

KEIGHLEY TOWN COUNCIL

Mrs Anne L Wilson
Locum Town Clerk
15th March 2019

Keighley Civic Centre, North Street
Keighley, BD21 3RZ
Tel: 01535 618252
E-mail:anne.wilson@bradford.gov.uk

YOU ARE HEREBY SUMMONED TO ATTEND a Meeting of **Full Council** to be held in the **Council Chamber**. Town Hall, Keighley on **Thursday 21st March 2019 at 6.30pm**



Anne Wilson (Mrs) Locum Town Clerk

COUNCIL MEMBERS

Adams	Fletcher	Mohammed, Anayat
Ahmed, A	Herd	Nazam
Ahmed, F (Town Mayor)	Hussain	Pedley
Ahmed, S	Khan	Shaw
Akhtar, J	Kirby	Thorne
Akthar, K	Mahmood, CA	Walker, A
Ali	Mahmood, CT	Walker, M
Bernardini	Mahmood, S	Westerman
Corkindale	Morris	Zaman
Curtis	Maunsell	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 representations 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, a 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.

Bill Graham will address the meeting about the work of the Airdale Community Partnership and the Modality Partnership

1. Fire safety Announcement

2. Apologies for absence

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

3. 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) Regulations 2012.

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

4. 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.

5. Town Mayor

- i) To receive the Town Mayor's opening remarks
- ii) To receive details of all the invitations that the Mayor has accepted since taking office – this will then become a monthly update at full Council

6. Minutes

To approve the draft minutes of the Keighley Town Council meeting held on Thursday 24th January 2019.

Copy attached

7. Reports from District Councillors and Invited Guests

7.1 To receive reports from District Councillors

7.2 To receive reports from other invited guests

8. Committee minutes

The Committee Chairman will present their minutes.

- i) To receive and adopt the approved minutes of open session of committees
- ii) To adopt the recommendations and resolutions contained within these minutes as highlighted by the Committee Chairman
- iii) Members are asked to note the recommendations and resolutions to be adopted are on the minutes attached to this agenda and will not be listed out below. Members are therefore asked to read the minutes to find out what recommendations and resolutions are to be adopted from each Committee.

- Allotments and Landscapes Committee Monday 12th November 2018
- Events and Leisure Committee Tuesday 20th November 2018
- Polices and Governance Committee Wednesday 28th November 2018
- Civic Centre and Strategy Committee Tuesday 4th December 2018
- Planning Committee Tuesday 8th January 2019
- Finance and 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 and Audit Committee Thursday 24th January 2019
- Events and Leisure Committee Thursday 31st January 2019
- Watch and Transport Committee Monday 4th February 2019
- Civic Centre and Strategy Committee Tuesday 5th February 2019
- Planning Committee Tuesday 5th February 2019
- Allotments and Landscapes Committee Monday 11th February 2019
- Community Development Committee Tuesday 12th February 2019
- Finance and Audit Committee Monday 18th February 2019
- Planning Committee Tuesday 19th January 2019
- Events and Leisure Committee Monday 4th March 2019
- Planning Committee Tuesday 5th March 2019
- Events and Leisure Committee Tuesday 12th March 2019
- Community Development Committee Wednesday 13th March 2019

Copies attached

- Polices and Governance Committee – notes Wednesday 13th March 2019
- Finance and Audit Committee Monday 18th March 2019
- Planning Committee Tuesday 19th March 2019
- Watch and Transport Committee Wednesday 20th March 2019

Copies to follow where possible

9. Finance Matters

- i) New IT and phone system

Members are asked to accept there commendation of the Finance and Audit Committee and agree and confirm the following:

114/2018 (FA) IT Tenders

The Locum Town Clerk had issued the specification for the IT equipment and replacement telephone system to 4 providers. The tenders were all opened by the Deputy Mayor, Councillor Morris and the Locum Town Clerk and all were invited to present their offers. The companies and costs were:

United Technologies - approximately £48,069

Blue Logic - approximately £65,892

Altrigen - £24,542 but they did not meet the specification

Cosurica - approximately £55,000

The Locum Town Clerk informed members that Cosurica were a local company, based in Keighley, and they had given an excellent presentation and had carried out a lot of background information on the Town Council and they knew what the requirements of the Council were prior to their presentation. They had also said they would install a hard drive for backups which would be in addition to the Cloud backup.

Questions were raised regarding the budget as the budget set for the IT equipment was £50,000 whereas the quotation from Cosurica was £55,000. The Locum Town Clerk said the additional budget would come from reserves at the end of the financial year.

Members also raised questions about internet coverage for the Notebooks which would be issued to each Councillor especially if Councillors did not have WiFi in their homes. The Locum Town Clerk said if this did happen a dongle would be issued to those Councillors it affected. She also said once the new IT equipment had been installed and Notebooks had been issued all paperwork would be sent via email and no hard copies would be sent by post. She also said all Councillors would have to use the Notebooks which they were issued as the use of private tablets would be a breach of GDPR rules.

RECOMMENDATION *that the Finance and Audit Committee recommends to Full Council to accept the quotation for new IT equipment from Cosurica at approximately £55,000.*

10. Members' Items

Members are asked to note that it will be at the discretion of the Town Clerk whether items are accepted for this agenda item or if they can wait and go to the next relevant committee.

- i) Breaches of confidentiality

Several Members have expressed concern about the breaches of confidentiality within the Town Council over recent matters and have asked that this item be placed upon the agenda.

ii) Breaches of Standing Orders

Several Members have expressed concern about the breaches of Standing Orders by Town Councillors over recent weeks and have asked that this item be placed upon the agenda.

11. Attendance Meeting

Members are asked to note the Attendance Register for the last Mayoral Year.

Copy to follow

12. Establishment matters

- i) Town Mayors Dinner - This will take place in the week after the elections
- ii) Keighley Community Awards – the Town Clerk will give a brief resume of this event
- iii) Meetings:
 - Friday 22nd March - HR Committee
 - Tuesday 26th March Community Development Committee - update on the appointment of Project Co-ordinator/ Worker and Project Workers only
 - Date tbc Events and Leisure Committee – update on St. Georges Day only
- iv) Purdah – Purdah for Members commences on Tuesday 26th March 2019 for this years' elections
- v) Annual Town Meeting - this will take place on Monday 15th April 2019 at 7 p.m. in Keighley Civic Centre. Committee Chairs are asked to prepare a report to read at the meeting purely about the work of their Committee during the last year.
- vi) Due to recent issues of Councillors issuing direct instructions to Members of staff without authority, with effect from the new Council the Clerk or relevant responsible member of staff will meet with the Committee Chairman and Vice-Chairman 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.
- vii) In light of v) above should any member wish to have any work done outside of a Committee they should in the first instance contact the Town Clerk

13. Locum Town Clerk

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

14. 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

15. Exclusion of Public and Press

RECOMMENDED 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

16. Confidential Minutes

Members are asked to confirm the confidential minutes where relevant from the list of minutes listed above in agenda item no.:8.

17. Establishment Matters

The Town Clerk on behalf of the Locum Town Clerk will give a verbal report on any matters relating to Keighley Town Council and its staffing.