



**Mr. Joe Cooney**  
Clerk to the Town Council

Thursday, 05 October 2023  
Email: [townclerk@keighley.gov.uk](mailto:townclerk@keighley.gov.uk)

**YOU ARE HEREBY SUMMONED TO ATTEND** a meeting of the **Policy and Resource Committee** on **Monday, October 16, 2023**, at **18:00 - 21:00** in the **Committee Room, Civic Centre, North Street, Keighley, BD21 3RZ**.

Mr. Joe Cooney

Town Clerk

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### **ADJOURNMENT FOR PUBLIC PARTICIPATION**

Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting:

- Members of the public wishing to speak are to have given three working days' notice to the Town Clerk; this may be waived at the Chairman's discretion.
- Any member of the public shall not speak for more than five minutes.
- In the event of more than three members of the public wishing to address the Council then priority will be determined by the Chairman, based on subject matter.
- A question asked by a member of the public during Public Participation shall not require a response or debate during the meeting though the Chairman may direct that a written response will be provided after the meeting.

Recording at Council Meetings is allowed at Council, committee and sub-committee meetings which are open to the public, subject to:- (i) the recording being conducted with the full knowledge of the Chairman of the meeting; and (ii) compliance with the Town Council's Recording of Meetings Policy. Anyone wishing to record must contact the Town Clerk prior to the start of the meeting. Any recording must be conducted openly and not in secret.

### **AGENDA**

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**50/2023 (PR) Welcome from Chairman**

Members are reminded to consult the Standing Orders regarding conduct at meetings. Member's attention is particularly drawn to Standing Order 1.

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**51/2023 (PR) Apologies for Absence**

To receive apologies of absence for the meeting.

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**52/2023 (PR) Declarations of Interest**

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.

Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring Officer.

- i) Declarations of Interest from Members
  - ii) Declarations of Interest from Officers
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**53/2023 (PR) Public Question Time**

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.

Questions should relate to matters of Town Council policy or practice and not relate to the individual affairs of either the questioner or any other named person.

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**54/2023 (PR) Minutes**

To approve the minutes of the Policy & Resources Committee held on Monday 18 September 2023

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**55/2023 (PR) Progress Report**

To receive the progress report following the meeting held Monday 18 September 2023.

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**56/2023 (PR) Monthly Financial Reports**

Members are asked to note and consider the reports/paperwork with regards to:

- i) Bank reconciliation(s) and month end reports
  - ii) To ratify September payments.
  - iii) To confirm the spot check for Period 5 has been completed
  - iv) To appoint 2 councillors to complete a monthly spot check for Period 6
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**56.1/2023 (PR) Bank Reconciliations and month end reports**

Members are asked to note the bank reconciliations and month end reports

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**56.2/2023 (PR) Monthly Payments**

Members are asked to ratify the September monthly payments.

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**56.3/2023 (PR) Monthly spot check**

To receive an update on the monthly spot check for August 2023 undertaken by Councillors.

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**56.4/2023 (PR) Spot check appointments**

Members are asked to appoint 2 Councillors to undertake the monthly spot check for September 2023.

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**57/2023 (PR) Q2 Finance Position Statement**

To receive the Quarter 2 Finance Position Statement from the RFO

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**58/2023 (PR) Grant Applications**

To consider the attached report from the RFO detailing grant applications received since the last committee meeting.

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**59/2023 (PR) Budget 2024/25**

To consider the committee budget requirements for 2024/25

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**60/2023 (PR) Green Space**

To receive any updates on the future of the Green Space

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**61/2023 (PR) Future Items**

Councillors are asked to suggest any agenda items for future meetings.

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**62/2023 (PR) Date & Time of next meeting**

Next meeting will be held on Monday 20 November, 6.00pm at Keighley Civic Centre

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**50/2023 (PR) - WELCOME FROM CHAIRMAN**

Members are reminded to consult the Standing Orders regarding conduct at meetings. Member's attention is particularly drawn to Standing Order 1.

