



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
Chair

Date