



KEIGHLEY TOWN COUNCIL

Minutes of the Annual meeting of the Keighley Town Council held at Keighley Civic Centre, North Street, Keighley, BD21 3RZ on Thursday 20 May 2021, 6:30pm.

Present:

Cllr P. Corkindale	Cllr S. Cooper	Cllr A. Shohid
Cllr J. Adams	Cllr M. Curtis	Cllr A. Walker
Cllr C. Abberton	Cllr M. Dowse	Cllr M. Walker
Cllr A. Ahmed	Cllr C. Graham	Cllr M. Westerman
Cllr J. Akhtar	Cllr C. Herd	Cllr M Wood
Cllr N. Ali	Cllr J. Kirby	Cllr S. Zubair
Cllr M. Anayat	Cllr S. Mahmood	
Cllr E. Bernardini	Cllr L. Maunsell	
Cllr. A Clarke	Cllr M. Nazam	
Cllr. P Cook	Cllr M. Shaw	

Also Present: Joe Cooney, Town Clerk
 Pip Gibson, Assistant Town Clerk
 Cllr Russell Brown
 Cllr Mohsin Hussain
 Cllr Julie Glentworth

001/2021 (TC) Election of Town Mayor

i) To elect Cllr Julie Adams as Town Mayor for municipal year 2021/22. Proposed by Cllr Graham Seconded by Cllr Maunsell

RESOLVED that Cllr Julie Adams be elected as Town Mayor for the municipal year 2021/22.

The Town Mayor signed the Declaration of Office in the presence of the Town Clerk.

ii) Town Mayor Opening Remarks

Cllr Adams thanked everyone for their support and looked forward to working with all members during the year ahead.

iii) Outgoing Mayor Remarks

Cllr Corkindale thanked Council for giving him the opportunity to serve as Town Mayor for the last 2 years, he thanked Cllr Abberton to serving as his Mayoress who accompanied him on many enjoyable visits across Keighley.

iv) Announcement of Mayors Charities

Cllr Adams announced the charities for the forthcoming year would be Manorlands Hospice and Martin House Children's Hospice

v) To seek nominations and appointment to the Mayors Charitable Trust.

RESOLVED to appoint Cllrs Adams, Maunsell, Corkindale, Westerman, Abberton and Graham to the Mayors Charitable Trust for municipal year 2021/22.

002/2021 (TC) Election of Deputy Mayor

Cllr Maunsell was proposed for the position of Deputy Town Mayor for the Municipal year 2021/22. Proposed by Cllr Westerman and Seconded by Cllr Graham.

Cllr Abberton was proposed for the position of Deputy Town Mayor for the Municipal year 2021/22. Proposed by Cllr Nazam and Seconded by Cllr Corkindale.

On being put to the vote a majority of Councillors present:

RESOLVED that Cllr Luke Maunsell be elected as Deputy Town Mayor for Municipal year 2021/22.

003/2021 (TC) Apologies for Absence

RESOLVED: The following apologies be accepted from Cllrs Clarkson, Ikram and Wrench.

004/2021 (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 Members or Officers.

005/2021 (TC) Minutes

RESOLVED to confirm the minutes of the meeting held on Thursday 25 March 2021 be confirmed as a true record of the proceedings and signed by the Chair.

006/2021 (TC) Town Mayor Allowance

To consider the allowance paid to the Town Mayor to support them in their civic duties.

RESOLVED that an allowance of £5,700 to cover costs incurred carrying out Civic Duties.

RESOLVED that £360 be deducted from the allowance to cover the cost of providing the Town Mayor with a parking permit for one year.

RESOLVED to pay the remaining amount (£5,340) in two equal instalments in June 2021 and December 2021, via the Councillors monthly allowance payments.

007/2021 (TC) Members Allowance and Policy

Members considered a report from the Town Mayor relating to the members annual allowance and an updated Members Allowance Policy.

RESOLVED that members agree the members allowance for financial year 2021/22 is set at £636.36. **RESOLVED** the allowance be paid monthly via BACS.

RESOLVED that members adopt the Members Allowance and expenses policy outlined in Appendix A of this report.

RESOLVED that members instruct the Town Clerk to request Bradford MDC remuneration panel undertake a review of the current members allowance scheme.

008/2021 (TC) Review of delegation arrangements to committees, sub committees, staff and other local authorities.

Councillors considered the written report from the Town Clerk.

RESOLVED the Scheme of Delegation for 2020/21 be approved.

