**Governance Committee, Cranmer Room, St John’s Church, 24th June 2024 at 7pm.**

# To all members of the Governance Committee, Cllr Turner, Cllr Sharkey, Cllr Wyatt-Millington, Cllr G Dixon, Cllr Foster and Cllr Shaw. You are hereby summoned to attend a meeting of the Governance Committee, Cranmer Room, St Johns Church, 24th June 2024 at 7pm.

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 18 June 2024

AGENDA

# 1. Chair’s opening remarks

# 2. Approve reasons for absence

# 3. Disclosures of interest

# 4. Minutes of the previous meeting

To approve the minutes of the meeting of the Governance Committee held on 8th April 2024.

**5. Staffing Sub Committee**

* To appoint the members of the Staffing Sub Committee (Chair of Council, Vice Chair of Council, plus two other Councillors)
* To approve the minutes of the last meeting of the Staffing Sub Committee (5th Feb 2024)
* To approve the Staffing Sub Committee Terms of Reference.

# 6. Clerks report

# 7. Public participation

# 8. Important information from Councillors and staff

**9. Finance**

To receive and consider the following:

* The Budget monitor 24/25 for quarter one.
* Schedule of payments April to date 2024
* Credit card payments April to date 2024
* Bank statement 18-06-2024
* Bank reconciliations April, May 2024
* Breakdown of Section 137 expenditure.

**10 Neighbourhood Development Plan (NDP) - revised Terms of Reference for the NDP Working Group and budget for NDP.**

* To receive and recommend revised Terms of Reference to Full Council.
* To delegate to the Clerk expenditure of the planning budget (2026) £6,600 with regard to Neighbourhood Development Planning and to obtain grants to assist the process, in consultation with the Chair of Governance.

**11 Report of the Clerk on renewing the contract for Human Resources and Health and Safety advice and support.**

To receive a report and take actions required to ensure continuity of advice and support.

**12.Local Council Award Scheme Update**

* To receive a report from the Clerk on progress towards the Award.
* To note that outstanding documentation will be presented to Full Council in July.
* To delegate to the Clerk, in consultation with the Environment and Community Committees, the drafting of a Biodiversity Policy and Crime and Disorder Statement for consideration by Full Council in September.

**13. 1-3 Northgate – Update**

To receive a report on the situation with 1-3 Northgate and resolve to appoint a lead councillor and decide how they should report to council.

**14. Risk Assessment and Risk Register**

As resolved (GOV2324/88.2) receive and approve the amended Risk Assessment (list of risks) and Risk Register.

**15. Banners Method Statement**

To receive and approve the Method Statement for the fixings of banners to the roundabout stands.

**16. Staffing Resources Review**

To consider the overarching staffing resources review (as has been tasked to the Staffing Sub Committee GOV2324/56.2 and 56.3), to consider whether a review of the post/functions of the Environmental Warden is part of that review and instruct Staffing Sub Committee accordingly as they develop their Terms of Reference (this Committee meets on 8th July).

**17. Baildon Town Council Aims and Objectives**

To consider a report from the Chair regarding reviewing the Council’s Aims and Objectives and consider reviewing the Baildon Plan 2019.

**18. Promotional Opportunities**

# 19. To notify the Clerk of any item for future agenda

# 20. Next meeting date

2nd September 2024

Town Clerk 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 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.