



KEIGHLEY
TOWN COUNCIL

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Keighley Civic Centre
North Street
Keighley
BD21 3RZ

Mr. Joe Cooney
Clerk to the Town Council

Monday, 8 January 2024
Email: townclerk@keighley.gov.uk

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **Policy And Resources Committee** on **Monday, January 15, 2024**, at **18:00** in the **Civic Centre, North Street, Keighley, BD21 3RZ**.

Mr. Joe Cooney

Town Clerk

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

93/2024 (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.

94/2024 (PR)

Apologies for Absence

To receive apologies of absence for the meeting.

95/2024 (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

96/2024 (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.

97/2024 (PR)

Minutes

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

98/2024 (PR)

Progress Report

To receive the progress report following the meeting held Monday 18 December 2023

99/2024 (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 December 2023 payments.
- iii) To confirm the spot check for Period 9 has been completed
- iv) To appoint 2 councillors to complete a monthly spot check for Period 10

99.1/2024 (PR) Bank Reconciliations and month end reports

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

99.2/2024 (PR) Monthly Payments

Members are asked to ratify the December monthly payments.

99.3/2024 (PR) Monthly spot check

To receive an update on the monthly spot check for Period 9 undertaken by Councillors.

99.4/2024 (PR) Spot check appointments

Members are asked to appoint 2 Councillors to undertake the monthly spot check for period 10

100/2024 (PR) Grant Applications

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

101/2024 (PR) Website

To consider the submitted quotations for the hosting the Town Council website.

102/2024 (PR) Flag Flying Policy

To consider report from the Town Clerk relating to a review of the Town Council Flag Flying Policy

103/2024 (PR) Councillor Attendance Records

To receive an update from the Town Clerk on Councillor attendance at Committee Meetings.

104/2024 (PR) Bradford MDC Budget Consultation 2024/25

To consider the draft response to the Bradford MDC Budget Consultation for 2024/25.

105/2024 (PR) Local Boundary Commission Consultation

To consider the draft response to the Local Boundary Commission Consultation on the proposed changes to Bradford MDC ward boundaries.

106/2024 (PR) Green Space

To receive any updates on the future of the Green Space

107/2024 (PR) Future Items

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

108/2024 (PR) Date & Time of next meeting

Next meeting will be held on Monday 19 February 2024, 6.00pm at Keighley Civic Centre

93/2024 (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.

94/2024 (PR) - APOLOGIES FOR ABSENCE

To receive apologies of absence for the meeting.

95/2024 (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
-

96/2024 (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.

97/2024 (PR) - MINUTES

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

Attachments

[97. Minutes 18.12.23.pdf](#)

[97. Minutes 18.12.23](#)

97/2024 (PR) - Minutes

Last modified: 2024-01-03

98/2024 (PR) - PROGRESS REPORT

To receive the progress report following the meeting held Monday 18 December 2023

Attachments

[98. Progress Report.pdf](#)

[98. Progress Report](#)

98/2024 (PR) - Progress Report

Last modified: 2024-01-03

99/2024 (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 December 2023 payments.
- iii) To confirm the spot check for Period 9 has been completed
- iv) To appoint 2 councillors to complete a monthly spot check for Period 10

99.1/2024 (PR) - BANK RECONCILIATIONS AND MONTH END REPORTS

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

Attachments

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

[99.1 Bank Rec and Month End Report](#)

99.1/2024 (PR) - Bank Reconciliations and month end reports

Last modified: 2024-01-03

99.2/2024 (PR) - MONTHLY PAYMENTS

Members are asked to ratify the December monthly payments.

Attachments

[99.2.1 P9. Dec 23 - Treasurers - Transactions.PDF](#)

[99.2.2 P9. Dec 23 - Charge Card - Transactions.PDF](#)

[99.2.3 P9. Dec 23 - PL Invoices.PDF](#)

[99.2.4 P9. Dec 23 - PL Payments.PDF](#)

[99.2.1 P9. Dec 23 - Treasurers - Transactions](#)

99.2/2024 (PR) - Monthly Payments

Last modified: 2024-01-03

[99.2.2 P9. Dec 23 - Charge Card - Transactions](#)

99.2/2024 (PR) - Monthly Payments

Last modified: 2024-01-03

[99.2.3 P9. Dec 23 - PL Invoices](#)

99.2/2024 (PR) - Monthly Payments

Last modified: 2024-01-03

[99.2.4 P9. Dec 23 - PL Payments](#)

99.2/2024 (PR) - Monthly Payments

Last modified: 2024-01-03

99.3/2024 (PR) - MONTHLY SPOT CHECK

To receive an update on the monthly spot check for Period 9 undertaken by Councillors.

99.4/2024 (PR) - SPOT CHECK APPOINTMENTS

Members are asked to appoint 2 Councillors to undertake the monthly spot check for period 10.

