

KEIGHLEY TOWN COUNCIL

Minutes of the Full Council meeting of the Keighley Town Council held remotely via Zoom, on Thursday, 25th June 2020

Present: Councillors: Corkindale – Town Mayor
Adams – Deputy Mayor
Abberton
Akhtar
Ahmed
Chapman
Ali
M Anayat
Bernardini
Chapman
Clarkson
Curtis
Dowse
Graham
Maunsell
Shohid
M Walker
Westerman

Also Present: Joe Cooney, Town Clerk
Brian Morris, Council Facilitator
Jonathan Hayes, Bradford MDC
Cllr Russell Brown, Bradford MDC

019/2020 (TC) Welcome & Introduction

Cllr Corkindale opened the meeting and welcomed everyone to the meeting. Cllr Corkindale reminded Councillors of the arrangements for virtual meetings.

020/2020 (TC) Apologies for Absence

RESOLVED: The following apologies be accepted from Cllrs Nazam, M Shaw, P Shaw, A Walker, and Zubair

021/2020 (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.

022/2020 (TC) Public Question Time

None.

023/2020 (TC) Town Mayor

Cllr Corkindale updated Councillors on his latest engagements:

Friday 19th June – Unveiling of the Capt. Tom Moore thank you sign

Friday 26th June – Raising of Armed Forces Day flag in Town Hall Square

024/2020 (TC) District Councillors Update

Cllr Brown updated Councillors on the ongoing work to secure as much funding as possible for Keighley from the Towns Fund. Cllr Brown is currently drafting a submission to be presented to Bradford Council Officers. Cllr Brown will provide a copy to the Town Council once completed.

Cllr Westerman asked Cllr Brown a question regarding the possibility of placing skips outside Household Waste Recycling Centres if they are forced to close again. Cllr Westerman stated this would help reduce fly-tipping.

Cllr Brown agreed to take the matter up directly with Cllr Westerman.

Councillors also thanked Cllr Brown for his work designing and erecting the Capt. Tom Moore thank you sign.

Jonathan Hayes, Area Co-ordinator for Keighley updated Councillors on the work of the Covid-19 response hub. The number of referrals have continued to reduce and it is hoped the hub will be stood down by the end of July.

025/2020 (TC) Committee Minutes

- i) **RESOLVED** to confirm the minutes of the Human Resources Committee held on Thursday 28th May 2020 be confirmed as a true record.
- ii) **RESOLVED** to confirm the minutes of the Watch & Transport Committee held on Monday 1st June 2020 be confirmed as a true record.
- iii) **RESOLVED** to confirm the minutes of the Policy & Governance Committee held on Tuesday 2nd June 2020 be confirmed as a true record.
- iv) **RESOLVED** to confirm the minutes of the Community Development Committee held on Wednesday 3rd June 2020 be confirmed as a true record.
- v) **RESOLVED** to confirm the minutes of the Allotments & Landscape Committee held on Monday 8th June 2020 be confirmed as a true record.
- vi) **RESOLVED** to confirm the minutes of the Planning Committee held on Tuesday, 9th June 2020 be confirmed as a true record.
- vii) **RESOLVED** to confirm the minutes of the Civic Centre & Strategy Committee held on Wednesday 10th June 2020 be confirmed as a true record.
- viii) **RESOLVED** to confirm the minutes of the Events & Leisure Committee held on Thursday 11th June 2020 be confirmed as a true record.
- ix) **RESOLVED** to confirm the minutes of the Finance & Audit Committee held on Monday 15th June 2020 be confirmed as a true record.

026/2020 (TC) Committee Vacancies

- i) Councillors considered the written report from the Town Clerk regarding the Watch & Transport Committee Membership.

Cllr Graham was proposed by Cllr Adams and seconded by Cllr Abberton for the vacant position on Watch & Transport Committee.

Cllr Anayat was proposed by Cllr Maunsell and seconded by Cllr Chapman for the vacant position on Watch & Transport Committee.

On being put to the vote it was:

RESOLVED that Cllr Anayat be appointed to the Watch & Transport Committee.

- ii) Planning Committee

Cllr Ahmed was proposed by Cllr Akthar and seconded by Cllr Anayat for the vacant position on the Planning Committee.

RESOLVED that Cllr Ahmed be appointed to the Planning Committee.

027/2020 (TC) Outside Bodies

Councillors were asked to nominate two representatives to the South Pennine branch of YLCA.

Cllr Westerman was proposed by Cllr Adams and seconded by Cllr Graham
Cllr Anayat was proposed by Cllr Ahmed and seconded by Cllr Bernardini
Cllr Cooper was proposed by Cllr Chapman and seconded by Cllr Clarkson
Cllr Graham was proposed by Cllr Graham and seconded by Westerman

On being put to the vote the following votes were received:

Cllr Westerman – 7 votes

Cllr Anayat – 12 votes

Cllr Cooper – 11 votes

Cllr Graham – 6 votes

RESOLVED that Cllrs Anayat and Cooper be appointed as representatives onto the South Pennine Branch of the YLCA until Annual Meeting in May 2021.

028/2020 (TC) Annual Governance & 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 2019/20 Annual Governance Accountability Return (AGAR).

RESOLVED to receive and approve the Accounting Statements for Keighley Town Council - section 2 of the 2019/20 Annual Governance Accountability Return (AGAR).

029/2020 (TC) Keighley & Worth Valley Railway Grant Application

Councillors considered the application for funding from Keighley & Worth Valley Railway.

It was proposed by Cllr Abberton and Seconded by Cllr Westerman that a grant of £10,000 be approved.

Under Standing Order 3(s) Cllr Westerman requested a name vote on the proposal.

