**All members of the Council, you are hereby summoned to attend an Ordinary Full Council Meeting of Baildon Town Council, to be held at the Lounge, Baildon Community Link at 7.00pm on Monday the 4th December 2023.**

Members of the press and public are entitled by law to attend all meetings of the Council and to record and film the proceedings of those meetings in accordance with the Council’s policy on the effective management of recording at Council meetings. However, under the provisions of the Public Bodies (Admissions to Meetings) Act 1960 S1(2), members of the public and the press will be excluded during consideration of business of a confidential nature.

**Helen Thornton** , Helen Thornton, Town Clerk 28th November 2023

**DRAFT AGENDA**

**1.Chair’s opening remarks**

**2. Approve reasons for absence**

**3. Disclosures of interest**

To receive disclosures of interest from members on matters to be considered at the meeting.

**4. Emergency Plan Update**

To note that the Emergency Plan has been updated.

To appoint Cllr Griffin as the lead Councillor for emergency planning response.

To receive a presentation from Vicky Doyle, Emergency Planning Officer, Bradford Council who will explain the role of her team and how the Town Council can assist in emergencies.

**5. Minutes of the previous meeting**

To approve the minutes of the meeting of the Full Council on the 9th October 2023.

**6. Clerks’ report**

 For information only.

**7. Co-option of Councillors**

To appoint a Co-opted councillor to fill the vacancy in the South West Ward in accordance with Baildon Town Council’s Co-option Policy.

Of note: Any appointments will require a declaration of acceptance of office to be signed by the new Councillor before they are asked to join the meeting and exercise their power to vote.

**8. Appointment of Councillors to Committees**

To review and amend as necessary committee membership and to appoint councillors to appropriate committees.

**9. Public participation**

**10.** **Important information from Councillors and staff**

**11. To receive an update on the Boundary Commission proposals for Bradford and resolve any further involvement with the consultation process.**

**12**. **Proposal to delete the Environmental Warden post.**

A report from the Clerk was presented to Governance Committee who resolved as follows:-

**56.2 Resolved** that it is recommended to Full Council on 4th December that:

* small budget adjustment (£1,000) is built into 2024/25 budget,
* b) the system of logging, managing and reporting issues raised by the public via the office is strengthened, with info fed into relevant committees as needed,
* c) that there is no operational need to replace the Environmental Warden due to other arrangements which have been made and are working and the post is deleted and
* d) the situation should be monitored over next 6 months and fed into staffing review by Clerk in 2024.

**56.3 Resolved** That the Terms of Reference for the Staffing review is delegated to Staffing Sub Committee.

A report from Governance is attached.

**To resolve** that the post of Environmental Warden is deleted.

# 13. Budget for 2024-25 and Precept for 2024-25

A budget report is presented by the Clerk /RFO to Council for 2024/25

**13.1** To receive and note the 2024-25 budget for precept report from the Clerk/RFO. This report recommends no precept rise.

 **13.2** To receive and note the following recommendations from the Governance Committee to council:

 **GOV2324/58.2 Budget for 2024 – 2025**

**GOV2324/58.3** Governance recommends to Council a 2% rise in the precept for Baildon Town council for 2024/25 , to address a range of increased cost pressures and in order to set a balanced budget without recourse to General reserves.

Note: a 2% precept rise equates to an annual increase of £0.97p per average Band D tax payer. This will result in a total budget for 2024/25 of £329,878.

**13.3** **Resolve**: Council is requested to approve the budget and a precept rise of 2% (£0.97p additional per year per average Band D tax payer ie bringing the annual total per tax payer to £49.80). The recommended budget is £329,878.

**14. Budget Monitor 2023 -2024**

To receive and note:

 **14.1 Bank Statement**

 **14.2 Bank Reconciliation**

 **14.3 Section 137 report**

 **14.4 Internal Controls Checklist**

**15. Environment Committee**

To note the following two recommendations of Environment Committee

1. **ENV2324/22.1** The Environment Committee recommends to Full Council on 4th December 2023 that the Green Spaces Reserve of £10,136 be spent on the design Option C1 for Jenny Lane Playground.

**Resolve:** to approve the spending of£10,136 from Green Spaces Reserve on the design Option C1 for Jenny Lane Playground.

1. **ENV2324/29.3** (**With reference to the Review of Bracken Hall Countryside Centre see attached summary report and appendix)** Environment Committee resolved to recommend to the next Full Council the allocation of a one-off reserve of £2,000 in support of Option B and to delegate its spending to the Clerk in consultation with the Chair of Environment Committee

**Resolve:** toallocate of a one-off reserve of £2,000 in support of Option B and to delegate its spending to the Clerk in consultation with the Chair of Environment Committee.

**16. To consider nominations for proposing to Yorkshire Local Councils Associations (YLCA) place at the 2024 Royal Garden Party in May 2024.**

Nominations go into a ballot run by YLCA as there are a limited number of places per LCA area

**To resolve** who will be nominated to YLCA for their ballot**.**

**17. To consider current Planning applications on CBMDC website and to agree actions (see planning4Bradford.com).**

 To consider (and comment if necessary) on the following applications:

See Appendix 1

**18. Promotional opportunities**

**19. To notify the Clerk of any item for future agenda. Next meeting date**

 The next meeting of the full council will be on 18th March 2024

 Town Clerk Tel. 07938 062814 Email: clerk@baildontowncouncil.gov.uk

 *The council welcome public participation at their meetings. Under Standing Orders 1 (c) (d) (e) & (f) the members will determine whether to refer matters arising to in this session to be referred to a future ordinary council meeting, committee or Clerk. There is no requirement in law for an immediate response to be made at the meeting. Under Public Participation, no member of the public, councillor or officer, may speak for more than three minutes on one item unless agreed by the Chair.*