

KEIGHLEY TOWN COUNCIL

Minutes of a meeting of the Keighley Town Council held in the Function Hall, Keighley Civic Centre on Thursday, 21st March 2019

Present: Councillors: F Ahmed (Chair) Kirby
Adams Morris
A Ahmed Maunsell
K Akthar (until 19.30) Thorne
Corkindale A Walker
Curtis Westerman
Fletcher Zaman
Herd

Also Present: Anne Wilson, Locum Town Clerk
Christine Eastbury, Deputy Town Clerk
Nichola Powell, Minute Secretary
1 Member of the Press
4 Members of the Public

Clare Abberton addressed the meeting regarding the planning application for a hockey pitch at Holy Family School Hockey Club and queried why it had been approved. She said that the only reason they had requested it be at Holy Family School was because there was a club house as the pitch would not benefit the children of the school as football could not be played on it. The Mayor sympathised but said although Keighley Town Council did have a Planning Committee the final planning decisions were made by Bradford MDC. He suggested contacting the local MP who may be able to offer some assistance.

130/2018 (TC) Fire Safety Announcement

A fire safety announcement was made.

131/2018 (TC) Apologies for Absence

RESOLVED to receive apologies from:

- Councillor S Ahmed, personal commitments
- Councillor Bernardini, personal commitments
- Councillor C T Mahmood, personal commitments
- Councillor S Mahmood, personal commitments
- Councillor Anayat, personal commitments
- Councillor Nazam, personal commitments
- Councillor Shaw, personal commitments
- Councillor M Walker, personal commitments

131/2018 (TC) 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 either Members or Officers.

132/2018 (TC) Public Question Time and Participation

No members of the public had asked any questions about items on the agenda.

133/2018 (TC) Town Mayor

133.1 To receive the Town Mayor's Opening Remarks

As this was the final meeting of the civic year the Mayor thanked all Councillors for their support.

He informed members that the Keighley Community Awards ceremony which had been held the previous Friday had been a very successful event and he had received extremely good feedback from attendees. A debrief session was due to take place shortly.

133.2 Details of all the invitations the Mayor had accepted since taking office had been circulated to all members.

134/2018 (TC) Minutes

RESOLVED to confirm the minutes of the meeting held on Thursday, 24th January 2019 be confirmed as a true record of the proceedings and signed by the Chair.

135/2018 (TC) Reports from District Councillors and Invited Guests

135.1 To receive reports from District Councillors

District Councillor Herd informed members that a community family walk from Bingley to Ilkley was taking place on Good Friday and all members were welcome. He also thanked Bradford Council Park's Team for the job they had undertaken cleaning Oakworth Cemetery.

135.2 To receive reports from other invited guests

There were none present.

136/2018 (TC) Committee Minutes

136.1 RESOLVED to confirm the following minutes and the recommendations contained therein:

- Allotments & Landscapes Committee - Monday, 12th November 2018
- Events & Leisure Committee - Tuesday, 20th November 2018
- Policies & Governance Committee - Wednesday, 28th November 2018
- Civic Centre & Strategy Committee - Tuesday, 4th December 2018
- Planning Committee - Tuesday, 8th January 2019
- Finance & Audit Committee - Monday, 14th January 2019
- HR Committee - Tuesday, 15th January 2019
- Planning Committee - Tuesday, 22nd January 2019
- HR Committee - Tuesday, 22nd January 2019
- Finance & Audit Committee - Thursday, 24th January 2019
- Events & Leisure Committee - Thursday, 31st January 2019
- Watch & Transport Committee - Monday, 4th February 2019
- Civic Centre & Strategy Committee - Tuesday, 5th February 2019
- Planning Committee - Tuesday, 5th February 2019
- Allotments & Landscapes Committee - Monday, 11th February 2019
- Community Development Committee - Tuesday, 12th February 2019
- Finance & Audit Committee - Monday, 18th February 2019
- Planning Committee - Tuesday, 19th January 2019
- Events & Leisure Committee - Monday, 4th March 2019

- Planning Committee - Tuesday, 5th March 2019
- Events & Leisure Committee - Tuesday, 12th March 2019
- Community Development Committee - Wednesday, 13th March 2019
- Finance & Audit Committee - Monday, 18th March 2019
- Watch & Transport Committee - Wednesday, 20th March 2019

136.2 Policies & Governance Committee - Wednesday, 13th March 2019

Due to the meeting being inquorate only notes were taken.

136.3 Planning Committee - Tuesday, 19th March 2019

The meeting did not go ahead due to staffing issues.

137/2018 (TC) Finance Matters

The Chair of the Finance & Audit Committee informed members that the proposed company, Cosurica, had given an excellent presentation.

RESOLVED that the recommendation from the Finance & Audit Committee for new IT equipment from Cosurica for approximately £55,000 be accepted.

The Locum Town Clerk informed members that due to the fact there were an additional 3 members of staff the original quotation for 10 workstations would need to be amended to 13.

138/2018 (TC) Members' Items

138.1 Breaches of Confidentiality

The Chair of the Community Development Committee expressed concerns regarding the fact that she had received telephone calls from the current Community Development Workers expressing their concerns that they had been informed informally that their roles would be ending on the 31st March 2019. However, this was before the meeting had taken place where this decision was being made.

The Chair of the Events & Leisure Committee said any issues regarding breaches of confidentiality should be raised with the Complaints Committee before being raised at the Town Council meeting. Also if members felt there had been a code of conduct issue this should be dealt with by the Standards Committee. The Standing Orders stated that any member could be removed from a committee(s) by the Town Council. However, all members agreed that as this was the last meeting of the civic year removing members from committees was unnecessary.

