

## KEIGHLEY TOWN COUNCIL

**Informal notes** of a meeting of the Policies & Governance (PG) Committee held in the Victoria Meeting Room, Keighley Civic Centre on Wednesday, 13<sup>th</sup> March 2019

**Present:** Councillor Adams  
Councillor Corkindale  
Councillor Curtis  
Councillor Morris

**Also Present:** Anne Wilson, Locum Town Clerk  
Nichola Powell, Minute Taker

### **Minutes**

The Locum Town Clerk informed those present that any minutes not approved by committees would be taken to the final Town Council meeting for approval.

### **General Data Protection Regulations (GDPR)**

Following the elections all Councillors, new and old, would be required to sign the GDPR.

### **Review of Scheme of Delegation**

The Locum Town Clerk said that the Scheme of Delegation would be updated with any legal updates and any comments from Committees would be incorporated where necessary. Full training would be given to any new Councillors and any current Councillors if required.

### **Standing Orders**

The Locum Town Clerk said that the Council were changing bank accounts and members would have the ability to pay bills without having to attend the office. It would be up to the Full Council to agree who would have this ability eg. Committee Chairs or the Finance & Audit Committee.

### **Grant Applications**

The Locum Town Clerk and RFO were reviewing the grant application form.

### **Security**

Officers were now opening the door manually instead of remotely so they were aware of who was in the building.

### **IT and Website**

The proposal for the new IT equipment and new telephone system was being recommended to Full Council the following week. The cost was approximately £55,000, however, this may increase due to the fact that there were an additional 3 new members of staff which would increase the number of workstations from 10 to 13.

Tenders were due to be issued for a more user-friendly website.