



**KEIGHLEY TOWN COUNCIL**

Minutes of the meeting of the **Policy & Resources Committee** held at the **Civic Centre, North Street, Keighley, BD21 3RZ** on Monday 17 July 2023 commencing at **18:00**.

**Present:** Cllr. Clare Abberton, Cllr. Amjid Ahmed, Cllr. Luke Maunsell, Cllr. Wendy Harrison, Cllr Tracy Storton, Cllr. Mohammed Muazzam, Cllr. Javid Akhtar, Cllr. John Kirby

**Apologies:** Cllr. Mark Curtis

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

Minute Ref	Agenda Item
<p><b>21/2023</b> <b>(PR)</b></p>	<p><b>Welcome from Chairman</b></p> <p>Members are reminded to consult the Standing Orders regarding conduct at meetings. Member's attention is particularly drawn to Standing Order 1.</p> <p>Cllr Abberton welcomed everyone to the meeting.</p>
<p><b>22/2023</b> <b>(PR)</b></p>	<p><b>Apologies for Absence</b></p> <p>To receive apologies of absence for the meeting.</p> <p>Cllr Curtis</p> <p><b>RESOLVED</b> to accept the above apologies.</p>
<p><b>23/2023</b> <b>(PR)</b></p>	<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>
<p><b>24/2023</b> <b>(PR)</b></p>	<p><b>Public Question Time</b></p>

	None
<b>25/2023 (PR)</b>	<p><b>Minutes</b></p> <p>To approve the minutes of the Policy &amp; Resources Committee held on Monday 19 June 2023</p> <p><b>RESOLVED</b> to approve the minutes of the meeting held Monday 19 June 2023.</p>
<b>26/2023 (PR)</b>	<p><b>Progress Report</b></p> <p>To receive the progress report following the meeting held Monday 19 June 2023</p> <p><b>RESOLVED</b> to note the progress report on decisions taken at the committee meeting held on Monday 19 June 2023.</p>
<b>27/2023 (PR)</b>	<p><b>Monthly Financial Reports</b></p> <p>Members are asked to note and consider the reports/paperwork with regards to:</p> <ul style="list-style-type: none"> <li>i) Bank reconciliation(s) and month end reports</li> <li>ii) To ratify P3 June 2023 payments.</li> <li>iii) To confirm the spot check for Period 3 has been completed</li> <li>iv) To appoint at least 2 councillors to complete a monthly spot check for Period 4</li> </ul>
<b>27.1/2023 (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 3 (June)</p>
<b>27.2/2023 (PR)</b>	<p><b>Monthly Payments</b></p> <p>Members are asked to ratify the (P3) June monthly payments.</p> <p><b>RESOLVED</b> to ratify payments made in June 2023.</p>
<b>27.3/2023 (PR)</b>	<p><b>Monthly spot check</b></p> <p>To receive an update on the monthly spot check for Period 3 undertaken by Councillors.</p> <p><b>RESOLVED</b> to note the Period 3 spot checks have been completed by Cllr Abberton.</p>
<b>27.4/2023 (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 4.</p> <p><b>RESOLVED</b> to appoint Cllrs Abberton, Cllr Muazzam and Cllr Storton to undertake the July 2023.</p>

<p><b>28/2023 (PR)</b></p>	<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> members approved the £450 general grant application from Morton Village Society for costs towards Morton in Bloom.</p> <p><b>RESOLVED</b> members approved the £9,935 general grant application from Friends of Victoria Primary School for renovating a donated double decker bus and telephone box.</p> <p><b>RESOLVED</b> members approved the £175 internal ward development application from Cllr Luke Maunsell for a Play in Parks (Bronte School) event.</p> <p><b>RESOLVED</b> members approved the £175 internal ward development application from Cllr Mark Curtis for a Play in Parks (Bronte School) event.</p> <p><b>RESOLVED</b> members approved the £175 internal ward development application from Cllr Peter Corkindale for a Play in Parks (Bronte School) event.</p> <p><b>RESOLVED</b> members approved the £175 internal ward development application from Cllr Tracy Storton for a Play in Parks (Bronte School) event.</p> <p><b>RESOLVED</b> members approved the £367 internal ward development application from Cllr Christopher Herd for a Mini Bounce (Worth Valley) event.</p> <p><b>RESOLVED</b> members approved the £367 internal ward development application from Cllr Paul Cook for a Mini Bounce (Worth Valley) event.</p> <p><b>RESOLVED</b> members approved the £367 internal ward development application from the Bracken Bank &amp; Ingrow ward councillors for a Mini Bounce (Worth Valley) event. This would utilise the ward development funding of a vacant seat.</p> <p><b>RESOLVED</b> members approved the £233 internal ward development application from Cllr Fulzar Ahmed for a Play in Parks (Scout Hut) event.</p> <p><b>RESOLVED</b> members approved the £233 internal ward development application from Cllr Kamal Hussain for a Play in Parks (Scout Hut) event.</p> <p><b>RESOLVED</b> members approved the £233 internal ward development application from the Fell Lane &amp; Westburn ward councillors for a Play in Parks (Scout Hut) event. This would utilise the ward development funding of a vacant seat.</p> <p><b>RESOLVED</b> members approved the £112 internal ward development application from Cllr Gulfraz Hussain for the renovation of a flower bed on the corner of Waterhouse St and Devonshire St.</p> <p><b>RESOLVED</b> members approved the £112 internal ward development application from Cllr Amjid Ahmed for the renovation of a flower bed on the corner of Waterhouse St and Devonshire St.</p>
<p><b>29/2023 (PR)</b></p>	<p><b>Formation of an arms-length Trading Company</b></p>

	<p>To consider a report from the RFO on forming an arms-length trading company.</p> <p><b>RESOLVED</b> not to establish an arm's length trading company as the current arrangements are sufficient to meet the needs of the town council.</p>
<b>30/2023 (PR)</b>	<p><b>Quarter 1 Finance Position Statement for 2023-24</b></p> <p>To review the Q1 Finance position statement for 2023-24</p> <p><b>RESOLVED</b> to note the Quarter 1 financial update.</p>
<b>31/2023 (PR)</b>	<p><b>Green Space</b></p> <p>The Town Clerk reported the Bradford MDC Cabinet Member Cllr Ross-Shaw has been invited to attend the next Full Council meeting,</p> <p><b>RESOLVED</b> to note the verbal update from the Town Clerk.</p>
<b>32/2023 (PR)</b>	<p><b>Northern Rail Ticket Office Consultation</b></p> <p>To consider submitting a response on behalf of Keighley Town Council to the Northern Rail Ticket Office consultation.</p> <p><b>RESOLVED</b> to delegate the drafting of a response to the consultation to the Town Clerk.</p> <p><b>RESOVLED</b> to object in the strongest possible terms to the proposed closure of the ticket office at Keighley railway station.</p> <p><b>RESOLVED</b> the draft response be shared with all committee members before being submitted.</p>
<b>33/2023 (PR)</b>	<p><b>Future Items</b></p> <p>Councillors are asked to suggest any agenda items for future meetings.</p> <ul style="list-style-type: none"> <li>• Councillor equality training – Cllr Akhtar</li> </ul> <p><b>RESOLVED</b> to add the above item to a future agenda.</p>
<b>34/2023 (PR)</b>	<p><b>Date &amp; Time of next meeting</b></p> <p>Next meeting will be held on Monday 18 September, 6.00pm at Keighley Civic Centre</p>

Signed: .....  
Chair

Date: .....

