



**Minutes of the Meeting of the Governance Committee held on  
29<sup>th</sup> January 2024 at 7pm**

**Present:** Cllr Dixon, Cllr Jennison, Cllr Foster, Cllr Turner

**In attendance:** Cllr Knowles (for Boundary Commission item), Clerk

**GOV2324/76 Chair's opening remarks**

Chair gave a brief update on a meeting held with Bradford Council officers about the library.

**GOV2324/77 Approve reasons for absence.**

None

**GOV2324/78 Disclosures of interest**

None

**GOV2324/79 Minutes of the Extraordinary Governance Committee meeting held on 11<sup>th</sup> January 2024.**

**Resolved** that the minutes of the meeting of the Extraordinary Governance Committee meeting held on 11<sup>th</sup> January 2024 were approved.

**GOV2324/80 Clerks Report**

Report received regarding a reporting process for logging resident enquiries, the Policy Review Planner, Local Council Award Scheme, Draft Council Calendar 24/25, resources and email footers.

**GOV2324/81 Public Participation**

None

**GOV2324/82 Important information from Councillors and Staff**

None

**GOV2324/83 Boundary Commission Consultation Response**

Cllr Knowles presented the draft response that had been worked on. All present were supportive of the comments. Cllr Dixon queried if one section on the three geographical areas could be made clearer. Other amendments suggested: to invite the Boundary Commission to visit the area to understand the geography, to include a reference to the views of Eldwick residents as represented in their recent Village Newsletter, to include a picture of the recent road closure (to Eldwick) as illustration of the difficult geography.

**Resolved:** to support the response as representing the views of Baildon Town Council and to delegate to the Clerk the minor amendments and the submission to the Boundary Commission before the end of the week.

**GOV2324/84 Budget Monitor**

**GOV2324/84/9.1** Resolved that there were no carry forwards in the Governance Committee budget. The budget monitor was noted.

**GOV2324/84/9.2 – 9.4** Resolved that the Schedule of Payments, Bank Statement and Bank Reconciliations were all noted.

**GOV2324/85 Interim Audit**

The Clerk presented the Interim Audit Report which had been received. Cllr Dixon thanked the Clerk/RFO and the Deputy Clerk for their work on this. The Audit had been successful with a few actions relating to the website and file formats which would be worked on by the Clerk and Deputy Clerk.

**Resolved:** to note the Interim Audit.

**GOV2324/86 Audit Plan**

The Clerk presented a revised version of the Audit Plan. The key changes were in line with the Joint Panel on Accountability and Governance (JPAG) 2023 and Yorkshire Local Councils Association (YLCA) Audit Plan Example. Reference to Baildon Town Council Financial Regulations and Standing Orders had been added. A calendar had been added and broadening the Plan scope to include risk assessment, VAT, Internal Controls, asset register and insurance.

**Resolved:** to approve the Audit Plan

**GOV2324/87 Training and Development Policy**

The Clerk presented a draft Training and Development Policy. Previously there had been a 'Training Statement' and this had been expanded using the National Local Councils Association (NALC) guidance. Cllrs felt that Volunteers could be omitted as they were sufficiently covered in the Volunteer Policy. Terminology of 'member' should be replaced with councillor. Reference should be made to the 'Good Councillor Guide' as part of all councillors' inductions and reference to the (still in development) Councillor Folder being developed by Cllr Foster. Cllrs bring a wealth of experience and development could be gained through a wide variety of sources – these should be included in the Policy. More emphasis on appraisal needed.

**Resolved:** to approve the Training and Development Policy and delegate to the Clerk the small amendments as discussed.

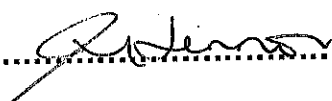
**GOV2324/88**

**Risk Management Policy**

**GOV 2324/88.1 Resolved:** the revised Risk Management Policy was approved subject to minor amendments delegated to the Clerk.

**Risk Assessment and Risk Register**

**GOV2324/88.2 Resolved:** the Risk Assessment (list of risks) and Risk Register was deferred for consideration by the next Governance Committee and further amendments were delegated to the Clerk to be made prior to that meeting.



8<sup>th</sup> April 2024

**GOV2324/89 Data Protection and Security Policy**

**GOV2324/89.1** the Data Protection and Security Policy was approved with minor amendments delegated to the Clerk.

**Subject Access Request Policy and Procedure and Privacy Notice (Staff, Councillors and Volunteers)**

**GOV2324/89.2 Resolved** to approve the Subject Access Request Policy and Procedure and the Privacy Notice (Staff, Councillors and Volunteers).

**GOV2324/90 Data Audit**

Cllrs commented that this was a substantial piece of work and encouraged a streamlined approach, if possible, without prejudice to the process.

**Resolved:** approved to delegate to the Clerk the implementation of the Data Audit and if required bring any recommendations to future meetings of Governance.

**GOV 2324/91 Baildon Town Council Action Plan Six Month Review**

Cllr Dixon clarified that the 'Red, Amber, Green (RAG) Rating was to indicate the progress towards the action at the 6 months mid-point, not whether the action was likely to be achieved or not.

Cllrs ran through the document and made the following changes to the RAG ratings:

- Item 1 Amber to Green
- Item 9 Amber to Green
- Item 10 Amber to Green
- Item 14 Amber to Green
- Item 15 Amber to Green
- Item 20 Green to Amber
- Item 28 Amber to Green

**GOV2324/92 To consider current Planning applications on CBMDC website and to agree actions (see [planning4Bradford.com](http://planning4Bradford.com)).**

**23/04560/FUL Construction of a detached dwelling within an enhanced landscape. Land West Of The Old Stables Lonk House Lane Baildon West Yorkshire**

**Resolved:** Baildon Town Council cannot support this application for a number of reasons:

The Town Council does not condone building on the Green Belt. The site is also adjoining a designated local wildlife site (Bradford Local Plan EN2).

The development is extremely large, incongruous in design and is out of scale compared with nearby homes.

The large development would also have a negative visual impact on views across the Gill Beck Valley. BTC objects to this application

**23/04647/FUL Single storey side extension to replace storage compound 9 Briar Rhydding Baildon**

West Yorkshire BD17 7JW.

Resolved: No comment

**GOV2324/93 Promotional Opportunities**

Boundary Commission response

**GOV2324/94 To notify the Clerk of any items for future agenda.**

None

**GOV2324/95 Next meeting date(s)**

The next meeting of the Governance Committee will be on Monday 8<sup>th</sup> April 2024.