



KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney
Town Clerk to the Town Council
29 March 2022

Email: 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 5 April 2022 at 6pm.**

Mr. Joe Cooney
Town Clerk

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.

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

Members are reminded to consult the Standing Orders regarding conduct at meetings. Member's attention is particularly drawn to Standing Order 1.

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 1 March 2022.

Copy attached

6. Progress Update – For Noting

To receive the progress report following the last meeting held Tuesday 1 March 2022.

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.

Copy attached

8. Key Performance Indicators – For Decision

To consider a report from the Town Clerk on performance against 2021/22 Key Indicators

To Follow

9. Annual Review of Standing Orders – For Decision

To consider a report from the Town Clerk reviewing the Council Standing Orders.

Copy attached

10. Annual Review of the Scheme of Delegation – For Decision

To consider a report from the Town Clerk reviewing the Council Scheme of Delegation.

Copy attached

11. Hirers Indemnity Insurance – For Decision

To consider a report from the Town Clerk detailing a request to authorise use of the Council's Hirers Indemnity Insurance.

Copy attached

12. Community Governance Working Group – For Noting

To receive a verbal update on progress of the Community Governance Working Group.

13. Items for future agenda – For Decision

To consider any items for a future agenda.

14. Date of next meeting

The date of the next meeting of this committee will be held on Tuesday 7 June 2022 at 6.00pm.

OFFICER SUPPORT TO THE MEETING

Officers scheduled to attend: Pip Gibson, Assistant Town Clerk

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.