



KEIGHLEY TOWN COUNCIL

Minutes of the meeting of the **Full Council** held at Keighley Town Hall, Bow Street, Keighley, BD21 3RY on Thursday 18 May 2023 commencing at **18:30 - 20:30**.

Present: Cllr John Lawless, Cllr. Abdul Nasser Razak, Cllr. Abdul Shohid, Cllr. Allan Clark, Cllr. Amjid Ahmed, Cllr. Andrea Walker, Cllr. Chris Herd, Cllr. Clare Abberton, Cllr. Ellen Bailey, Cllr. Fulzar Ahmed, Cllr. Gulfraz Hussain, Cllr. John Kirby, Cllr. Julie Adams, Cllr. Kamal Hussain, Cllr. Laura Kelly, Cllr. Luke Maunsell, Cllr. Mark Curtis, Cllr. Martin Crangle, Cllr. Mohammad Khalil, Cllr. Mohammed Ibraheem, Cllr. Mohammed Kadir Rafiq, Cllr. Mohammed Muazzam, Cllr. Mohammed Nazam, Cllr. Paul Cook, Cllr. Peter Kates, Cllr. Peter Corkindale, Cllr. Wendy Harrison

Apologies: Cllr Tracy Storton, Cllr. Javaid Akhtar, Cllr. Lewis Haynes

Also In Attendance: Joe Cooney, Town Clerk
 Pip Gibson, Deputy Town Clerk
 Peter Clarke, Responsible Financial Officer

Minute Ref	Agenda Item
1/2023 TC	<p>Election of Town Mayor</p> <p>i) To elect the Town Mayor for the municipal year 2023/24 and to receive the Town Mayor’s Declaration of Acceptance of Office, to be signed in the presence of the Proper Officer.</p> <p>Cllr Mohammed Nazam proposed by Cllr Corkindale and seconded by Cllr Abberton</p> <p>Cllr Adams proposed by Cllr Lawless and seconded by Cllr Clark</p> <p>On being put to the vote a majority of members:-</p> <p>RESOLVED to elect Cllr Mohammed Nazam as Town Mayor for the municipal year 2023/24</p> <p>The Town Mayor signed the Declaration of Office in the presence of the Town Clerk.</p> <p>ii) Town Mayor Opening Remarks</p> <p>Cllr Nazam thanked everyone for their support and looked forward to working with all members during the year ahead.</p>

	<p>iii) Outgoing Mayor Remarks</p> <p>Cllr Maunsell thanked Council for giving him the opportunity to serve as Town Mayor for the last year. Cllr Maunsell reported over £11,000 had been raised for the two Mayoral Charities.</p> <p>iv) Announcement of the Mayoral Charities for year 2023/24.</p> <p>The Town Mayor deferred this item to the next Council meeting.</p> <p>v) To seek nominations and appointments to the Mayors Charitable Trust. N.B the Mayor, Deputy Mayor and immediate Past Mayor are normally appointed, plus at least two other members. N.B members do not necessarily need to be Keighley Town Councillors.</p> <p>RESOLVED to appoint Cllrs Kelly, Harrison, Abberton, Kates, Lawless and Nasser to the Mayors Charitable Trust for municipal year 2023/24.</p>
<p>2/2023 TC</p>	<p>Election of Deputy Mayor</p> <p>To elect the Deputy Town Mayor for the municipal year 2023/24 and to receive the Deputy Town Mayor's Declaration of Acceptance of Office, to be signed in the presence of the Proper Officer.</p> <p>Cllr Lawless was proposed by Cllr Adams and seconded by Cllr Cook</p> <p>Cllr Gulfraz was proposed by Cllr Walker and seconded by Cllr Nasser</p> <p>On being put to the vote a majority of members:-</p> <p>RESOLVED to appoint Cllr Gulfraz as Deputy Town Mayor for the municipal year 2023/24</p>
<p>3/2023 TC</p>	<p>Councillors Declaration of Acceptance of Office</p> <p>The Town Clerk reported that 29 Councillors had signed their Declaration of Acceptance of Office.</p> <p>RESOLVED to allow Cllr Haynes to sign his Declaration of Acceptance of Office at a later date.</p>

