDPR Training

**059/2019 (PG) Date of Next Meeting**

**RESOLVED** to note that the date of the next meeting of this committee will be Wednesday, 22<sup>nd</sup> January 2020 at 6.00pm in the Victoria Meeting Room, Keighley Civic Centre.

There being no further issues raised the Chair closed the meeting at 18.25 and thanked all for attending.

Signed ..... Date .....

Chair