



## KEIGHLEY TOWN COUNCIL

Minutes of the meeting of the **Full Council** held at the **Council Chamber, Keighley Town Hall, Bow Street, Keighley BD21 3PA** on Thursday 22 June 2023 commencing at **18:30**

**Present:** Cllr. Abdul Shohid, Cllr. Clare Abberton, Cllr. Andrea Walker, Cllr. Chris Herd, Cllr. Peter Corkindale, Cllr. John Kirby, Cllr. Amjid Ahmed, Cllr. Javaid Akhtar, Cllr. Mark Curtis, Cllr. Paul Cook, Cllr John Lawless, Cllr. Peter Kates, Cllr Tracy Storton, Cllr. Fulzar Ahmed, Cllr. Mohammad Khalil, Cllr. Mohammed Ibraheem, Cllr. Wendy Harrison, Cllr. Mohammed Muazzam, Cllr. Mohammed Kadir Rafiq, Cllr. Abdul Nasser Razak, Cllr. Laura Kelly

**Apologies:** Cllr. Luke Maunsell, Cllr. Mohammed Nazam, Cllr. Kamal Hussain, Cllr. Martin Crangle, Cllr. Gulfraz Hussain, Cllr. Lewis Haynes, Cllr. Ellen Bailey

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

Minute Ref	Agenda Item
17/2023 TC	<p><b>Welcome from Town Mayor</b></p> <p>Members were required to elect a Chairman for the meeting.</p> <p><b>RESOLVED</b> to appoint Cllr Corkindale as Chairman for the duration of the meeting.</p>
18/2023 TC	<p><b>Apologies for Absence</b></p> <p>Members are asked to receive apologies of absence for this meeting.</p> <p>Cllr Bailey, Cllr Crangle, Cllr Haynes, Cllr G Hussain, Cllr K Hussain, Cllr Maunsell, Cllr Nazam</p> <p><b>RESOLVED</b> to accept the above apologies.</p>
19/2023 TC	<p><b>Declarations of Interests</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>

