



KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney
Town Clerk
15 July 2021

Email: townclerk@keighley.gov.uk

YOU ARE HEREBY SUMMONED TO ATTEND A MEETING of the **Keighley Town Council** which will be held in the **Council Chamber, Town Hall, Bow Street, Keighley, BD21 3PA on Thursday 22 July 2021 at 6:00pm.**

Mr. Joe Cooney
Town Clerk

COUNCIL MEMBERS

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

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 representation 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 then 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 at Council Meetings Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to:- (i) the recording being conducted with the full knowledge of the Chairman of the meeting; and (ii) compliance with the Town Council's Recording of Meetings Policy. Anyone wishing to record must contact the Town Clerk prior to the start of the meeting. Any recording must be conducted openly and not in secret.

AGENDA

1. Welcome & Formal Mayor Making Ceremony

2. Apologies for absence

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.

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

6. Minutes

To approve the minutes of the Keighley Town Council meeting held on Thursday 24 June 2021.

Copy attached

7. Exclusion of Public and Press – For Decision

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.

8. Co-option – For Decision

To receive statements from each candidate on reasons for seeking Co-option and for members to ask questions of the candidates.

**** The discussions on each application will take place excluding the Press and Public****

To appoint one Councillor from the submitted the applications for the vacancies in the Fell Lane & Westburn ward.

The applicants for the vacancy are:

Jalal Uddin Sheikh	Muhammed Kamal Hussain
David Earnshaw	

****The Press and Public will be admitted for the vote on each candidate****

9. Responsible Financial Officer – For Decision

To receive the recommendation from the Chairman of the Human Resources Committee that following the application and interview process that Candidate D be formally offered the position of Responsible Financial Officer.

10. Notice of Motion – For decision

i) Protecting our green space

Proposed by Cllr Javaid Akhtar

Keighley Town Council wants to see a vibrant and bustling town centre, providing employment, economic development and useable publicly open spaces that will benefit all residents of Keighley. The Council are concerned about the number of empty buildings in the town centre and the possible loss of vitally important town centre green space.

The Council believes before any green space is used for development a full audit of all publicly owned buildings and land is undertaken to identify if they could be repurposed for an alternative use. This could be land owned by Bradford MDC, NHS, Police, Fire Service, etc.

The recently announced Town Deal funding provides the ideal opportunity to rethink the usage of unused land and buildings in the town centre, whilst at the same time protecting, and improving the existing green spaces in the town centre.

Therefore, this council resolves to:

1. Instruct the Town Clerk to write to the Chief Executive Officers of all relevant public bodies with buildings and/or land in Keighley seeking information on what plans they have for any empty or underused buildings within Keighley.
2. Instruct the Town Clerk to write to the Chief Executive of Bradford MDC to reaffirm the Council support to retain the former college site as green space and to again offer the council's co-operation to finding a long-term solution for the site.
3. Instruct the Town Clerk to make the contents of this council motion public both in local press and on the council's social media pages.
4. Instructs the Town Clerk to share any responses received with all Councillors.

11. Date of next meeting

The next Town Council meeting will be held on Thursday 30 September 2021.

OFFICER SUPPORT TO THE MEETING

Officers scheduled to attend: Pip Gibson (Assistant Town Clerk/CDO)

APOLOGIES

Contact the office during normal opening hours (01535) 872126
Email: joe.cooney@keighley.gov.uk

Late apologies should be made by phone to the senior officer
scheduled to attend.



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 24 June 2021, 6:30pm.

Present:

Cllr J. Adams – Town Mayor	Cllr A. Clark	Cllr M. Nazam
Cllr L. Maunsell – Deputy Town Mayor	Cllr P. Corkindale	Cllr A. Shohid
Cllr C. Abberton	Cllr P. Cooke	Cllr M. Walker
Cllr A. Ahmed	Cllr M. Dowse	Cllr M. Westerman
Cllr N. Ali	Cllr C. Graham	Cllr L. Wrench
Cllr M. Anayat	Cllr C. Herd	Cllr M. Wood
Cllr E. Bernardini	Cllr M. Ikram	
Cllr J. Adams – Town Mayor	Cllr A. Clark	Cllr M. Nazam
Cllr L. Maunsell – Deputy Town Mayor	Cllr P. Corkindale	Cllr A. Shohid
Cllr C. Abberton	Cllr P. Cooke	Cllr M. Walker

Also Present: Joe Cooney, Town Clerk
Pip Gibson, Assistant Town Clerk

015/2021 (TC) Welcome & Fire Arrangements

The Town Mayor welcomed everyone to the meeting and reminded those present of the arrangements should the fire alarm sound.

