



## KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney  
Town Clerk to the Town Council  
19 October 2021

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

**YOU ARE HEREBY SUMMONED TO ATTEND** an extraordinary meeting of the **Allotment & Landscape Committee** which will be held at Keighley Civic Centre, North Street, Keighley, BD21 3RZ on Tuesday 19 October 2021 at 6pm.

Mr. Joe Cooney  
Town Clerk

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### **COMMITTEE MEMBERSHIP**

Cllr. J Kirby	Cllr. A Walker
Cllr. P Cook	Cllr. C Graham
Cllr. M Dowse	Cllr. C Abberton
Cllr. N Ali	Cllr. L Maunsell – 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 Instructions**

The Committee Chairman to welcome everyone to the meeting.

### **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 Allotment & Landscape Committee held on Monday 13 September 2021.

*Copy attached*

### **6. Committee Budget Request – For Decision**

Members to discuss and make budget recommendations for the Allotment & Landscape Committee delegated budget 2022/23.

*Copy attached*

### **7. Ground Maintenance Report**

Members to discuss and appoint a contractor.

*Copy attached*

### **8. Future Items – For Decision**

Councillors are asked to suggest any agenda items for future meetings.

### **9. Date of next meeting**

The date of the next meeting of this committee will be held on Monday 15 November 2021 at 6.00pm.

**OFFICER SUPPORT TO THE MEETING**

Officers scheduled to attend: Pip Gibson, Assistant Town Clerk  
Phil Hanson, Allotments & Landscapes Officer

**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.