



KEIGHLEY
T O W N C O U N C I L

KEIGHLEY TOWN COUNCIL

Keighley Civic Centre
North Street
Keighley
BD21 3RZ

Mr. Joe Cooney
Clerk to the Town Council

Friday, 16 February 2024
Email: townclerk@keighley.gov.uk

To: All MEMBERS of the Policy & Resources Committee.

In accordance with the Local Government Act (LGA) 1972, Schedule 12, paragraphs 10 (2) (b), you are **SUMMONED** to attend the **Policy And Resources Committee**. The meeting will be held on **Monday, March 18, 2024, at 18:00** in the **Civic Centre, North Street, Keighley, BD21 3RZ** for the transaction of business as set out in the agenda below.

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

123/2024 (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.

124/2024 (PR) - Apologies for Absence

To receive apologies of absence for the meeting.

125/2024 (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

126/2024 (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.

127/2024 (PR) - Minutes

To approve the minutes of the Policy & Resources Committee held on Monday 19 February 2024.

128/2024 (PR) - Progress Report

To receive the progress report following the meeting held Monday 19 February 2024.

129/2024 (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 xxxxxx payments.
- iii) To confirm the spot check for Period xxxxxxxx has been completed
- iv) To appoint 2 councillors to complete a monthly spot check for Period xxxxxxxx

129.1/2024 (PR) - Bank Reconciliations and month end reports

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

129.2/2024 (PR) - Monthly Payments

Members are asked to ratify the February monthly payments.

129.3/2024 (PR) - Monthly spot check

To receive an update on the monthly spot check for Period 10 undertaken by Councillors.

129.4/2024 (PR) - Spot check appointments

Members are asked to appoint 2 Councillors to undertake the monthly spot check for period 11.

130/2024 (PR) - Grant Applications

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

131/2024 (PR) - Corporate Risk Assessment

To consider a report from the Town Clerk on the annual Corporate Risk Assessment.

132/2024 (PR) - Asset Register Review

To consider a report from the Town Clerk detailing the annual review of the Council's Asset Register.

133/2024 (PR) - Scheme of Delegation

To consider a report from the Town Clerk relating to the Council's Scheme of Delegation.

134/2024 (PR) - Annual Meeting Calendar 2024/25

To consider the annual meeting calendar for 2024/25 and make recommendations to Full Council.

135/2024 (PR) - Financial Regulations

To consider a report from the Town Clerk relating to the annual review of the Council's Financial Regulations.

136/2024 (PR) - Flag Flying Policy

To consider a report from the Town Clerk on the annual calendar of flags to be flown in conjunction with the Flag Flying Policy.

137/2024 (PR) - Council Logo

To consider a report from the Town Clerk detailing options for an updated Council Logo.

138/2024 (PR) - Green Space

To receive any updates on the future of the Green Space

139/2024 (PR) - Future Items

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

140/2024 (PR) - Date & Time of next meeting

Next meeting will be held on Monday 22 April 2024, 6.00pm at Keighley Civic Centre