	None																														
<b>20/2023 TC</b>	<p><b>Public Question Time &amp; Participation</b></p> <p>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.</p> <p>None</p>																														
<b>21/2023 TC</b>	<p><b>Town Mayor</b></p> <p>Cllr Corkindale invited members to introduce themselves to Full Council.</p>																														
<b>22/2023 TC</b>	<p><b>Minutes</b></p> <p>To approve the draft minutes of the Keighley Town Council meeting held on Thursday 18 May 2023</p> <p><b>RESOLVED</b> to approve the minutes of the Annual Council meeting held on Thursday 18 May 2023.</p>																														
<b>23/2023 TC</b>	<p><b>Progress Report</b></p> <p>To note the progress on decisions made at the Council meeting held Thursday 18 May 2023</p> <p><b>RESOLVED</b> to note the progress report on decisions taken at the Annual Council meeting held Thursday 18 May 2023.</p>																														
<b>24/2023 TC</b>	<p><b>Reports from District Councillors &amp; Invited Guests</b></p> <p>i) Report from District Councillors District Councillors provided updates on the City of Culture Bid, the growing concerns about unregulated dark kitchens, work around Dalton Lane.</p>																														
<b>25/2023 TC</b>	<p><b>Committee Minutes</b></p> <p>To receive the minutes of the meetings of the following committees.</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Committee</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>i</td> <td>Allotments and Landscapes</td> <td>13 Mar 23</td> </tr> <tr> <td>ii</td> <td>Civic Centre and Strategy</td> <td>18 Jan 23</td> </tr> <tr> <td>iii</td> <td>Civic Centre and Strategy</td> <td>15 Mar 23</td> </tr> <tr> <td>iv</td> <td>Community Development</td> <td>8 Mar 23</td> </tr> <tr> <td>v</td> <td>Events and Leisure</td> <td>16 Feb 23</td> </tr> <tr> <td>vi</td> <td>Events and Leisure</td> <td>16 Mar 23</td> </tr> <tr> <td>vii</td> <td>Finance and Audit</td> <td>21 Feb 23</td> </tr> <tr> <td>viii</td> <td>Finance and Audit</td> <td>20 Mar 23</td> </tr> <tr> <td>ix</td> <td>Planning</td> <td>28 Feb 23</td> </tr> </tbody> </table>	No.	Committee	Date	i	Allotments and Landscapes	13 Mar 23	ii	Civic Centre and Strategy	18 Jan 23	iii	Civic Centre and Strategy	15 Mar 23	iv	Community Development	8 Mar 23	v	Events and Leisure	16 Feb 23	vi	Events and Leisure	16 Mar 23	vii	Finance and Audit	21 Feb 23	viii	Finance and Audit	20 Mar 23	ix	Planning	28 Feb 23
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<b>26/2023 TC</b>	<p><b>Committee Vacancies</b></p> <p>Members are asked to consider the following committee vacancies:</p>									
<b>26.1/2023 TC</b>	<p><b>Events &amp; Community Action</b></p> <p>Currently 2 vacancies to fill on this committee .</p> <p>Cllr Crangle proposed by Cllr Kates seconded by Cllr Herd</p> <p>Cllr Muazzan proposed by Cllr F Ahmed seconded by Cllr Cook</p> <p><b>RESOLVED</b> to appoint Cllr Crangle and Cllr Muazzam to the Events &amp; Community Action committee.</p>									
<b>26.2/2023 TC</b>	<p><b>Human Resources</b></p> <p>Currently 1 vacancy to fill on this committee .</p> <p>Cllr Crangle proposed by Cllr Herd and seconded by Cllr Lawless Cllr A Ahmed proposed by Cllr Akhtar and seconded by Cllr Muazzam Cllr Nazan proposed by Cllr Abberton and seconded by Cllr Corkindale</p> <p>On being put to the vote it was;</p> <p><b>RESOLVED</b> to appoint Cllr Nazam to the Human Resource committee.</p>									
<b>26.3/2023 TC</b>	<p><b>Planning</b></p> <p>Currently 1 vacancy to fill on this committee.</p> <p>Cllr Muazzam proposed by Cllr Walker and seconded by Cllr F. Ahmed</p> <p><b>RESOLVED</b> to appoint Cllr Muazzam to the Planning committee.</p>									
<b>27/2023 TC</b>	<p><b>Annual Governance &amp; Accountability Statement</b></p> <p>Members are asked to note:</p>									
<b>27.1/2023 TC</b>	<p><b>Internal Auditors Report</b></p> <p>Members are asked to:</p> <p>i) Receive and note the Internal Auditors Report.</p> <p><b>RESOLVED</b> to receive and note the Internal Auditor report</p>									

<p><b>27.2/2023</b> <b>TC</b></p>	<p><b>Annual Governance Statement</b></p> <p>ii) To receive and approve the Annual Governance Statement of Keighley Town Council - section 1 &amp; 2 of the 2022/23 Annual Governance Accountability Return (AGAR).</p> <p><b>RESOLVED</b> to approve section 1 and 2 of the Annual Governance &amp; Accountability statement 2022/23.</p>
<p><b>27.3/2023</b> <b>TC</b></p>	<p><b>Annual Governance &amp; Accountability Return</b></p> <p>To receive and approve the Annual Governance and Accountability Return for 2022/23.</p> <p><b>RESOLVED</b> to confirm and approve the 2022/23 Annual Governance Accountability Return (AGAR).</p> <p><b>RESOLVED</b> to note the Annual Statement of Accounts for 2022/23</p>
<p><b>28/2023</b> <b>TC</b></p>	<p><b>Keighley Vision 2027</b></p> <p>To receive recommendations from the Policy &amp; Resources Committee relating to Keighley Vision 2027.</p> <p><b>RESOLVED</b> members approved the Keighley Vision document recommended by Policy &amp; Governance Committee.</p> <p><b>RESOLVED</b> members requested the Town Clerk provide 6 monthly updates on the progress of the plan implementation to the Policy &amp; Resources Committee and Full Council.</p>
<p><b>29/2023</b> <b>TC</b></p>	<p><b>Gifts &amp; Hospitality Policy</b></p> <p>To consider recommendations from the Policy &amp; Resources Committee relating to the Gifts &amp; Hospitality policy.</p> <p><b>RESOLVED</b> members approved the Gifts &amp; Hospitality Policy as recommended by the Policy &amp; Governance Committee.</p> <p><b>RESOLVED</b> members noted that no Gifts or Hospitality have been received above the declarable amount during financial year 2022/23 by Councillors or Officers.</p> <p><b>RESOLVED</b> members note the annual register will be published on the Town Councils website.</p>
<p><b>30/2023</b> <b>TC</b></p>	<p><b>Community Engagement Policy</b></p>

