



## KEIGHLEY TOWN COUNCIL

Minutes of the Annual meeting of the Keighley Town Council held at Keighley Town Hall, Bow Street, Keighley, BD21 3RY on Thursday 20 May 2021, 6:30pm.

### Present:

Julie Adams	Mick Dowse	Andrea Walker
Luke Maunsell	Chris Herd	Martin Walker
Clare Abberton	Kamal Hussain	Mick Westerman
Anayat Mohmmad	John Kirby	Leanne Wrench
Nasar Ali	John Lawless	Martyn Wood
Allan Clark	Michelle Shaw	
Josh Clarkson	Mohammed Nazam	
Paul Cook	Abdul Shohid	

**Also Present:** Joe Cooney, Town Clerk  
Pip Gibson, Assistant Town Clerk  
Peter Clarke, RFO  
Brian Morris, Contracts & I.T Officer  
Robbie Moore MP  
Cllr Russell Brown  
Cllr Mohsin Hussain  
Cllr Julie Glentworth

### 001/2022 (TC) Election of Town Mayor

i) To elect Cllr Luke Maunsell as Town Mayor for municipal year 2022/23. Proposed by Cllr A Walker Seconded by Cllr Abberton

**RESOLVED** that Cllr Luke Maunsell be elected as Town Mayor for the municipal year 2022/23.

The Town Mayor signed the Declaration of Office in the presence of the Town Clerk.

ii) Town Mayor Opening Remarks

Cllr Maunsell thanked everyone for their support and looked forward to working with all members during the year ahead.

iii) Outgoing Mayor Remarks

Cllr Adams thanked Council for giving him the opportunity to serve as Town Mayor for the last year, she thanked Cllr Maunsell for serving as Deputy Mayor. Cllr Adams reported over £11,000 had been raised for the two Mayoral Charities.

iv) Announcement of Mayors Charities

Cllr Maunsell announced the charities for the forthcoming year would be Dementia Friendly Keighley and It's Worth Talking About.

v) To seek nominations and appointment to the Mayors Charitable Trust.

**RESOLVED** to appoint Cllrs Maunsell, Kirby, Adams, Abberton, Graham and Wood to the Mayors Charitable Trust for municipal year 2022/23.

**002/2022 (TC) Election of Deputy Mayor**

Cllr Kirby was proposed for the position of Deputy Town Mayor for the Municipal year 2022/23. Proposed by Cllr Cook and Seconded by Cllr Westerman.

**RESOLVED** that Cllr John Kirby be elected as Deputy Town Mayor for Municipal year 2022/23.

**003/2022 (TC) Apologies for Absence**

**RESOLVED:** The following apologies be accepted from Cllrs Akhtar, Ahmed, Corkindale, Curtis, Graham.

**004/2022 (TC) 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 Members or Officers.

**005/2022 (TC) Minutes**

**RESOLVED** to confirm the minutes of the meeting held on Thursday 24 March 2022 be confirmed as a true record of the proceedings and signed by the Chair.

**006/2022 (TC) Town Mayor Allowance**

To consider the allowance paid to the Town Mayor to support them in their civic duties.

**RESOLVED** that an allowance of £5,700 to cover costs incurred carrying out Civic Duties.

**RESOLVED** to pay the £5,700 in two equal instalments in June 2022 and December 2022, via the Councillors monthly allowance payments.

**007/2022 (TC) Mayoral Handbook**

To consider a report from the Town Clerk relating to the updated Mayoral Handbook.

**RESOLVED** to approve the Mayoral Handbook

**RESOLVED** to request the Policies & Governance Committee review the Mayoral Handbook at least once every four years.

**008/2022 (TC) Members Allowance and Policy**

Members considered a report from the Town Mayor relating to the members annual allowance and the Members Allowance Policy.

**RESOLVED** that members agree the members allowance for financial year 2022/23 is set at £636.36.

**RESOLVED** the allowance be paid monthly via BACS.

**009/2022 (TC) Review of delegation arrangements to committees, sub committees, staff and other local authorities.**

Councillors considered the recommendations from the Policies & Governance Committee relating to the Scheme of Delegation

**RESOLVED** the Scheme of Delegation for 2022/23 be approved.

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## 010/2022 (TC) Appointment of Committees

### i) Committee Allocations

**RESOLVED** to appoint the following committees and members for the municipal year 2022/23.

Finance	W&T	E&L	CC&S	P&G
Clare Abberton	Paul Cook	Mick Westerman	Peter Corkindale	Mark Curtis
Javaid Akhtar	Anayat Mohammad	Andrea Walker	Shazad Mahmood	Martin Walker
Amjid Ahmed	John Lawless	Anayat Mohammad	Chris Graham	Julie Adams
Mark Curtis	Emanuele Bernardini	Allan Clark	Abdul Shohid	Javaid Akhtar
Martyn Wood	Amjid Ahmed	Martyn Wood	Emanuele Bernardini	Amjid Ahmed
Andrea Walker	Javaid Akhtar	Julie Adams	Martin Walker	Mick Westerman
Julie Adams	Mick Dowse	John Lawless	Clare Abberton	Clare Abberton
Vacant	Peter Corkindale	Vacant	Martyn Wood	Vacant