100/2024 (PR) - GRANT APPLICATIONS

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

Attachments

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

[100.1 WDG Breakdown.pdf](#)

[100.2 - 6042 - Children Lit Fest.pdf](#)

[100. Grant Applications Report](#)

100/2024 (PR) - Grant Applications

Last modified: 2024-01-03

[100.1 WDG Breakdown](#)

100/2024 (PR) - Grant Applications

Last modified: 2024-01-03

[100.2 - 6042 - Children Lit Fest](#)

100/2024 (PR) - Grant Applications

Last modified: 2024-01-03

101/2024 (PR) - WEBSITE

To consider the submitted quotations for the hosting the Town Council website.

Attachments

[101. Website Report.docx](#)

[101A. 2commune Quote.pdf](#)

[101B. Aubergine Quote.pdf](#)

[101C. Vision ICT Quote.pdf](#)

[101D. Website Brief.pdf](#)

[101. Website Report](#)

101/2024 (PR) - Website

Last modified: 2024-01-10

[101A. 2commune Quote](#)

101/2024 (PR) - Website

Last modified: 2024-01-10

[101B. Aubergine Quote](#)

101/2024 (PR) - Website

Last modified: 2024-01-10

[101C. Vision ICT Quote](#)

101/2024 (PR) - Website

Last modified: 2024-01-10

[101D. Website Brief](#)

101/2024 (PR) - Website

Last modified: 2024-01-10

102/2024 (PR) - FLAG FLYING POLICY

To consider report from the Town Clerk relating to a review of the Town Council Flag Flying Policy

Attachments

[103.1 Flag Flying Policy Report.pdf](#)

[103.2 Flag Flying Policy.pdf](#)

[103.1 Flag Flying Policy Report](#)

102/2024 (PR) - Flag Flying Policy

Last modified: 2024-01-03

[103.2 Flag Flying Policy](#)

102/2024 (PR) - Flag Flying Policy

Last modified: 2024-01-03

103/2024 (PR) - COUNCILLOR ATTENDANCE RECORDS

To receive an update from the Town Clerk on Councillor attendance at Committee Meetings.

Attachments

[103. Councillor Attendance Record Report.pdf](#)

[103.1 Full Attendance Spreadsheet 2023 - 24.pdf](#)

[103. Councillor Attendance Record Report](#)

103/2024 (PR) - Councillor Attendance Records

Last modified: 2024-01-05

[103.1 Full Attendance Spreadsheet 2023 - 24](#)

103/2024 (PR) - Councillor Attendance Records

Last modified: 2024-01-05

104/2024 (PR) - BRADFORD MDC BUDGET CONSULTATION 2024/25

To consider the draft response to the Bradford MDC Budget Consultation for 2024/25.

Attachments

[104.1 Bradford Budget Consultation Report.docx](#)

[104.2 Consultation Response.docx](#)

[104.3 BMDC Budget Report.pdf](#)

[104. Bradford Budget Consultation Report](#)

104/2024 (PR) - Bradford MDC Budget Consultation 2024/25

Last modified: 2024-01-05

[104.2 Consultation Response](#)

104/2024 (PR) - Bradford MDC Budget Consultation 2024/25

Last modified: 2024-01-05

[104.3 BMDC Budget Report](#)

104/2024 (PR) - Bradford MDC Budget Consultation 2024/25

Last modified: 2024-01-05

105/2024 (PR) - LOCAL BOUNDARY COMMISSION CONSULTATION

To consider the draft response to the Local Boundary Commission Consultation on the proposed changes to Bradford MDC ward boundaries.

Attachments

[105. Electoral Arrangements for Bradford Report.docx](#)

[105.2 Consultation Response Local Government Boundary Commission.docx](#)

[105.3 Electoral Arrangements for BMDC.pdf](#)

[105. Electoral Arrangements for Bradford Report](#)

105/2024 (PR) - Local Boundary Commission Consultation

Last modified: 2024-01-05

[105.2 Consultation Response Local Government Boundary Commission](#)

105/2024 (PR) - Local Boundary Commission Consultation

Last modified: 2024-01-05

[105.3 Electoral Arrangements for BMDC](#)

105/2024 (PR) - Local Boundary Commission Consultation

Last modified: 2024-01-05

106/2024 (PR) - GREEN SPACE

To receive any updates on the future of the Green Space

107/2024 (PR) - FUTURE ITEMS

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

108/2024 (PR) Date & Time of next meeting

Next meeting will be held on Monday 19 February 2024, 6.00pm at
Keighley Civic Centre

OFFICER SUPPORT TO THE MEETING

Officers scheduled to attend: Joe Cooney (Town Clerk)
Peter Clarke (RFO)

APOLOGIES

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

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