



## KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney  
Town Clerk  
29 December 2020

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

**YOU ARE HEREBY SUMMONED TO ATTEND** a meeting of the **Policy & Governance Committee** which will be virtually via the following link <https://us02web.zoom.us/j/83896986338> on **Tuesday 5 January 2021 at 6pm**. You can also access via phone using the following number and meeting ID number: **838 9698 6338** and Tel No: **+44203 4815237**

Mr. Joe Cooney  
Town Clerk

---

### COMMITTEE MEMBERSHIP

Mayor & Deputy Mayor (Ex-Officio)

Councillor M. Westerman - Chairman

Councillor J. Akhtar

Councillor A. Ahmed

Councillor M. Anayat

Councillor S. Cooper

Councillor M. Curtis

Councillor M. Dowse

Councillor M. Walker

\*Committee Terms of Reference are contained within the Scheme of Delegation.

---

### 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 & Introduction**

The Chairman will remind Members of the Virtual Meeting protocols.

### **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 Policy & Governance Meeting held Tuesday 1 December 2020.

*Copy attached*

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

To receive the progress report following the last meeting held Tuesday 1 December 2020.

*Copy attached*

### **7. Town Plan Update – For Noting**

To consider the attached report from the Assistant Town Clerk/CDO regarding the Town Plan.

*Copy attached*

### **8. Corporate Governance Action Plan – For Noting**

To receive an update on the Corporate Governance Action Plan.

*Copy attached*

### **9. Corporate Risk Assessment – For Noting**

To consider the attached report on the Corporate Risk Assessment.

*Copy attached*

**10. Review of Committees and Terms of Reference – For Decision**

To consider the attached report from the Town Clerk relating to a review of the current Council committees and their terms of reference.

*Copy attached*

**11. Date of next meeting**

The date of the next meeting of this committee will be held on Tuesday 2 February 2021 at 6.00pm.