016/2021 (TC) Apologies

RESOLVED: The following apologies be accepted from Cllrs Akhtar, Clarkson, Cooper, Curtis, Kirby, Mahmood, Shaw, Zubair.

017/2021 (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.

018/2021 (TC) Public Question Time

Mr Graham Mitchell addressed Council regarding the current LNER 2022 timetable consultation. Mr Mitchell believes a second direct service between Keighley and London would be beneficial for the area.

019/2021 (TC) Town Mayor

- i) To receive the Town Mayor Opening Remarks

The Town Mayor welcomed Rev Jonthan Pritchard to the meeting. Rev Pritchard will be leaving his post in Keighley in July 2021 to take up a new ministry in Wittam, Essex. The Town Mayor thanked Rev Pritchard for all his work in Keighley and his service as Town Chaplin.

The Town Mayor presented Rev Pritchard with a memento on behalf of the Council.

The Town Mayor also welcome representatives from the Men of Worth to the meeting. The voluntary group had recently been recognised with the Queens Award for Voluntary Organisation. The Town Mayor congratulated the Men of Worth on their award and thanked them for all the work they do in documenting those people who served the country during wartime.

- ii) To receive details of the all the invitations that the Mayor has accepted since taking office. The Mayor reported the following visits;

Keighley College beauty students
Highfield Community Centre
Long Lee Primary School
Bangladeshi Community Association

020/2021 (TC) Minutes

RESOLVED to confirm the minutes of the meeting held on Thursday 20 May 2021 be confirmed as a true record of the proceedings and signed by the Chair.

021/2021 (TC) Report from District Councillors and Invited Guests

- i) To receive reports from District Councillors
None

- ii) To receive reports from other invited guests

The Town Mayor welcomed Robbie Moore MP to the meeting and invited Robbie to address the meeting.

Mr Moore thanked the Town Mayor for being invited to attend. Mr Moore provided an overview of his work as the Member of Parliament for Keighley.

022/2021 (TC) Committee Minutes

- i) **RESOLVED** to confirm the minutes of the Human Resources held 17 February 2021 be confirmed as a true record.
- ii) **RESOLVED** to confirm the minutes of the Human Resources held on 23 March 2021 be confirmed as a true record.
- iii) **RESOLVED** to confirm the minutes of the Human Resources held on 28 April 2021 be confirmed as a true record.

- iv) **RESOLVED** to confirm the minutes of the Human Resources Committee held on 6 June 2021 be confirmed as a true record.
- v) **RESOLVED** to confirm the minutes of the Watch and Transport Committee held on 1 February 2021 be confirmed as a true record.
- vi) **RESOLVED** to confirm the minutes of the Watch & Transport Committee held on 12 April 2021 be confirmed as a true record.
- vii) Proposed by Cllr M Walker seconded by Cllr Bernardini that the minutes of the Policies and Governance Committee held on 2 March 2021 and 6 April 2021 be deferred and reconsidered by the Policies & Governance Committee. On being put to the vote the proposal was defeated. Therefore, it was **RESOLVED** to confirm the minutes of the Policies and Governance Committee held on 2 March 2021 and 6 April 2021 be confirmed as a true record.
- viii) **RESOLVED** to confirm the minutes of the Planning Committee held on 9 March 2021 be confirmed as a true record.
- ix) **RESOLVED** to confirm the minutes of the Planning Committee held on 23 March 2021 be confirmed as a true record.
- x) **RESOLVED** to confirm the minutes of the Planning Committee held on 13 April 2021 be confirmed as a true record.
- xi) **RESOLVED** to confirm the minutes of the Planning Committee held on 27 April 2021 be confirmed as a true record.
- xii) **RESOLVED** to confirm the minutes of the Finance and Audit Committee held on 15 March 2021 be confirmed as a true record.
- xiii) **RESOLVED** to confirm the minutes of the Finance and Audit Committee held on 29 March 2021 be confirmed as a true record.
- xiv) **RESOLVED** to confirm the minutes of the Finance and Audit Committee held on 26 April 2021 be confirmed as a true record.
- xv) **RESOLVED** to confirm the minutes of the Community Development Committee held on 3 April 2021 be confirmed as a true record.
- xvi) **RESOLVED** to confirm the minutes of the Allotment and Landscapes Committee held on 8 February 2021 be confirmed as a true record

023/2021 (TC) Committee Vacancies

One vacancy on Planning Committee has arisen since the last Council meeting.

