



KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney
Town Clerk
23 June 2022

Email: townclerk@keighley.gov.uk

YOU ARE HEREBY SUMMONED TO ATTEND A MEETING of the **Keighley Town Council** which will be held at Council Chamber, Low Street, Keighley, BD21 3PA on **Thursday 30 June at 6:30pm.**

Mr. Joe Cooney
Town Clerk

COUNCIL MEMBERS

Cllr L. Maunsell (Mayor)	Cllr J. Clarkson	Cllr M. Nazam
Cllr J. Kirby (Deputy Mayor)	Cllr P. Corkindale	Cllr M. Shaw
Cllr C. Abberton	Cllr P. Cook	Cllr A. Shohid
Cllr J. Adams	Cllr M. Curtis	Cllr A. Walker
Cllr A. Ahmed	Cllr M. Dowse	Cllr M. Walker
Cllr J. Akhtar	Cllr C. Graham	Cllr M. Westerman
Cllr N. Ali	Cllr C. Herd	Cllr L. Wrench
Cllr M. Anayat	Cllr K. Hussain	Cllr M. Wood
Cllr E. Bernardini	Cllr J. Lawless	
Cllr A. Clark	Cllr S. Mahmood	

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 Clerk'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 Town Clerk, 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 subsequent to 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 Safety arrangements

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

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.

5. Town Mayor

- i) To receive the Town Mayor's opening remarks
- ii) To receive details of all the invitations that the Mayor has accepted since taking office

6. Minutes

To approve the draft minutes of the Keighley Town Council meeting held on Thursday 19 May 2022.
Copy attached

7. Progress Report

To note the progress on decisions made at the Council meeting held Thursday 19 May 2022.
Copy attached

8. Reports from District Councillors and Invited Guests

- 8.1 To receive reports from District Councillors
- 8.2 To receive reports from other invited guests – Ian Hayfield, Chairman Town Deal Board

9. Committee Minutes

To receive the minutes of the meetings of the following committees:

1. Events and Leisure	28 February 2022
2. Events and Leisure	21 April 2022
3. Events and Leisure	18 May 2022
4. Watch and Transport	7 March 2022
5. Policies and Governance	1 March 2022
6. Policies and Governance	5 April 2022
7. Planning	8 March 2022
8. Planning	23 March 2022
9. Planning	12 April 2022
10. Planning	26 April 2022
11. Planning	10 May 2022
12. Finance and Audit	21 February 2022
13. Finance and Audit	21 March 2022
14. Finance and Audit	25 April 2022
15. Community Development	2 February 2022
16. Community Development	8 April 2022
17. Allotments and Landscapes	17 January 2022
18. Allotments and Landscapes	14 March 2022
19. Civic Centre and Strategy	16 February 2022
20. Civic Centre and Strategy	20 April 2022

10. Committee Vacancies – For Decision

- i) Allotments Committee – 2 Vacancies
- ii) Events & Leisure – 1 Vacancy
- iii) Finance & Audit – 1 Vacancy
- iv) Policies & Governance – 1 Vacancy

Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

11. Annual Governance and Accountability Return – For Decision

Members are asked to:

- i) Receive and note the Internal Auditors Report.
- ii) To receive and approve the Annual Governance Statement of Keighley Town Council - section 1 of the 2021/22 Annual Governance Accountability Return (AGAR).
- iii) To receive and approve the Accounting Statements for Keighley Town Council - section 2 of the 2021/22 Annual Governance Accountability Return (AGAR).

NOTE: The Mayor to read out each of the nine section 2 statements for approval.

- iv) To confirm and approve the 2021/22 Annual Return.
- v) To receive and approve the Annual Governance and Accountability Return for 2021/22.
- vi) To receive and note the Annual Statement of Accounts for 2021/22

Copies attached

12. Update on Town Assembly – For Noting

To receive a verbal update from the Town Mayor on the outcome of the Town Assembly held Wednesday 22 June 2022.

13. Grant Policy – For Decision

To receive recommendations from the Finance & Audit Committee on an updated Grant Policy.

Copy attached

14. Councillor Vacancies Update – For Noting

i). To receive an update on the outcome of the by-election held in Riddlesden held on Thursday 23 June 2022.

ii). To note the by-election for the vacancy in Highfield will be held on Thursday 21 July 2022.

15. Neighbourhood Plan – For Decision

To receive recommendations from the Planning Committee relating to a Neighbourhood Plan for Keighley.

To Follow

16. Outside Bodies – For Decision

i). YLCA Vacancy

Cllr Graham has resigned as one of the Council representatives on South Pennine YLCA Branch. Council is asked to appoint a representative for the remainder of the municipal year.

ii). Outside Bodies Updates

To receive updates from Council appointed representatives on outside bodies

Organisation	Current Representatives
YLCA South Pennine Branch	Cllrs Mick Westerman & Vacant
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
Town Deal Board	Cllr Peter Corkindale

17. Notices of Motion

i) Travel and Subsistence Allowances

Proposed by Cllr Westerman

The current National Joint Council (NJC) last reviewed the travel and subsistence rates for staff in 2010. Given the current increasing cost of living it would be appropriate for the NJC and Unions to review the travel and subsistence rates included on the Local Government employers "Green Book".

Therefore, Council resolves to write to the NJC Secretary requesting the travel and subsistence rates be reviewed as part of the 2022/23 pay award negotiations.

17. Date of next meeting

The next Town Council meeting will be held on Thursday 29 September 2022.

OFFICER SUPPORT TO THE MEETING

Officers scheduled to attend: Joe Cooney (Town Clerk)
Pip Gibson (Assistant Town Clerk/CDO)

APOLOGIES

Contact the office during normal opening hours (01535) 872126
Email: joe.cooney@keighley.gov.uk

Late apologies should be made by phone to the senior officer
scheduled to attend.