



## KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney  
Town Clerk  
28 October 2021

Email: [townclerk@keighley.gov.uk](mailto:townclerk@keighley.gov.uk)

**YOU ARE HEREBY SUMMONED TO ATTEND AN EXTRAORDINARY MEETING** of the **Keighley Town Council** which will be held in the **Keighley Civic Centre, North Street, Keighley, BD21 3RZ** on **Thursday 4 November 2021 at 6:30pm.**

Mr. Joe Cooney  
Town Clerk

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### **COUNCIL MEMBERS**

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

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### **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 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. Introduction from Town Mayor**

Members are reminded to consult the Standing Orders regarding conduct at meetings. Member's attention is particularly drawn to Standing Order 1.

### **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. Minutes – For Decision**

To approve the minutes of the Keighley Town Council meeting held on Thursday 30 September 2021.

*Copy attached*

### **6. Leave of Absence – For Decision**

To approve a leave of absence for Cllr Cooper until 21 January 2022. The leave of absences is requested for medical reasons.

### **7. Date of next meeting – For Noting**

The next Town Council meeting will be held on Thursday 25 November 2021.

**OFFICER SUPPORT TO THE MEETING**

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

**APOLOGIES**

Contact the office during normal opening hours (01535) 872126  
Email: [joe.cooney@keighley.gov.uk](mailto: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 full council meeting of the Keighley Town Council held at Keighley College, Bradford Road, Keighley on Thursday 30 September 2021, 6:30pm.

### Present:

Cllr J. Adams – Town Mayor	Cllr Clarkson	Cllr. K. Hussain
Cllr L. Maunsell – Deputy Town Mayor	Cllr M. Curtis	Cllr A. Shohid
Cllr C. Abberton	Cllr M. Dowse	Cllr M. Walker
Cllr A. Ahmed	Cllr C. Graham	Cllr M. Westerman
Cllr N. Ali	Cllr C. Herd	Cllr L. Wrench
Cllr M. Anayat	Cllr J. Kirby	Cllr M. Wood
Cllr. J. Akhtar	Cllr. M. Nazam	
Cllr. A Clark	Cllr M. Ikram	
Cllr P. Corkindale	Cllr P. Cook	

### Also Present:

Joe Cooney, Town Clerk  
 Pip Gibson, Assistant Town Clerk  
 Peter Clarke, RFO  
 Inspector Khalid Khan  
 Inspector John Barker

### 046/2021 (TC) Welcome & Fire Arrangements

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

### 047/2021 (TC) Apologies

**RESOLVED:** The following apologies be accepted from Cllr Shaw, Cllr Bernardini and Cllr A Walker.

### 048/2021 (TC) Declarations of Interest

Cllr Clarkson declared a non-pecuniary interest in item 13 Yorkshire Day 2022 as he is a member of the Yorkshire Society

**RESOLVED:** There were no further 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.

### **049/2021 (TC) Public Question Time**

None.

### **050/2021 (TC) Town Mayor**

The Town Mayor welcomed Inspector Khan to the meeting. Inspector Khan retires from West Yorkshire Police in October. On behalf of the council the Mayor thanked Inspector Khan for his years of service to Keighley. Inspector Khan was presented with a small memento by the Town Mayor.

ii) To receive details of Mayoral Engagements

The Town Mayor has carried out the following engagements

School Achievers Awards

Keighley Social Lights

Lund Park Fun day

Men of Worth Queens Award Presentation

Hiroshima vigil

Gary Pedley remembrance Action Point Services

Sponsored Walk Keighley to Skipton

Keighley Cougars Pride Match

Latifah Academy

Pride flag raising

Project 6 Garden party

Keighley Pride weekend

Mayors afternoon tea

Carron tournament

Sue Belcher centre fun day

People first – cook and book showcase

Norwood House 36th anniversary

Ingrow School visit

Dockroyd Graveyard Trust

Bangladeshi Community support awards

Community Awards

Keighley College – public services students

### **051/2021 (TC) Minutes**

**RESOLVED** to confirm the minutes of the meeting held on Thursday 22 July 2021 be confirmed as a true record of the proceedings and signed by the Chair.

