



KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney
Town Clerk to the Town Council
7 December 2020

Email: townclerk@keighley.gov.uk

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **Allotment & Landscape Committee** which will be virtually via the following link <https://us02web.zoom.us/j/83631993937> on **Monday 14 December 2020 at 6.00pm**. You can also access via phone using the following number and meeting ID number **Meeting ID: 836 3199 3937 Tel No: +44203 9017895**

Mr. Joe Cooney
Town Clerk

COMMITTEE MEMBERSHIP

Mayor & Deputy Mayor (Ex-Officio)
Councillor N. Ali
Councillor E. Bernardini
Councillor M. Dowse
Councillor M. Shaw

Councillor C. Graham
Councillor L. Maunsell
Councillor A. Walker
Councillor L. Wrench

*Committee Terms of Reference are contained within the Scheme of Delegation.

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 Chairman'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 Chairman, 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 after the meeting.

Recording at Council Meetings 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 & Introduction

The Chairman will remind members of the arrangements for virtual meetings

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. Minutes – For Decision

Members are asked to approve the minutes of meeting of the Allotment & Landscape Committee held on Monday 12 October 2020

Copy attached

6. Progress Report – For Noting

To receive the progress report following the last meeting held Monday 12 October 2020.

Copy attached

7. Allotments and Landscapes Officer Report – For Decision

To consider the attached report from the Allotments & Landscape Officer

Copy attached

8. Budget – For Decision

To receive an update on the budget for 2020/21

Copy attached

9. Tree Planting – For Noting

To receive a verbal update on Tree Planting from the Assist Town Clerk.

10. Allotment Photo Competition – For Decision

To consider the attached update on Allotment Photo Competition.

Copy attached

11. Cabbage Club – For Noting

To receive an update on Cabbage Club.

Copy attached

12. Town Hall Square Bench – For Decision

To consider the attached report from the Assistant Town Clerk on the progress with the bench replacement programme in the Town Hall Square.

Copy attached

13. Memorial Benches – For Decision

To consider the attached report from the Town Clerk relating to a request for the removal of a memorial bench and to consider a new Memorial Bench policy.

Copy attached

14. Allotment Rent review – For Decision

To consider the attached report from the Assistant Town Clerk regarding a possible review of Allotment rental fees.

Copy attached

15. Community Asset Transfer – For Decision

To consider the attached report on Community Asset Transfers from the Assistant Town Clerk.

Copy attached

16. Town Plan – For Noting

To consider the attached report from the Assistant Town Clerk/CDO regarding the committees Town Plan responsibilities

Copy attached

17. Future Items – For Decision

Councillors are asked to suggest any agenda items for future meetings.

18. Date of next meeting

The date of the next meeting of this committee will be held on Monday 8 February 2021 at 6.00pm.