



## KEIGHLEY TOWN COUNCIL

Minutes of the meeting of the **Policy & Resources Committee** held at the **Committee Room, Civic Centre, North Street, Keighley, BD21 3RZ** on Monday 19 June 2023 commencing at **18:00**.

**Present:** Cllr. Clare Abberton, Cllr. Andrea Walker, Cllr. Luke Maunsell, Cllr. Amjid Ahmed, Cllr. Mark Curtis, Cllr Tracy Storton, Cllr. Wendy Harrison, Cllr. Mohammed Muazzam

**Apologies:** Cllr. Javaid Akhtar, Cllr. Kamal Hussain

**Also In Attendance:** Joe Cooney, Town Clerk, Peter Clarke, RFO

Minute Ref	Agenda Item
1/2023 (PR)	<p><b>Election of Chairman</b></p> <p>Members are asked to appoint a Committee Chairman for Municipal year 2023/24.</p> <p>Cllr Abberton proposed by Cllr Walker seconded by Cllr Storton</p> <p>Cllr Curtis proposed by Cllr Maunsell seconded by Cllr Curtis</p> <p>On being put to the vote it was;</p> <p><b>RESOLVED</b> to elect Cllr Abberton as Committee Chairman for the municipal year 2023/24.</p>
2/2023 (PR)	<p><b>Election of Vice Chairman</b></p> <p>Members are asked to appoint a Committee Vice Chairman for the Municipal year 2023/24</p> <p>Cllr Curtis proposed by Cllr Maunsell seconded by Cllr Curtis</p> <p>Cllr Walker proposed by Cllr Walker seconded by Cllr Abberton</p> <p>On being put to the vote it was;</p> <p><b>RESOLVED</b> to appoint Cllr Walker as Committee Vice Chairman for municipal year 2023/24.</p>
3/2023 (PR)	<p><b>Apologies for Absence</b></p> <p>To receive apologies of absence from Cllr Akhtar and Cllr K Hussain.</p>

	<b>RESOLVED</b> to accept the above apologies.
<b>4/2023 (PR)</b>	<p><b>Declarations of Interest</b></p> <p>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.</p> <p>Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring Officer.</p> <p>i) Declarations of Interest from Members ii) Declarations of Interest from Officers</p> <p>None</p>
<b>5/2023 (PR)</b>	<p><b>Public Question Time</b></p> <p>Jane Lee asked if the Policy &amp; Resources Committee will take over the responsibility for the Green Space issue.</p> <p>The Town Clerk confirmed the Green Space would be included on future agendas.</p>
<b>6/2023 (PR)</b>	<p><b>Minutes of previous meetings</b></p> <p>To approve the minutes of the Policy &amp; Resources Committee held on Tuesday 7 March 2023.</p> <p><b>RESOLVED</b> to approve the minutes of the Policies &amp; Governance meeting held Tuesday 7 March 2023</p>
<b>6.1/2023 (PR)</b>	<p><b>Finance &amp; Audit Minutes</b></p> <p>To approve the minutes of the Finance &amp; Audit Committee held on Monday 20 March 2023</p> <p><b>RESOLVED</b> to approve the minutes of the Finance &amp; Audit Committee held on Monday 20 March 2023</p>
<b>7/2023 (PR)</b>	<p><b>Progress Report</b></p> <p>To receive the progress report following the meeting held on Tuesday 7 March and Monday 20 March 2023</p> <p><b>RESOLVED</b> members noted the progress report on the Policies &amp; Governance committee held Tuesday 7 March 2023.</p> <p><b>RESOLVED</b> members noted the progress report on the Finance &amp; Governance committee held Monday 20 March 2023.</p>
<b>8/2023 (PR)</b>	<b>Monthly Financial Reports</b>

	Members are asked to note and consider the reports/paperwork with regards to:
<b>8.1/2023 (PR)</b>	<p><b>Bank Reconciliations and month end reports</b></p> <p>Members are asked to note the bank reconciliations and month end reports.</p> <p><b>RESOLVED</b> members approved the Bank Reconciliations for Period 12 (March), Period 1 (April) and Period 2 (May)</p>
<b>8.2/2023 (PR)</b>	<p><b>Monthly Payments</b></p> <p>Members are asked to ratify the March, April and May 2023 monthly payments.</p> <p><b>RESOLVED</b> members ratified payments made in March 2023, April 2023 and May 2023.</p>
<b>8.3/2023 (PR)</b>	<p><b>Monthly spot check</b></p> <p>To receive an update on the monthly spot check for Period 12, 1 &amp; 2 undertaken by Councillors.</p> <p><b>RESOLVED</b> to note the Period 12, Period 1 and Period 2 spot checks have been completed by Cllr Kates and Cllr Crangle</p>
<b>8.4/2023 (PR)</b>	<p><b>Spot check appointments</b></p> <p>Members are asked to appoint 2 Councillors to undertake the monthly spot check for period 3</p> <p><b>RESOLVED</b> to appoint Cllr Abberton, Cllr Ahmed, Cllr Harrison and Cllr Storton to undertake Period 3 spot check.</p>
<b>9/2023 (PR)</b>	<p><b>Grant Applications</b></p> <p>To consider the attached report from the RFO detailing grant applications received since the last committee meeting.</p> <p><b>RESOLVED</b> to approve a £5,000 grant towards the costs of staging Keighley Show</p> <p><b>RESOLVED</b> to refuse the £9,080 grant from Keighley Creative for a Soapbox Derby.</p> <p><b>RESOLVED</b> to request the Events &amp; Community Action Committee consider the idea of a Soapbox Derby for 2024.</p> <p><b>RESOLVED</b> to approve a £5,000 grant towards the costs of staging Keighley Pride.</p> <p><b>RESOLVED</b> members approved the grant submission deadlines.</p>