For		Against		Abstain
Cllr Abberton	Cllr Adams	Cllr Ahmed	Cllr Akhtar	Cllr Cooper
Cllr Corkindale	Cllr Dowse	Cllr Ali	Cllr Anayat	
Cllr Graham	Cllr Westerman	Cllr Bernardini	Cllr Chapman	
		Cllr Clarkson	Cllr Curtis	
		Cllr Maunsell	Cllr M Walker	
Total = 6 votes		Total = 10 votes		Total = 1 vote

The proposal was defeated.

Cllr Corkindale proposed and Seconded by Cllr Anayat that the Finance & Audit Committee be requested to consider the application.

RESOLVED to request the Finance & Audit Committee consider the application.

030/2020 (TC) Uniform Equality Scheme

Members considered the report from the Town Clerk relating to the Uniform Equality Scheme.

RESOLVED to approve the Uniform Equality Scheme.

RESOLVED to note the choice of retailer/s will be identified once quotes have been received in accordance with the Council Procurement Policy.

RESOLVED to delegate oversight of the scheme to the Finance & Audit Committee.

RESOLVED to request a report to Council on completion of the scheme.

031/2020 (TC) Town Plan Steering Group

Members considered a report from the Town Plan about the establishment of a Steering Group to oversee the Town Plan.

RESOLVED to approve the Town Plan Steering Group Terms of Reference.

RESOLVED to approve the Steering Group Terms of Reference be added to the Councils Scheme of Delegation.

RESOLVED to request Council receives updates on the Town Plan at least every 6 months.

032/2020 (TC) Model Code of Conduct Consultation

Members considered the draft consultation response which would be submitted on behalf of the Town Council.

RESOLVED to approve the response to the model code of conduct consultation.

RESOLVED to encourage individual members to submit their own responses to the consultation.

033/2020 (TC) Former Grammar School Site

Members considered a report from the Town Clerk seeking the Council's view on future of the former Keighley Boys Grammar School site.

RESOLVED The Council believes the site should be developed into a useable open space for the benefit of the residents of Keighley.

RESOLVED to instruct the Town Clerk to write to the Chief Executive of Bradford Council and all Keighley District Councillors setting out the Council's view.

RESOLVED that copies of the letter be published on the Councils Social Media and webpage.

RESOLVED to encourage residents of Keighley to lobby District Councillors and Bradford MDC to commit to retaining the site as public open space.

034/2020 (TC) Notice of Motion – Black Lives Matters

Moved by Cllr Cooper Seconded by Cllr Bernardini

Keighley Town Council heard the cry of anguish at injustice that rang out across the world with George Floyd's murder. We recognise that while all lives should matter, our societies are still haunted by the echoes of structural inequality. We grieve with the black community for all those whose lives were cut short as a result of racism.

Angela Davis said "in a racist society it is not enough to be non-racist, we must be anti-racist" and in that spirit we welcome the data assessment conducted by West Yorkshire Police and the Equality Commission. We applaud their rating of "good" and simultaneously appreciate that we are each responsible for creating a fairer world than the one we were born into.

As West Yorkshire Police have responsibly stated that they seek to consistently improve this rating, Keighley Town Council wishes to facilitate this growth.

Therefore, we make this statement of intent to provide space for Police and the local BAME community to work together to identify and head off issues before they arise, with effective communication and mutual respect and in doing so create a more equal, more harmonious society. All lives cannot truly matter until Black lives matter.

Subsequently, Council:

RESOLVED to ask West Yorkshire Police to provide information and data available for Keighley;

RESOLVED to use the civic centre for workshops to address issues in response to any issues highlighted by data gathered locally;

RESOLVED to record and celebrate this collaboration through a noticeboard in the civic centre shared space and Council website.

035/2020 (TC) Future Items

Cllr Corkindale proposed and seconded by Cllr M Walker the Planning Committee meeting dates be added to the next agenda.

RESOLVED to have an agenda item relating to the Planning Committee meeting dates on the next Council agenda.

036/2020 (TC) Report from Town Councillors

Cllr Westerman reported the South Pennine Branch of YLCA had met remotely since the last Council meeting. The suggestion relating to Councillors paying for training as the result of Standard Committee recommendations would now no longer be taken forward.

037/2020 (TC) Exclusion of Press & Public

RESOLVED 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.

038/2020 (TC) Staffing Structure

As the meeting would last longer than 2 hours Cllr Corkindale proposed suspending Standing Order 3(x) seconded by Cllr M Walker.

RESOLVED to suspend Standing Order 3(x) for the remainder of the meeting.

Members considered the report presented by the Human Resources Committee.

RESOLVED to approve the new staffing structure.

RESOLVED to approve the following posts be abolished: Deputy Town Clerk, Civic Centre Manager, Community Development Officer and Senior Administrator.

RESOLVED to approve the creation and appointment of the following posts: Assistant Town Clerk/Community Development Officer, Administration & Events Officer, Contracts & I.T Officer and Caretaker.

RESOLVED to approve the Job Descriptions & Person Specifications for the new posts.

RESOLVED to approve the request from Employee A for voluntary redundancy and delegates the Town Clerk to make the necessary arrangements and payments in consultation with the Chair of Human Resources Committee.

RESOLVED to note the new structure will take effect from Monday 27th July 2020.

RESOLVED to delegate authority to the Town Clerk to make technical changes to Council Policies where job titles will require amending.

RESOLVED to note the Town Clerk in consultation with the Human Resources Committee will undertake the relevant internal and external recruitment processes.

RESOLVED to note the amendments in the Note Taking arrangements and requests a review of the new arrangement after six months is reported to the Human Resources Committee.

RESOLVED to note the amendment to the Council's external cleaning contract.

039/2020 (TC) Date & Time of next meeting

RESOLVED that the next meeting will be held on Thursday 24th September 2020.

Signed **Date**
Chair