RESOLVED that Cllr Abberton be appointed to the Planning Committee.

024/2021 (TC) Celebration Lights

Members considered a report from the Assistant Town Clerk/CDO on provision of new Celebration lights in the Town Hall Square and Church Green.

RESOLVED members allocated the Community Infrastructure Levy of £3231.63 towards the purchase of celebration lights for the Town Hall Square and Church Green.

RESOLVED members delegated authority to incur expenditure against the allocated budget to the Events & Leisure Committee.

025/2021 (TC) Annual Governance and Accountability Return

Members considered the Internal Audit report along with the Annual Governance Statement and Accounts.

RESOLVED to note the Internal Auditors Report.

RESOLVED to receive and approve the Annual Governance Statement of Keighley Town Council - section 1 of the 2020/21 Annual Governance Accountability Return (AGAR).

RESOLVED to receive and approve the Accounting Statements for Keighley Town Council - section 2 of the 2020/21 Annual Governance Accountability Return (AGAR).

RESOLVED to confirm and approve the 2020/21 Annual Governance Accountability Return (AGAR).

026/2021 (TC) Child Protection and Vulnerable Adult Policy

Members considered a report from the Town Clerk outlining the draft policy.

RESOLVED members approved the Child Protection & Vulnerable Adult policy.

027/2021 (TC) Reserves Policy

Members considered a report from the Town Clerk outlining the draft policy.

RESOLVED members approved the Reserves policy.

028/2021 (TC) Time off in Lieu Policy (TOIL)

Members considered a report from the Town Clerk outlining the draft policy.

RESOLVED members approved the Time off in lieu policy.

029/2021 (TC) Annual Review of adopted policies

Members reviewed the following adopted policies

a) Approved Suppliers policy	b) Employee Code of Conduct	c) Freedom of Information policy
d) Gifts & Hospitality policy	e) Investment policy	f) Lone Working policy
g) Members Code of Conduct	h) Publication Scheme	i) Security Incident policy
j) Statement of intent for Training	k) Volunteer policy	

RESOLVED members reaffirmed the policies.

030/2021 (TC) Climate Change Action Plan update

Members considered a report from the Assistant Town Clerk/CDO on the progress made against the Climate Change action plan.

RESOLVED members noted the update.

RESOLVED members requested an update on the second quarter results at their September meeting.

031/2021 (TC) LNER Timetable 2022 Consultation

Members considered a report from the Town Clerk regarding the current consultation.

RESOLVED members delegated to the Town Clerk, in consultation with the Town Mayor, the authority to submit a response to the LNER consultation calling for additional daily direct rail service between London and Keighley.

RESOLVED members requested the Town Clerk share the response with neighbouring town and parish councils to encourage them to submit similar responses.

RESOLVED members request the Town Clerk shares the response on Council social media pages.

032/2021 (TC)

The following reports were provided.

Town Deal Board

RESOLVED members noted the written report from Cllr Corkindale.

YLCA

RESOLVED members noted the verbal report from Cllr Westerman.

033/2021 (TC) Councillor Vacancy

Council noted the following vacancy have been declared in Fell Lane & Westburn ward. The notice of vacancy ended on Friday 11 June 2021. No election has been called and the council can now advertise the vacancy for co-option.

The vacancy has been advertised with applications open until Friday 16 July 2021. Should more than one application be received an informal meeting of Council will be convened to

interview the candidates, prior to a formal council meeting being called to formally discuss and vote on the applicants.

034/2021 (TC) Date & Time of next meeting

RESOLVED that the next meeting will be held on Thursday 30 September 2021 6.30pm at Keighley Civic Centre.

Signed **Date**
Chair