



## KEIGHLEY TOWN COUNCIL

Minutes of the Policy & Governance (PG) Committee held at Keighley Civic Centre, North Street, Keighley, BD21 3RZ on Tuesday 4 January 2022

**Present:** Councillor Curtis  
Councillor Akhtar  
Councillor Ahmed  
Councillor Corkindale  
Councillor Westerman  
Councillor M Walker  
Councillor Dowse  
Councillor Maunsell – Ex Officio

**Also Present:** Joe Cooney, Town Clerk

### **043/2021 (PG) Welcome & Fire arrangements**

The Chairman welcomed everyone to the meeting and reminded those present of the fire arrangements.

### **044/2021 (PG) Apologies for absence**

Cllr Adams  
Cllr Ikram

**RESOLVED** to accept and record the above apologies.

### **045/2021 (PG) 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 either Members or Officers.

### **046/2021 (PG) Public Question Time**

None.

### **047/2021 (PG) Minutes**

**RESOLVED** to confirm the minutes of the meeting held on Tuesday 4 November 2021 be confirmed as a true record of the proceedings and signed by the Chair.

### **048/2021 (PG) Progress Report**

The Progress Report was noted.

#### **049/2021 (PG) Town Plan**

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

**RESOLVED** members noted the update.

#### **050/2021 (PG) Anti-Fraud Policy**

Members considered a report from the Town Clerk reviewing the Anti-Fraud Policy.

**RESOLVED** members agreed the current policy draft and recommend the policy to Council.

**RESOLVED** subject to any amendments in regulations the policy be reviewed again in 2023.

#### **051/2021 (PG) Pesticide Policy**

Members considered a report from the Town Clerk reviewing the Pesticide Policy.

**RESOLVED** members agreed the current policy draft and recommend the policy to Council.

**RESOLVED** subject to any amendments in regulations the policy be reviewed again in 2023.

#### **052/2021 (PG) Corporate Risk Assessment**

Members considered a report from the Town Clerk detailing the progress made on the Corporate Risk Assessment Action Plan.

**RESOLVED** members noted the progress made against the 2021 Corporate Risk Assessment Policy.

#### **053/2021 (PG) Process for additional spending over agreed budget**

This item was added to the agenda at the request of Cllr Akhtar. Members discussed possible changes to Committee's terms of reference, scheme of delegation and Financial Regulations to clarify the role of the Finance & Audit Committee regarding requests for spending over and above the agreed annual budget.

**RESOLVED** members requested the Town Clerk draft terms of reference, scheme of delegations to ensure any additional budget requests are first considered by the Financial & Audit Committee prior to Full Council considering the request.

**RESOLVED** to request the Finance & Audit Committee to review the Financial Regulations and recommend any appropriate amendments to Full Council.

#### **054/2021 (PG) Standing Orders relating to Non-attendance at committee meetings**

This item was added to the agenda at the request of Councillor Westerman. Members discussed amendments to standing orders to address the non-attend at committee meetings.

**RESOLVED** members requested the Town Clerk draft an additional standing order under section 18 defining the Town Clerk will contact members who fail to attend two consecutive committee meetings.

**055/2021 (PG) Climate Emergency & Carbon Neutral plan**

This item was added to the agenda at the request of Cllr Corkindale. Cllr Corkindale updated the committee on his initial work as the Council's Climate Change Champion.

**RESOLVED** members noted the update.

**056/2021 (PG) Items for Future Agenda**

None.

**057/2021 (PG) Date of Next Meeting**

**RESOLVED** to note the date of the next scheduled meeting of this Committee will be held on Tuesday 1 February 2022 at 6.00pm.

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

