



## 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

DRAFT