The Locum Town Clerk informed members that following the elections all members, old and new, would be given training on all issues including breaches of confidentiality.

138.2 Breaches of Standing Orders

Members were informed that a new Code of Conduct was due to be issued in November 2019 which would include mandatory training for all Councillors.

139/2018 (TC) Attendance at Meetings

The Locum Town Clerk had distributed a draft list of non-attendance at meetings to members, however, she stated this was still being updated and would be circulated via email to all members following a full update. If there were any inaccuracies members were requested to inform the office.

140/2018 (TC) Establishment Matters

140.1 Town Mayors Dinner

Members noted this would now take place the week after the elections.

140.2 Keighley Community Awards

The event had been very successful and a number of comments received reflected on how it had brought the community together. A full debrief meeting is due to take place shortly.

140.3 Meetings

The Locum Town Clerk informed Councillors of the following Committee amendments:

- HR Committee - Friday, 22nd March 2019
- Community Development Committee - Tuesday, 26th March 2019
The interview for the Project Co-Ordinator/Worker had taken place and Pip Gibson had been successful. As there had not been any suitable applicants for the posts of Project Workers this was being re-advertised.
- Events & Leisure Committee - a date would be confirmed to discuss the feedback from the St George's Day event.

140.4 Purdah

The Locum Town Clerk reminded Councillors that no financial decisions could be made during purdah nor could they work as a Councillor but they could undertake work on behalf of the Town Council.

140.5 Annual Town Meeting

This will take place on Monday, 15th April 2019 at 7.00pm in Keighley Civic Centre. Committee Chairs would be preparing a report on the work of their Committee during the year which would be read at the meeting.

140.6 Actions following Committee Meetings

The Locum Town Clerk informed members that with effect from the new Council the Clerk or relevant responsible member of staff would meet with the Committee Chair and Vice-Chair following each committee meeting and with the Town Mayor and Deputy Town Mayor after each Full Council meeting to look at the resolutions made and agree a way forward.

140.7 Contact for Councillors

The Locum Town Clerk informed members that she would be looking at new practices for the office staff going forward but in the meantime if Councillors had any issues/matters to resolve they should contact the Locum Town Clerk in the first instance.

141/2018 (TC) Locum Town Clerk

The Locum Town Clerk thanked all Councillors for the help and assistance they had given all staff over the past few months. She also informed members that the office would be closed to members of the public the following day. She also said that the Allotments & Landscapes Officer would be moving into the Civic Centre week commencing 25th March 2019.

RESOLVED that monies remaining from Operation Steerside would be used to continue the project.

142/18 (TC) Reports from Town Councillors

142.1 Conferences and Courses

There were none to report on.

142.2 Yorkshire Local Councils Associations (South Pennine Branch)

The Council's representative informed members that, as previously discussed, the new Code of Conduct would include mandatory training for all Councillors and they would be looking at implementing eLearning. The Locum Town Clerk said a group had been set up to review the Code of Conduct as mandatory training was not currently in the document. She also said that Clerks were questioning the revision whereby they were no longer allowed to report Councillors direct to the Monitoring Officer but they would have to go through the Full Town Council in the first instance.

142.3 Parish Liaison

Nothing to report.

142.4 Neighbourhood Forums

Councillor Maunsell for Oakworth informed members he attended the Oakworth Village Society meetings to feedback any Council issues.

A Councillor updated members on the current issues at the Hard Ings Allotments. She said that non-allotment holders had been onto the site and taken photos of the livestock stating that the animals were in bad condition and kept in unclean conditions so they had contacted the RSPCA with their concerns. The non-allotment holders attended site again with the RSPCA Officer and tried to gain access to the site. The Allotments Officer and the Chairs representative refused them access but welcomed the RSPCA Officer onto the site. Following the visit the Officer said she did not have any concerns apart from one minor fault regarding bedding for the ducks.

Unfortunately following the visit to the site by the non-allotment holders the Chair's representative had received verbal abuse and unpleasant comments on social media. Due to these comments and the threat of "liberating" the animals the police had been contacted who would be visiting the people concerned requesting them to stop harassing Councillors and allotment holders.

The Allotments Officer would be writing to all the allotment holders stating they should refuse permission to these individuals to enter the site.

143/2018 (TC) Any Items for Discussion for Future Agenda

There were none presented.

144/2018 (TC) Exclusion of Public and Press

RESOLVED That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw, due to the nature of the business about to be transacted which is considered to be prejudicial to the public interest.

145/2018 (TC) Confidential Minutes

This had been covered in minute no 136/2018 (TC).

146/2018 (TC) Establishment Matters

The Locum Town Clerk informed members that the forthcoming Tribunal would take place on the first three days of April and on the 8/9/10th April. All the paperwork had now been exchanged and a barrister would be assisting the Council. All four witnesses had been informed of what would be required from them and they had also been informed that all travel expenses would be paid together with subsistence. They would also be recompensed for any loss of earnings. If the decision went in favour of the Council they would be asking for the costs to be covered but if the decision went against the Council it would be up to the judge to agree who would pay the costs. All Councillors were entitled to attend, however, they would not be entitled to receive any costs incurred.

147/2018 (TC) Date of Next Meeting

Members noted that there was no further scheduled meeting of the Town Council but if due to the nature of the business to be transacted an extra-ordinary meeting of the Committee is required then a meeting will be called.

Members thanked the office staff for their work and support to Councillors.

There being no further business the Chair closed the meeting at 19.50.

Signed Date
Chair