<p><b>10/2023 (PR)</b></p>	<p><b>Internal Audit Report</b></p> <p>To consider a report from the RFO detailing the Internal Auditors report</p> <p><b>RESOLVED</b> members noted the Internal Audit Report and recommend the report to Full Council.</p>
<p><b>11/2023 (PR)</b></p>	<p><b>Annual Governance &amp; Accountability Return (AGAR)</b></p> <p>To approve the draft statement of Accounts including the draft Annual Governance and Accountability Returns (AGAR) and make recommendation to Council.</p> <p><b>RESOLVED</b> members noted the Annual Governance &amp; Accountability Return and recommended the AGAR to Full Council.</p>
<p><b>12/2023 (PR)</b></p>	<p><b>Payroll Contract</b></p> <p>To consider a report from the Town Clerk on the Council's payroll provider.</p> <p><b>RESOLVED</b> members approved Bradford MDC as the Council's Payroll provider for the next 3 years until 2026.</p>
<p><b>13/2023 (PR)</b></p>	<p><b>Council Insurance Contract</b></p> <p>To consider a report from the Town Clerk detailing the Insurance quotations received for members consideration.</p> <p><b>RESOLVED</b> members accepted the quotation provided by Zurich Municipal.</p> <p><b>RESOLVED</b> members agreed to enter into a 3 year with Zurich Municipal for the provision of the Councils Insurance cover.</p> <p>Under Standing Order 3(s) Cllr Ahmed requested a recorded vote on this item</p> <p>For awarding contract to Zurich Municipal: Cllrs Abberton, Maunsell, Curtis, Harrison, Walker, Storton and Muazzam</p> <p>Against award contract to Zurich Municipal: Cllr Ahmed</p>
<p><b>14/2023 (PR)</b></p>	<p><b>Keighley Vision 2027: Building a Brighter Future Together</b></p> <p>To consider a report from the Town Clerk on the new 4 year Council Plan; Keighley Vision 2027: Building a Brighter Future Together.</p> <p><b>RESOLVED</b> members noted the Keighley Vision plan and recommended approval to Full Council.</p>
<p><b>15/2023 (PR)</b></p>	<p><b>Key Performance Indicators</b></p> <p>To consider a report from the Town Clerk on the annual Key Performance Indicators.</p>

	<b>RESOLVED</b> members approved the Key Performance Indicators for financial year 2023/24.
<b>16/2023 (PR)</b>	<p><b>Gift &amp; Hospitality Policy</b></p> <p>To consider a report from the Town Clerk detailing the annual update of the Gifts &amp; Hospitality policy.</p> <p><b>RESOLVED</b> members noted the Gift &amp; Hospitality policy and recommended the policy to Full Council.</p>
<b>17/2023 (PR)</b>	<p><b>Community Engagement Policy</b></p> <p>To consider a report from the Town Clerk on a Council Community Engagement Policy</p> <p><b>RESOVLED</b> to note the Community Engagement policy and recommend approval to Full Council.</p>
<b>18/2023 (PR)</b>	<p><b>CSE Meeting</b></p> <p>Members are asked to agree a date of Monday 17 July, 5.00pm for the potential restoration of a CSE group in Keighley. The meeting will be held in the Civic Centre, North Street, Keighley, BD21 3RZ</p> <p><b>RESOLVED</b> to arrange a meeting with key stakeholders to discuss CSE on Tuesday 17 July, 5.00pm, Civic Centre.</p>
<b>19/2023 (PR)</b>	<p><b>Future Items</b></p> <p>Councillors are asked to suggest any agenda items for future meetings.</p> <p>None</p>
<b>20/2023 (PR)</b>	<p><b>Date &amp; Time of next meeting</b></p> <p>Next meeting will be held on Monday 17 July, 6.00pm at Keighley Civic Centre</p>

Signed: .....  
Chair

Date: .....