



## KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney  
Town Clerk to the Town Council  
23 December 2021

Email: [townclerk@keighley.gov.uk](mailto: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 4 January 2022 at 6pm.**

Mr. Joe Cooney  
Town Clerk

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### **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.

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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 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 & 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 2 November 2021.

*Copy attached*

### **6. Progress Update – For Noting**

To receive the progress report following the last meeting held Tuesday 2 November 2021.

*Copy attached*

### **7. Town Plan Update – 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.

*To follow*

### **8. Anti-Fraud Policy**

To review the current Anti-Fraud Policy and recommend any amendments to Full Council.

*To follow*

## **9. Pesticide Policy**

To review the current Pesticide policy and recommend any amendments to Full Council.

*To follow*

## **10. Corporate Risk Assessment**

To consider a report from the Town Clerk on the Corporate Risk Assessment Action Plan

*To follow*

## **11. Process for additional spending over and above the agreed budget**

This item has been added to the agenda at the request of Cllr Akhtar.

## **12. Review of Standing Orders relating to Councillors failing to attend committee meetings**

This item has been added to the agenda at the request of Cllr Westerman.

## **13. Climate Emergency and work towards being Carbon Neutral**

This item has been added to the agenda at the request of Cllr Corkindale.

## **14. Items for future agenda – For Decision**

To consider any items for a future agenda.

## **15. Date of next meeting**

The date of the next meeting of this committee will be held on Tuesday 1 February 2022 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](mailto:sarah.kissack@keighley.gov.uk)

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



## KEIGHLEY TOWN COUNCIL

Minutes of the Policy & Governance (PG) Committee held at Keighley Civic Centre, North Street, Keighley, BD21 3RZ on Tuesday 4 November 2021

**Present:** Councillor Akhtar  
Councillor Curtis  
Councillor Ahmed  
Councillor Corkindale  
Councillor Westerman  
Councillor Adams – Ex Officio

**Also Present:** Joe Cooney, Town Clerk  
Cllr Maunsell - observing

### **032/2021 (PG) Welcome & Fire arrangements**

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

### **033/2021 (PG) Apologies for absence**

Cllr Dowse  
Cllr M Walker

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

### **034/2021 (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.

### **035/2021 (PG) Public Question Time**

None.

### **036/2021 (PG) Minutes**

**RESOLVED** to confirm the minutes of the meeting held on Tuesday 5 October 2021 be confirmed as a true record of the proceedings and signed by the Chair.

### **037/2021 (PG) Progress Report**

The Progress Report was noted.

### **038/2021 (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.

#### **039/2021 (PG) Community Governance Review**

Members considered a report from the Town Clerk regarding the Community Governance Review

**RESOLVED** members agreed to recommend to Full Council that a formal request for a Community Governance review of the current Keighley Town Council wards be undertaken by Bradford MDC.

**RESOLVED** members agreed to establish a working group consisting of four members of the Policies & Governance Committee, plus Mayor and Deputy Mayor, to prepare possible options for the Policies & Governance Committee to consider as part of the consultation process undertaken by Bradford MDC.

**RESOLVED** members nominated Cllrs Corkindale, Westerman, Curtis and M Walker to serve on the working group.

**RESOLVED** members approved the working group terms of reference as outlined in Appendix B.

**RESOLVED** members requested the working group provide regular updates to the Policies & Governance on their work.

#### **040/2021 (PG) KPI Report**

Members considered a report from the Town Clerk on the Council's KPI's.

**RESOLVED** members noted the update of quarter 2 performance.

**RESOLVED** members requested an update on quarter 3 performance at their February meeting.

#### **041/2021 (PG) Items for future agendas**

Members agreed to add the following items to future agendas;

- Process of consideration of additional spend over and above the agreed annual budget – Cllr Akhtar
- Review of Standing Orders relating to Councillors failing to attend committee meetings – Cllr Westerman
- Climate Emergency and work towards being Carbon Neutral – Cllr Corkindale

#### **042/2021 (PG) Date of Next Meeting**

**RESOLVED** to note the date of the next scheduled meeting of this Committee will be held on Tuesday 7 December 2021 at 6.00pm.

**Signed** .....  
**Chair**

**Date** .....



**REPORT FROM:** TOWN CLERK

**TO:** POLICY AND GOVERNANCE COMMITTEE

**DATE:** 7 December 2021

**Report Author:** Joe Cooney

**Tel No:** 01535 872126

**Email:** [joe.cooney@keighley.gov.uk](mailto:joe.cooney@keighley.gov.uk)

**PROGRESS REPORT ON DECISIONS TAKEN AT THE  
POLICY AND GOVERNANCE COMMITTEE MEETING  
DATED 2 NOVEMBER 2021**

<b>Item No</b>	<b>Committee Decision</b>	<b>Update</b>
1.	Members agreed to recommend to Full Council that a formal request for a Community Governance review of the current Keighley Town Council wards be undertaken by Bradford MDC.	Recommendation sent to Full Council.
2.	Members agreed to establish a working group consisting of four members of the Policies & Governance Committee, plus Mayor and Deputy Mayor, to prepare possible options for the Policies & Governance Committee to consider as part of the consultation process undertaken by Bradford MDC.	Working Group will hold first meeting in January 2022.
3.	Members nominated Cllrs Corkindale, Westerman, Curtis and M Walker to serve on the working group.	Noted.
4.	Members approved the working group terms of reference as outlined in Appendix B.	Noted.
5.	Members requested the working group provide regular updates to the Policies & Governance on their work	Noted.
6.	Members requested an update on quarter 3 performance at their February meeting.	Added to February Agenda

7.	<p>Process of consideration of additional spend over and above the agreed annual budget – Cllr Akhtar</p> <ul style="list-style-type: none"><li>- Review of Standing Orders relating to Councillors failing to attend committee meetings – Cllr Westerman</li> <li>- Climate Emergency and work towards being Carbon Neutral – Cllr Corkindale</li></ul>	Added to Agenda
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