### **052/2021 (TC) Reports from District Councillors and Invited Guests**

i) District Councillors

Cllr Nazam informed council a report on the North Street Green space will be presented to the Executive of Bradford Council on 2 November 2021.

ii) Invited Guests

Keighley Social Enterprise

The Town Mayor welcomed representatives of Social Enterprises who would update Council on their work and also the application for Keighley to be recognised as a Social Enterprise Town.

Council received presentations from Helen O'Connell of Treacle.me and from Phil and Helen from Discovery Tai Chi.

#### Keighley Creative

Council received a presentation from Caroline Ward on the work of Keighley Creative and the upcoming Keighley Arts & Film Festival

#### Keighley Sew Pride project

Council received a presentation from Sophie Powell on the Keighley Sew Pride project and the next steps in the project.

#### **053/2021 (TC) Committee Minutes**

i) **RESOLVED** to confirm the minutes of the Human Resources Committee held 15 June 2021 be confirmed as a true record.

ii) **RESOLVED** to confirm the minutes of the Watch and Transport Committee held on 7 June 2021 be confirmed as a true record.

iii) **RESOLVED** to confirm the minutes of the Policies and Governance Committee held on 1 June 2021 be confirmed as a true record.

iv) **RESOLVED** to confirm the minutes of the Planning Committee held on 8 June 2021 be confirmed as a true record.

v) **RESOLVED** to confirm the minutes of the Planning Committee held on 22 June 2021 be confirmed as a true record.

vi) **RESOLVED** to confirm the minutes of the Planning Committee held on 13 July 2021 be confirmed as a true record.

vii) **RESOLVED** to confirm the minutes of the Planning Committee held on 27 July 2021 be confirmed as a true record.

viii) **RESOLVED** to confirm the minutes of the Planning Committee held on 10 August 2021 be confirmed as a true record.

ix) **RESOLVED** to confirm the minutes of the Planning Committee held on 24 August 2021 be confirmed as a true record.

x) **RESOLVED** to confirm the minutes of the Finance and Audit Committee held on 21 June 2021 be confirmed as a true record.

xi) **RESOLVED** to confirm the minutes of the Finance and Audit Committee held on 19 July 2021 be confirmed as a true record.

xii) **RESOLVED** to confirm the minutes of the Events and Leisure Committee held on 17 June 2021 be confirmed as a true record.

xiii) **RESOLVED** to confirm the minutes of the Events and Leisure Committee held on 15 July 2021 be confirmed as a true record.

xiv) **RESOLVED** to confirm the minutes of the Events and Leisure Committee held on 29 July 2021 be confirmed as a true record.

xv) **RESOLVED** to confirm the minutes of the Civic Centre and Strategy Committee held on 23 June 2021 be confirmed as a true record.

xvi) **RESOLVED** to confirm the minutes of the Allotment and Landscapes Committee held on 14 June 2021 be confirmed as a true record.

#### **054/2021 (TC) Town Plan**

Members considered a report from the Assistant Town Clerk/CDO on the Town Plan progress.

**RESOLVED** members noted the progress of the Town Plan objectives

**RESOLVED** members agreed to add the words “multi-cultural” into key objective AC001.

#### **055/2021 (TC) Committee Vacancies**

Members noted the planning committee currently has two vacancies.

Cllr Kamal Hussain proposed by Cllr Ahmed, seconded by Cllr Maunsell to fill one of the vacancies.

**RESOLVED** to appoint Cllr Hussain to the Planning Committee.

#### **056/2021 (TC) CCTV Policy**

Members considered a recommendation from the Policies & Governance committee to adopt a new CCTV Policy

The following amendments to the policy were proposed by Cllr Clarkson and seconded by Cllr Anayat

The policy name be amended to Civic Centre CCTV Policy

In section 4.1, third bullet point, final sentence, the word OR be removed.