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**51/2023 (PR) - APOLOGIES FOR ABSENCE**

To receive apologies of absence for the meeting.

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**52/2023 (PR) - DECLARATIONS OF INTEREST**

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.

Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring Officer.

- i) Declarations of Interest from Members
  - ii) Declarations of Interest from Officers
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**53/2023 (PR) - PUBLIC QUESTION TIME**

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.

Questions should relate to matters of Town Council policy or practice and not relate to the individual affairs of either the questioner or any other named person.

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#### **54/2023 (PR) - MINUTES**

To approve the minutes of the Policy & Resources Committee held on Monday 18 September 2023

**Attachments:**

[54. Minutes - 18.09.23.pdf](#)

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#### **55/2023 (PR) - PROGRESS REPORT**

To receive the progress report following the meeting held Monday 18 September 2023.

**Attachments:**

[55. Progress Report.pdf](#)

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#### **56/2023 (PR) - MONTHLY FINANCIAL REPORTS**

Members are asked to note and consider the reports/paperwork with regards to:

- i) Bank reconciliation(s) and month end reports
  - ii) To ratify September payments.
  - iii) To confirm the spot check for Period 5 has been completed
  - iv) To appoint 2 councillors to complete a monthly spot check for Period 6
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#### **56.1/2023 (PR) - BANK RECONCILIATIONS AND MONTH**

#### **END REPORTS**

Members are asked to note the bank reconciliations and month end reports

**Attachments:**

[56.1 Bank Rec and Month End Report.pdf](#)

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### **56.2/2023 (PR) - MONTHLY PAYMENTS**

Members are asked to ratify the September monthly payments.

#### **Attachments:**

[56.2.1 P6. Sep 23 - PL Invoices.PDF](#)

[56.2.2 P6. Sep 23 - PL Payments.PDF](#)

[56.2.3 P6. Sep 23 - Charge Card - Transactions.PDF](#)

[56.2.4 P6. Sep 23 - Treasurers - Transactions.PDF](#)

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### **56.3/2023 (PR) - MONTHLY SPOT CHECK**

To receive an update on the monthly spot check for August 2023 undertaken by Councillors.

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### **56.4/2023 (PR) - SPOT CHECK APPOINTMENTS**

Members are asked to appoint 2 Councillors to undertake the monthly spot check for September 2023.

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### **57/2023 (PR) - Q2 FINANCE POSITION STATEMENT**

To receive the Quarter 2 Finance Position Statement from the RFO

#### **Attachments:**

[57. Q2 Finance Position Statement.pdf](#)

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### **58/2023 (PR) - GRANT APPLICATIONS**

To consider the attached report from the RFO detailing grant applications received since the last committee meeting.

**Attachments:**

[58. Grant Applications Report.pdf](#)

[58.2 WDG Report.pdf](#)

[58.3 - 7085 Grant App.pdf](#)

[58.3 - 7086 Grant App.pdf](#)

[58.3 - 7078 Grant App.pdf](#)

[58.3 - 7079 Grant App.pdf](#)

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**59/2023 (PR) - BUDGET 2024/25**

To consider the committee budget requirements for 2024/25

**Attachments:**

[59. Budget 2024-25 Report.pdf](#)

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**60/2023 (PR) - GREEN SPACE**

To receive any updates on the future of the Green Space

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**61/2023 (PR) - FUTURE ITEMS**

Councillors are asked to suggest any agenda items for future meetings.

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**62/2003 (PR) - DATE & TIME OF NEXT MEETING**

Next meeting will be held on Monday 20 November, 6.00pm at Keighley Civic Centre

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**OFFICER SUPPORT TO THE MEETING**

Officers scheduled to attend: Joe Cooney (Town Clerk)

**APOLOGIES**

Contact the office during normal opening hours (01535) 872126.  
Email: [joe.cooney@keighley.gov.uk](mailto:joe.cooney@keighley.gov.uk)

Late apologies should be made by phone to the senior officer scheduled to attend.