009/2021 (TC) Appointment of Committees

RESOLVED to appoint the following committees and members for the municipal year 2021/22.

Finance	W&T	E&L	CC&S	P&G
Amjid Ahmed	Amjid Ahmed	Allan Clark	Shahzad Mahmood	Amjid Ahmed
Clare Abberton	Anayat Mohammad	Anayat Mohammad	Abdul Shohid	Javid Akhtar
Emanuele Bernardini	Chris Graham	Andrea Walker	Clare Abberton	Mark Curtis
Javid Akhtar	Emanuele Bernardini	Chris Graham	Emanuele Bernardini	Martin Walker
Mark Curtis	Javid Akhtar	Leanne Wrench	John Kirby	Mick Dowse
Martyn Wood	Michelle Shaw	Mick Westerman	Martin Walker	Mick Westerman
Mohammed Ikram	Paul Cook	Mohammed Ikram	Martyn Wood	Mohammed Ikram
Sohail Zubair	Sohail Zubair	Peter Corkindale	Peter Corkindale	Peter Corkindale

A&L	CD	HR	Planning	Complaints
Andrea Walker	Abdul Shohid	Anayat Mohammad	Allan Clark	Andrea Walker
Chris Graham	Allan Clark	Andrea Walker	Javaid Akhtar	Martin Walker
Clare Abberton	Clare Abberton	Chris Graham	Leanne Wrench	Mick Westerman
John Kirby	Emanuele Bernardini	Chris Herd	Martin Walker	Clare Abberton
Mick Dowse	Joshua Clarkson	Mohammed Nazam	Martyn Wood	Michelle Shaw
Nasar Ali	Mohammed Ikram		Michelle Shaw	
Paul Cook	Peter Corkindale		Mick Dowse	
Peter Corkindale	Sam Cooper		Mohammed Ikram	
			Paul Cook	
			Peter Corkindale	

i) Complaints Committee Chair

Cllr Westerman was proposed by Cllr Adams and Seconded by Cllr Kirby

RESOLVED that Cllr Westerman serve as Complaints Panel Chair for Municipal year 2021/22.

010/2021 (TC) Standing Orders & Financial Regulations

Members considered a report from the Town Clerk containing the Council Standing Orders and Financial Regulations.

RESOLVED the Standing Orders & Financial Regulations be approved for the year 2021/22.

011/2021 (TC) Corporate Governance Statement

Members considered a report from the Town Clerk detailing the Corporate Governance Statement and action plan for 2021/22.

RESOLVED that members approve the Corporate Governance Statement and action plan.

RESOLVED that members note the action plan will be monitored by the Policies & Governance Committee.

012/2021 (TC) Representatives on Outside Bodies

RESOLVED to make the following appointments to Outside Bodies;

Organisation	Current Representatives
YLCA South Pennine Branch	Cllrs Mick Westerman & Cllr Chris Graham
Bronte Country Partnership	Cllr Chris Herd
Oakworth Village Society	Cllr Luke Maunsell
Bradford District Local Council's Liaison Group	Town Mayor
Keighley Child Exploitation Steering Group	Cllr Mick Westerman
Keighley Police Museum Trustee's	Town Mayor & Chairman of Civic Centre & Strategy Committee (these are included in the Police Museum Constitution and are for noting only)
Town Deal Board	Cllr Peter Corkindale

ii) Keighley Youth Voice Strategy

Members were asked to consider appointment a representative to sit on the groups Steering Group

RESOLVED to appoint Cllr Luke Maunsell to the Steering Group.

013/2021 (TC) Responsible Financial Officer

Members considered recommendations from the Human Resources Committee following the resignation of the current RFO.

RESOLVED members approved the recommendation from the Human Resources Committee to recruit a replacement RFO on a 21-hour per week contract.

RESOLVED members note the recruitment of the RFO will be overseen by the Human Resources Committee.

RESOLVED members note the appointment of RFO is a matter reserved for Council and the Human Resources Committee will make the necessary recommendation for Council approval following the recruitment process.

RESOLVED members appoint the current Town Clerk as Acting Responsible Financial Officer from 18 June 2021 – 31 August 2021 to allow time for the recruitment process to be completed.

RESOLVED members note the salary scale for the RFO post and any temporary increase for the Acting RFO will be decided by the Human Resources Committee within the salary budget approved by Council in January 2021.

014/2020 (TC) Date & Time of next meeting

RESOLVED that the next meeting will be held on Thursday 24 June 2021 at Keighley Civic Centre.

Signed **Date**
Chair