**RESOLVED** to accept both amendments to the policy

**RESOLVED** to adopt the Civic Centre CCTV Policy.

#### **057/2021 (TC) Guardhouse Allotments Site**

Members considered a request from the Allotments & Landscape Committee for an additional sum of £10,000 to address health & safety issues at Guardhouse allotments

**RESOLVED** to approve the request for £10,000 to be funded from the general reserves.

**RESOLVED** to request a report be presented to council once the work has been undertaken.

#### **058/2021 (TC) Yorkshire Day 2022**

Members considered a report from the Town Clerk detailing a request for £10,000 towards Yorkshire Day 2022 celebrations

**RESOLVED** to approve the request for £10,000 to be funded from general reserves.

### **059/2021 (TC) Christmas working arrangements**

Members considered a recommendation from the Human Resources Committee to close the offices on Friday 24 December 2021 and provide staff members with an additional days leave.

**RESOLVED** to accept the recommendation from the Human Resource Committee to provide employees with an additional days annual leave on Friday 24 December 2021, in addition to the statutory bank holidays on Monday 27, Tuesday 28 December 2021 and Monday 3 January 2022.

### **060/2021 (TC) Climate Change Action Plan**

Members considered a report from the Assistant Town Clerk/CDO on the Climate Change Action Plan

**RESOLVED** members noted the report

**RESOLVED** members requested an update in January 2022.

### **061/2021 (TC) Notices of Motion**

i) Anti-Discrimination

Proposed by Cllr Maunsell and Seconded by Cllr Curtis

**RESOLVED** to:

1. Keighley Town Council reiterates its commitment to be an Anti-Discrimination Council and that it believes that no-one should be discriminated against due to their age, gender, race, beliefs, religious views, sex, sexual orientation or any other relevant characteristics.
2. Keighley Town Council adopts the IHRA definition of Anti-Semitism and the All-Party Parliamentary Group on British Muslims' definition of Islamophobia.
3. Keighley Town Council asks that the Policies and Governance Committee reviews all relevant Council policies and procedures to ensure that they meet the highest of standards in terms of tackling discrimination and amends them, as appropriate, to incorporate the above definitions and any others which the committee deems appropriate.
4. Keighley Town Council adds a target to the Town Plan which will include its commitment to being an Anti-Discrimination Council.

ii) **Community Governance Review**

Proposed by Cllr Maunsell and Seconded by Cllr Curtis

In 2022, Keighley Town Council will have been in existence for 20 years. This milestone provides the opportunity to review the current council structure to ensure it is fit for purpose for the next 10-15 years. The Community Governance Review would be undertaken by Bradford MDC and must be completed within 12 months of a valid request being submitted to them. Therefore, council resolves to:



1. Formally request Bradford MDC undertake a Governance Review of Keighley Town Council. The review will retain the existing parish boundaries but consider the size of parish wards and the number of councillors.
2. Council notes any changes would likely be implemented following the next elections in 2023.
3. Keighley Town Council establishes a Working Group to research, review and make recommendations on its Ward boundaries, their names and the number of councillors as well as the Council's internal governance structure including its committees.
4. The Town Clerk be requested to draft terms of reference for the working group to be considered by the Policies & Governance October committee meeting.
5. This Working Group has eight members, including the current Mayor and Deputy Mayor.
6. Cllr Luke Maunsell chairs this Working Group with Cllr Julie Adams serving as Deputy.
7. Members interested in serving on the Working Group notify the Town Clerk of their interest by 12.00pm on Tuesday 5 October 2021.
8. The Policies and Governance Committee appoints up to 6 members of the group at its next meeting, after receiving self-nominations from all Councillors.
9. The working group provides regular updates to the Policies & Governance Committee.
10. Council requests the Policies & Governance Committee report the outcome of the working group to Council at the appropriate time.

Proposed by Cllr Westerman Seconded by Cllr Anayat that the matter be sent to Policies & Governance Committee to consider and present a report to a future Council meeting.

**RESOLVED** that the matter be sent to Policy & Governance Committee to consider and present a report to a future Council meeting.

**062/2021 (TC) Leave of Absence**

Members considered a leave of absence request for Cllr Shaw and Cllr Zubair until 21 January 2022 due to medical reasons.

**RESOLVED** members agreed to the leave of absence for Cllr Shaw and Cllr Zubair until 21 January 2022.

**063/2021 (TC) Date and time of next meeting**

**RESOLVED** that the next meeting will be held on Thursday 25 November 2021 6.30pm at Keighley Civic Centre.

Signed ..... Date .....  
 Chair