<p>4/2023 TC</p>	<p>Apologies for Absence</p> <p>Members are asked to receive apologies of absence for this meeting.</p> <p>Apologies received from Cllr Storton, Haynes and Akhtar</p>
<p>5/2023 TC</p>	<p>Declarations of Interests</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>
<p>6/2023 TC</p>	<p>Minutes</p> <p>To approve the draft minutes of the Keighley Town Council meeting held on Thursday 23 March 2023.</p> <p>RESOLVED to confirm the minutes of the meeting held on Thursday 23 March 2023 be confirmed as a true record of the proceedings and signed by the Chair.</p>
<p>7/2023 TC</p>	<p>Bradford 2025</p> <p>Item Deferred to a future meeting.</p>
<p>8/2023 TC</p>	<p>Town Mayor Annual Allowance & Members Annual Allowance</p> <p>i) To resolve the Town Mayor should receive an allowance of £5,700 to cover costs incurred carrying out Civic Duties, this payment will be subject to usual Tax and National Insurance deductions. This allowance is made to cover out of pocket expenses and provide a clothing allowance for completion of their civic duties during their term in office.</p> <p>RESOLVED that an allowance of £5,700 to cover costs incurred carrying out Civic Duties.</p>

	<p>ii) To resolve that should the Town Mayor request a parking permit, £360 will be deducted from the allowance to cover the cost of providing the Town Mayor with a parking permit for one year.</p> <p>RESOLVED that should the Town Mayor request a parking permit, £360 will be deducted from the allowance to cover the cost of providing the Town Mayor with a parking permit for one year.</p> <p>iii) To resolve to pay the allowance amount in two equal instalments in June 2023 and December 2023, via the Councillors monthly allowance payments.</p> <p>RESOLVED to pay the £5,700 in two equal instalments in June 2023 and December 2023, via the Councillors monthly allowance payments.</p> <p>iv) To resolve the Members Allowance for the Municipal year will be £663.36 per year, paid monthly via the Councils payroll provider.</p> <p>RESOLVED that the Members Allowance for the Municipal year will be £663.36 per year, paid monthly via the Councils payroll provider.</p>
<p>9/2023 TC</p>	<p>Review of delegation arrangements to committees, sub-committees and staff</p> <p>Members are asked to approve the Scheme of Delegation that contains the delegation arrangements to Staff, Committees and Sub-committees of the Town Council in accordance with the LGA, 1972, s101. The Scheme of Delegation also contains the committee Terms of Reference.</p> <p>RESOLVED the Scheme of Delegation for 2023/24 be approved.</p>
<p>10/2023 TC</p>	<p>Appointment of Committees</p> <p>i) Members are asked to confirm the appointments to committees in accordance with Standing Orders. A Ballot will be undertaken where there are more than the prescribed number of members for committees.</p> <p>Committees will be formed by means of a Committee Preference Form circulated prior to the Annual Meeting. Where more than enough members apply for a Committee, a ballot will take place at the Annual Meeting based on members submitted preferences.</p> <ul style="list-style-type: none"> • Complaints Panel (5 members) • Events & Community Action Committee (10 members) • Human Resources Committee (5 members) • Planning Committee (10 members) • Public Spaces & Assets Committee (10 members) • Policy & Resources Committee (10 members)

RESOLVED to appoint the following committees:-

Public Spaces & Assets	Events & Community Development	Policies & Resources	Planning	Human Resources	Complaints Panel
Cllr Corkindale	Cllr Lawless	Cllr Curtis	Cllr Abberton	Cllr Adams	Cllr Walker
Cllr Kates	Cllr Haynes	Cllr Hussain	Cllr Clark	Cllr Maunsell	Cllr Lawless
Cllr Kelly	Cllr Harrison	Cllr Harrison	Cllr Lawless	Cllr Rafiq	Cllr F Ahmed
Cllr Kirby	Cllr Adams	Cllr Walker	Cllr Hussain	Cllr F Ahmed	Cllr Razak
Cllr Khalil	Cllr Ibraheem	Cllr Akhtar	Cllr Corkindale	Cllr Herd	Cllr A Ahmed
Cllr Cook	Cllr Kelly	Cllr Storton	Cllr Storton		
Cllr Bailey	Cllr Shohid	Cllr A Ahmed	Cllr Bailey		
Cllr Razak	Cllr Rafiq	Cllr Abberton	Cllr Razak		
Cllr Ibraheem	Cllr Clark	Cllr Maunsell	Cllr Akhtar		
Cllr Muazzam	Cllr Abberton	Cllr Muazzam	Cllr Haynes		

ii) Members asked to elect a Chairman for the Complaints Panel in accordance with the Committee Terms of Reference.

Cllr Lawless was proposed by Cllr Adams and Seconded by Cllr Shohid

Cllr A Ahmed was proposed by Cllr Ibraheem and Seconded by Cllr Walker

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

RESOLVED that Cllr Lawless serve as Complaints Panel Chair for Municipal year 2023/24

**11/2023
TC**

Standing Orders & Financial Regulations

To approve the Standing Orders & Financial Regulations for municipal year 2023/24.