A&L	CD	HR	Planning	Complaints
Mick Dowse	Abdul Shohid	Julie Adams	Martyn Wood	Mick Westerman
Julie Adams	Josh Clarkson	Leanne Wrench	Michelle Shaw	Martin Walker
Paul Cook	Allan Clark	Chris Graham	Martin Walker	Allan Clark
Leanne Wrench	John Lawless	Chris Herd	Kamal Hussain	Mark Curtis
John Lawless	Emanuele Bernardini	Mohammed Nazam	Allan Clark	Mohammed Nazam

Andrea Walker	Andrea Walker
Vacant	Clare Abberton
Vacant	Mark Curtis

Clare Abberton
Mick Dowse
Chris Graham
Peter Corkindale
Javaid Akhtar

**ii) Complaints Committee Chair**

Cllr Westerman was proposed by Cllr M Walker and Seconded by Cllr Adams

Cllr Nazam was proposed by Cllr Cook and Seconded by Cllr Wrench

On being put to the vote, a majority of members:

**RESOLVED** that Cllr Nazam serve as Complaints Panel Chair for Municipal year 2022/23.

**iii) Community Governance Working Group**

**RESOLVED** to reappoint Cllrs Adams, Curtis, Corkindale, Maunsell and Westerman to the Community Governance Working Group to allow the group to complete its work and make recommendations to the Policies & Governance Committee as required by the Working Group Terms of Reference.

### **011/2022 (TC) Standing Orders & Financial Regulations**

Members considered a report from the Town Clerk containing the Council Standing Orders and Financial Regulations.

Proposed by Cllr Westerman and Seconded by Cllr Adams to amend Standing Order 5xi to include the reference “to appoint representatives on outside bodies for a term of 4 years”.

On being put to the vote the amendment was defeated.

**RESOLVED** the Standing Orders & Financial Regulations be approved for the year 2022/23.

### **012/2022 (TC) Financial Commitments**

i) Regular Direct Debit payments:

Electricity Usage	Gas Usage	Water Usage
Mobile Phones	EPOS(Bar Till system)	
Postage	Card Payment Machine	

**RESOLVED** to note the above goods/services are paid on a monthly basis via Direct Debit.

ii) Event Income

**RESOLVED** that income directly related to events, such as ticket sales, sponsorship can be used to offset costs for those specific events for which the income was received.

### **013/2022 (TC) Review of Annual Policies**

Members review t the following Council Policies:

a) Public Inspection Policy	b) Co-option Policy	c) Document Retention Policy
d) Flag Flying Policy	e) Health & Safety Policy	f) I.T Policy
g) Publication Scheme	h) Members Code of Conduct	i) Display Screen Policy
j) Equal Opportunities Policy	k) Gifts & Hospitality Policy	l) Memorial Bench Policy

**RESOLVED** to approve the policies detailed above.

### **014/2022 (TC) Grit Bin Policy**

To consider a recommendation from the Watch & Transport Committee to approve an updated Grit Bin Policy.

**RESOLVED** members approved the updated Grit Bin policy and application form.

### **015/2022 (TC) Keighley Works (CLLD) Report**

Members considered a report from the Assistant Town Clerk/CDO on the Keigley Works project.

**RESOLVED** to note the annual update.

### **016/2022 (TC) Representatives on Outside Bodies**

**RESOLVED** to make the following appointments to Outside Bodies;

<b>Organisation</b>	<b>Current Representatives</b>
YLCA South Pennine Branch	Cllrs Mick Westerman & Cllr Chris Graham
Bronte Country Partnership	Cllr Chris Herd
Oakworth Village Society	Cllr Mark Curtis/Cllr Luke Maunsell
Bradford District Local Council's Liaison Group	Town Mayor
Keighley Child Exploitation Steering Group	Cllr Mick Westerman
Keighley Police Museum Trustee's	Town Mayor & Chairman of Civic Centre & Strategy Committee ( <b>these are included in the Police Museum Constitution and are for noting only</b> )
Town Deal Board	Cllr Peter Corkindale
Green Space Campaign Group	Cllr Paul Cook

ii) Members Champions

**RESOLVED** to make the following appointments to Member Champion roles

<b>Champion Role</b>	<b>Champion</b>
Climate Change	Cllr Peter Corkindale
Youth Champion	Cllr Luke Maunsell
Armed Forces	Cllr Julie Adams

**017/2022 (TC) Notices of Motion**

i) Support for Ukraine

Proposed by Cllr Adams and seconded by Cllr Maunsell

To consider the following motion of support to the people of Ukraine as endorsed by the Society of Local Council Clerks, National Association of Local Councils and the Council of European Municipalities and Regions.

“We, local and regional leaders across Europe, strongly condemn the multiple attacks and violations of the territorial integrity and sovereignty of Ukraine. We express our full support and solidarity to the Ukrainian people and our peers in local and regional government. We will not accept that our European values and integrity be attacked again by the Russian Federation after the violation of Georgian territories by Russia in 2008. We are firmly opposed to the dismemberment of a free and democratic state in Europe.”

Council further notes the ever-increasing evidence of possible genocide being perpetrated by the Russian military on the Ukrainian people.

Therefore:

Council **RESOLVED** to affirm its unequivocal support for the Ukrainian people and their right to live in a free democratic country without fear of invasion or occupation by Russian forces.

**018/2022 (TC) Date & Time of next meeting**

**RESOLVED** that the next meeting will be held on Thursday 30 June 2022 at Keighley Town Hall.

Signed ..... Date .....  
Chair

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