	<p>To consider recommendations from the Policy &amp; Resources Committee on a new Community Engagement Policy.</p> <p><b>RESOLVED</b> members approved the Community Engagement Policy recommended by the Policy &amp; Governance Committee.</p>														
<p><b>31/2023</b> <b>TC</b></p>	<p><b>Councillor Resignations</b></p> <p>Members are asked to note the resignations of:</p> <p>Julie Adams - Fell Lane &amp; Westburn ward Allan Clark - Bracken Bank &amp; Ingrow ward</p> <p><b>RESOLVED</b> to note the update following the resignations of Cllr Adams and Cllr Clark.</p>														
<p><b>32/2023</b> <b>TC</b></p>	<p><b>Outside Bodies &amp; Member Champion Reports</b></p> <p>To receive updates from Council appointed representatives on outside bodies and member champions</p>														
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<p><b>32.2/2023</b> <b>TC</b></p>	<p><b>Outside Body Vacancy</b></p> <p>Members are asked to consider appointing a representative to Beckfoot Nessfield School Committee.</p> <p><b>**Beckfoot Nessfield Primary School (Fell Lane &amp; Westburn) are looking for a member to join their Local School Committee which forms part of the Academy Trust's governance arrangements. They are looking for someone who is interested in the local needs of the area and would bring skills, ideas and experience to support the school, taking particular responsibility for student and staff welfare &amp; well-being and family engagement. There are six meetings a year that take place around each half term and members of the committee are encouraged to visit the school and attend events.**</b></p> <p><b>RESOLVED</b> to appoint Cllr F Ahmed to the Beckfoot Nessfield School Committee</p>														

<b>32.3/2023 TC</b>	<p><b>Member Champion Reports</b></p> <p>To receive reports from;</p> <table border="1" data-bbox="339 331 1404 454"> <tr> <td>Member Champion Role</td> <td>Councillor</td> </tr> <tr> <td>Armed Forces Champion</td> <td>Cllr Clare Abberton</td> </tr> <tr> <td>Climate Change Champion</td> <td>Cllr Andrea Walker</td> </tr> </table> <p><b>RESOLVED</b> to receive the updates from the above Member Champions</p>	Member Champion Role	Councillor	Armed Forces Champion	Cllr Clare Abberton	Climate Change Champion	Cllr Andrea Walker
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<b>33/2023 TC</b>	<p><b>Code of Conduct Outcome</b></p> <p>To receive the outcome of a Code of Conduct Complaint, against Cllr Paul Cook, from Bradford MDC Monitoring Officer and consider if any further action is required.</p> <p><b>RESOLVED</b> that Cllr Cook should send a written apology to the complainant.</p> <p><b>RESOLVED</b> that Cllr Cook should offer to enter into a conciliation process.</p> <p><b>RESOLVED</b> that Cllr Cook should undertake an appropriate Equality training course.</p>						
<b>34/2023 TC</b>	<p><b>Hirers Indemnity Request</b></p> <p>Members are asked to approve a request from Keighley Horticulture Society to be covered under the Council's Hirers Indemnity Policy for their planned activities as part of the Yorkshire Day celebrations being held on Saturday 29 July 2023.</p> <p><b>RESOLVED</b> to approve a request from Keighley Horticulture Society to be covered under the Council's Hirers Indemnity Policy for their planned activities as part of the Yorkshire Day celebrations being held on Saturday 29 July 2023.</p>						
<b>35/2023 TC</b>	<p><b>Bee Friendly Keighley</b></p> <p>To consider declaring Keighley as a Bee Friendly area and requests the Public Spaces &amp; Assets and Events &amp; Community Action Committee's explores initiatives and projects that will project and enhance the bee population in Keighley.</p> <p><b>RESOLVED</b> to declare Keighley as a Bee Friendly area and requests the Public Spaces &amp; Assets and Events &amp; Community Action Committee's explores initiatives and projects that will protect and enhance the bee population in Keighley.</p>						
<b>36/2023 TC</b>	<p><b>Date of Next Meeting</b></p> <p>The next Town Council meeting will be held on Thursday 28 September 2023, 6.30pm</p>						

Signed: .....

Date: .....

**Chair**