**All members of the Council, you are hereby summoned to attend an Ordinary Full Council Meeting of Baildon Town Council, to be held at St James' Church, Kirklands Lane.**

 **7.00pm on Monday the 22nd July 2024.**

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 16th July 2024

**AGENDA**

**1.Chair’s opening remarks**

**2. Receive and approve reasons for absence**

**3. Disclosures of interest**

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

**4. Minutes of the previous meeting**

To approve the minutes of the meeting of the Full Council held on the 13th May 2024.

**5. Clerks’ report**

**6. Public participation**

**7. Update from Baildon Civic and Historical Society (BCHS) on Yorkshire Day celebration plans.**

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

**9. Boundary Commission Update**

To receive an update and resolve any actions arising.

**10. Co-option of Councillors**

To interview prospective Co-opted councillors to fill the vacancy in the Jenny Lane and Ladderbanks Ward (East Ward) as per Baildon Town Council’s Co-Option Policy.

To exclude the public in accordance with Public Bodies (Admissions to Meetings) Act 1960 S1(2) for discussion of candidates.

**11. Supporting Volunteering in Baildon**

1. To note the Report from the Chair of Community Committee
2. To approve the addition of this Project to the Baildon Town Council Action Plan
3. To create an earmarked reserve for this Project of £1,000 to cover expenses related to the purchasing of an additional 3Rings licence and delivering a Volunteer Recruitment Event and delegate to the Clerk spending this reserve in consultation with the Chair of Community Committee by the end of March 2025.
4. Staffing Sub Committee (SSC) is asked to look in more detail at the indicative costings for the Project and make recommendations through Governance Committee to Full Council at the next meeting.
5. Community Committee is asked to bring a full evaluation of the Project back to Full Council at the appropriate time.

**12. Local Council Award Scheme.**

As recommended by Governance Committee (GOV2425/08) receive a report from the Clerk on feedback and resolve to approve the following documents:

* **Revised Standing Orders (**Section three of the NALC Model Standing Orders – meetings generally and public participation. Paragraphs l and m are not detailed in Baildon Town Council’s Standing Orders).
* **Code of Conduct (**next review date added)
* **Publication Scheme**  **(**next review date added)
* **Revised Complaints Procedure** (revised with NALC Legal Topic Note)

Approve the following documents and delegate any agreed amendments to the Clerk in consultation with the Chairs of the Environment Committee and Community Committee.

* **Draft Bio-Diversity Policy**
* **Draft Crime and Disorder Statement**

**13. Risk Assessment 2024/25**

To receive the latest revised Risk Assessment and Risk Register as recommended by Governance Committee (GOV2425/09) and approve them.

**14. ‘Dot to Dot’ Festival as part of City of Culture**

To receive a report from the Clerk about the proposal received to run a week long cultural/creative festival in Baildon culminating in a big finale event and to resolve the following:

* To approve Baildon Town Council’s preferred option for involvement and any other actions.
* If there is interest, set up a small working group led by Economy Committee to oversee progress.
* To delegate a small reserve of £500 to the Clerk in consultation with the Working Group to use on small items of expenditure related to setting up cultural events and activities in week leading up to the Finale Event.

**15. Allotment Reserve Update**

Following on from Environment Committee’s decision to support the replacement of the very dilapidated rear fence at Thompson Lane allotments using a combination of the budget and reserves over two years;

* Resolve to approve Environment Committee’s decision ENV2324/41.3 to use £4,039 and £2,193 from Allotment Reserve in 2024/5 and 2025/6 to fund the replacement of the rear fence at Thompson Lane.

**16. General Reserve Policy**

In accordance with the recommendation of Governance (GOV2324/104.1 Resolved: Subject to minor amendments on specific amounts, the General Reserve Policy should be recommended to Full Council) approve the General Reserve Policy.

# **17. Baildon Town Council Action Plan 2024/2025**

To note and approve the Council’s Action Plan for 24/25

**18. Promotional opportunities**

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

 The next meeting of the full council 23rd Sept 2024

 Town Clerk Tel. 01274 593169 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.*