



KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney
Town Clerk to the Town Council
31 August 2021

Email: townclerk@keighley.gov.uk

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **Policies & Governance Committee** which will be held at Keighley Town Council, Civic Centre, North Street, Keighley, BD21 3RZ on **Tuesday 7 September 2021 at 6pm.**

Mr. Joe Cooney
Town Clerk

COMMITTEE MEMBERSHIP

Cllr M Curtis - Chairman	Cllr M Dowse
Cllr M Westerman – Vice Chairman	Cllr M Ikram
Cllr J Akhtar	Cllr M Walker
Cllr A Ahmed	Cllr J Adams – Ex-officio
Cllr P Corkindale	

*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 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 & Fire arrangements

The Chairman will welcome everyone to the meeting and remind those present of the fire arrangements.

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 the meeting of the Policies & Governance Meeting held Tuesday 1 June 2021.

Copy attached

6. Progress Update – For Noting

To receive the progress report following the last meeting held Tuesday 1 June 2021.

7. Key Performance Indicators – For Decision

To consider the attached report from the Town Clerk outlining performance in first quarter of 2021/22.

Copy attached

8. CCTV Policy – For Decision

To consider a report from the Town Clerk outlining an updated CCTV policy.

Copy attached

9. Town Magazine – For Decision

To receive a verbal update from the Town Clerk on the upcoming Town Magazine.

10. Town Plan – For noting

To consider the attached report from the Assistant Town Clerk/CDO on the Town Plan objectives the Policies & Governance Committee is responsible for.

Copy attached

11. Date of next meeting

The date of the next meeting of this committee will be held on Tuesday 5 October 2021 at 6.00pm.

OFFICER SUPPORT TO THE MEETING

Officers scheduled to attend: Joe Cooney, Town Clerk

APOLOGIES

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

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