RESOLVED to approve the Standing Orders and Financial Regulations for municipal year 2023/24

**12/2023
TC**

General Power of Competence

To consider a report from the Town Clerk confirming the Council has met the requirements to enable the Council to claim the General Power of Competence.

RESOLVED to confirm the Council meets the requirements to claim the General Power of Competence. This includes at least a third of Councillors stood for election,

	<p>the Town Clerk hold the necessary qualification to allow the Council to claim the General Power of Competence.</p>																
<p>13/2023 TC</p>	<p>Annual Financial Commitments</p> <p>i) Council resolves the following payments are made by regular monthly payments delegated to the Town Clerk for authorisation:</p> <table border="1" data-bbox="312 528 1339 640"> <tr> <td>Electricity Usage</td> <td>Gas Usage</td> <td>Water Usage</td> </tr> <tr> <td>Mobile Phones</td> <td>EPOS(Bar Till system)</td> <td>Payroll</td> </tr> <tr> <td>Postage</td> <td>Card Payment Machine</td> <td></td> </tr> </table> <p>RESOLVED to note the above goods/services are paid on a monthly basis via Direct Debit.</p> <p>ii) Council resolves 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.</p> <p>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.</p>	Electricity Usage	Gas Usage	Water Usage	Mobile Phones	EPOS(Bar Till system)	Payroll	Postage	Card Payment Machine								
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<p>14/2023 TC</p>	<p>Appointment to Outside Bodies</p> <p>i) Members are asked to consider the appointment of members to act as representatives on external bodies for the ensuing year. Members appointed onto outside bodies are required to report to Full Council. Members acting as representatives must not make any decisions on behalf of the Council.</p> <p>RESOLVED to make the following appointments to Outside Bodies:</p> <table border="1" data-bbox="312 1487 1417 1872"> <thead> <tr> <th>Organisation</th> <th>Current Representatives</th> </tr> </thead> <tbody> <tr> <td>YLCA South Pennine Branch</td> <td>Cllr Wendy Harrison & Cllr Peter Kates</td> </tr> <tr> <td>Bronte Country Partnership</td> <td>Cllr Chris Herd</td> </tr> <tr> <td>Oakworth Village Society</td> <td>Cllr Luke Maunsell</td> </tr> <tr> <td>Bradford District Local Council's Liaison Group</td> <td>Town Mayor</td> </tr> <tr> <td>Nessfield School Committee</td> <td>Cllr Julie Adam</td> </tr> <tr> <td>Town Deal Board</td> <td>Cllr Peter Corkindale</td> </tr> <tr> <td>Keighley Together</td> <td>Cllr Abdul Shohid</td> </tr> </tbody> </table> <p>ii) Members are asked to consider appointments to the following Champion roles.</p>	Organisation	Current Representatives	YLCA South Pennine Branch	Cllr Wendy Harrison & Cllr Peter Kates	Bronte Country Partnership	Cllr Chris Herd	Oakworth Village Society	Cllr Luke Maunsell	Bradford District Local Council's Liaison Group	Town Mayor	Nessfield School Committee	Cllr Julie Adam	Town Deal Board	Cllr Peter Corkindale	Keighley Together	Cllr Abdul Shohid
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	<p>RESOLVED to appoint the following Champion roles:-</p> <table border="1" data-bbox="311 280 951 425"> <thead> <tr> <th>Champion Role</th> <th>Champion</th> </tr> </thead> <tbody> <tr> <td>Climate Change</td> <td>Cllr Andrea Walker</td> </tr> <tr> <td>Youth Champion</td> <td>Cllr Mohammed Rafiq</td> </tr> <tr> <td>Armed Forces</td> <td>Cllr Clare Abberton</td> </tr> </tbody> </table>	Champion Role	Champion	Climate Change	Cllr Andrea Walker	Youth Champion	Cllr Mohammed Rafiq	Armed Forces	Cllr Clare Abberton
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<p>15/2023 TC</p>	<p>Local Council Award Scheme</p> <p>RESOLVED to note the Council has recently achieved the Foundation Award in the Local Council Award Scheme. The Local Council Award Scheme (LCAS) has been designed to celebrate the successes of the very best local councils and to provide a framework to support all local councils to improve and develop to meet their full potential. The scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed them by their peers, and put in place the conditions for continued improvement.</p>								
<p>16/2023 TC</p>	<p>Date of Next Meeting</p> <p>The next Town Council meeting will be held on Thursday 29 June 2022, 6.30pm, Council Chamber, Keighley Town Hall, Bow Street, Keighley</p>								

Signed:
Chair

Date: