



## KEIGHLEY TOWN COUNCIL

Minutes of the Policy & Governance (PG) Committee held Civic Centre, North Street, Keighley, BD21 3RZ on Tuesday 1 November 2022

**Present:** Councillor Westerman - Chairman  
 Councillor Curtis – Vice Chairman  
 Councillor Akhtar  
 Councillor Adams  
 Councillor Abberton  
 Councillor Ahmed  
 Councillor Maunsell – Ex Officio

**Also Present:** Pip Gibson, Assistant Town Clerk  
 Jane Lee, Green Space representative.

Minute Ref	Agenda Item
055/2022 (PG)	<b>Welcome from Chairman</b>  Cllr Westerman welcomed members to the meeting.
056/2022 (PG)	<b>Apologies for Absence</b>  Cllr M Walker  <b>RESOLVED</b> to accept and record the above apologies.
057/2022 (PG)	<b>Declaration of Interest</b>  <b>RESOLVED</b> 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.
058/2022 (PG)	<b>Public Question Time</b>  None.
059/2022 (PG)	<b>Minutes</b>  <b>RESOLVED</b> Members approved the amended minutes of the meeting of the Policies & Governance Committee held on Tuesday 4 October 2022.
060/2022 (PG)	<b>Progress Report</b>

	<p>Members received a progress update on decisions taken at the last committee meeting on Tuesday 4 October 2022.</p> <p>Jane Lee gave an update on letters she had sent and which ones had responded.</p> <p><b>NOTED.</b></p>																																												
061/2022 (PG)	<p><b>Town Plan</b></p> <p>Members received an update report from the Assistant Town Clerk/CDO on the town plan progress.</p> <p><b>RESOLVED</b> members noted the Town Plan progress.</p>																																												
062/2022 (PG)	<p><b>Budget 2023/24 Update</b></p> <p>Members considered a report from the Town Clerk regarding the Committee budget for 2023/24.</p> <p><b>RESOLVED</b> members requested an overall budget of £102,608 for financial year 2023/24.</p> <p><b>RESOLVED</b> to request the following breakdown:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>2023/24</th> </tr> </thead> <tbody> <tr> <td>Travel &amp; Subsistence (Members &amp; Officers)</td> <td>1,500</td> </tr> <tr> <td>Subscriptions</td> <td>4,320</td> </tr> <tr> <td>Elections</td> <td>30,000</td> </tr> <tr> <td>Office Administration</td> <td>9,500</td> </tr> <tr> <td>Postage</td> <td>1,620</td> </tr> <tr> <td>Stationary</td> <td>2,700</td> </tr> <tr> <td>Insurance</td> <td>9,866</td> </tr> <tr> <td>IT Costs</td> <td>19,440</td> </tr> <tr> <td>Website</td> <td>1,728</td> </tr> <tr> <td>Meeting Refreshments</td> <td>864</td> </tr> <tr> <td>Civic &amp; Ceremonial</td> <td>8,000</td> </tr> <tr> <td>Training - Members</td> <td>4,320</td> </tr> <tr> <td>Conferences</td> <td>2,750</td> </tr> <tr> <td>Annual Report/Magazine</td> <td>6,000</td> </tr> <tr> <td><b>Total</b></td> <td><b>102,608</b></td> </tr> </tbody> </table> <p><b>RESOLVED</b> to request that the following budget lines sit with the HR Committee:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Description</th> <th>2023/24</th> </tr> </thead> <tbody> <tr> <td>Legal Fees</td> <td>Annual HR &amp; H&amp;S contract</td> <td>5,783</td> </tr> <tr> <td>Training - Officers</td> <td>Training budget to support officers</td> <td>7,700</td> </tr> <tr> <td>Uniform &amp; PPE</td> <td>The provision of necessary staff uniform and PPE where required</td> <td>2,200</td> </tr> </tbody> </table>	Item	2023/24	Travel & Subsistence (Members & Officers)	1,500	Subscriptions	4,320	Elections	30,000	Office Administration	9,500	Postage	1,620	Stationary	2,700	Insurance	9,866	IT Costs	19,440	Website	1,728	Meeting Refreshments	864	Civic & Ceremonial	8,000	Training - Members	4,320	Conferences	2,750	Annual Report/Magazine	6,000	<b>Total</b>	<b>102,608</b>	Item	Description	2023/24	Legal Fees	Annual HR & H&S contract	5,783	Training - Officers	Training budget to support officers	7,700	Uniform & PPE	The provision of necessary staff uniform and PPE where required	2,200
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	<p><b>RESOLVED</b> to request that the Finance Committee look at how committees monitor their own budgets.</p>
063/2022 (PG)	<p><b>Key Performance Indicators</b></p> <p>Members considered a report from the Town Clerk on the performance of the Council's Key Indicators.</p> <p><b>RESOLVED</b> to note the report.</p>
064/2022 (PG)	<p><b>Community Emergency Action Plan</b></p> <p>Members considered an update from the Town Clerk on the development of the Keighley Community Emergency Plan.</p> <p><b>RESOLVED</b> Members noted the plan is still in draft form.</p> <p><b>RESOLVED</b> Members delegated authority to the Town Clerk to complete the Emergency Plan and implement any actions arising from the plan.</p> <p><b>RESOLVED</b> Members noted any expenditure necessary will come from within existing Town Council budget lines.</p> <p><b>RESOLVED</b> Members requested a copy of the final plan be shared with all Town Councillors.</p>
065/2022 (PG)	<p><b>Internal Governance Working Group</b></p> <p>Members received a verbal update from Cllr Adams on the initial meeting of the Internal Governance Working Group. The group have asked the Town Clerk to look at options for the internal structure of committees.</p>
066/2022 (PG)	<p><b>Local Council Award Scheme</b></p> <p>Members considered a report from the Town Clerk on the Local Council Award Scheme.</p> <p><b>RESOLVED</b> members noted the council meets the criteria for the Local Council Foundation Awards.</p> <p><b>RESOLVED</b> to recommend to Full Council to approve the submission of the foundation application to the Local Council Awards.</p>
067/2022 (PG)	<p><b>Items for a future agenda</b></p> <p>Members requested the following items be added to the next committee agenda:-</p> <ul style="list-style-type: none"> <li>- Councillors non-attendance at Council meetings.</li> </ul> <p><b>RESOLVED</b> to add the above items to the next committee agenda.</p> <p><b>RESOLVED</b> that Green Space Campaign becomes a standard item on the Agenda</p>

068/2022 (PG)	<b>Date &amp; time of next meeting</b>  The next meeting will be on Tuesday 6 December 2022.

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

DRAFT