**Governance Committee, Baildon Town Council Offices, 8th April 2024 at 7pm.**

# To all members of the Governance Committee, Cllr G Dixon, G. Jennison, Cllr Foster and Cllr Turner. You are hereby summoned to attend a meeting of the Governance Committee, Cranmer Room, St Johns Church, 8th April 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 2nd April 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 29th January 2024.

# 5. Clerks report (Updates: Internal Audit, Annual Town Meeting, City of Culture/Bradford25)

# 6. Public participation

# 7. Important information from Councillors and staff

**8. 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

**9. Health and Safety Policy**

To approve the revised Health and Safety Policy as recommended by the Staffing Sub Committee (SSC2324/60).

**10. Banners Risk Assessment**

To receive and note the revised Banner Policy.

To receive the banner risk assessment related to managing the banners on the roundabout and take any actions as required.

To delegate to the Clerk the writing of a Method Statement for the fixings of banners to the roundabout stands.

**11. Finance**

To receive and consider the following:

* The Budget monitor 23/24 to end March 2024.
* Schedule of payments Jan – Mar 2024
* Credit card payments Jan – Mar 2024
* Bank statement 31-03-2024
* Bank reconciliations Jan, Feb and Mar 2024
* Breakdown of Section 137 expenditure.

**12. Budget 2024/25**

To receive the 2024/25 budget and review any minor variations and any issues arising.  Make recommendations as required to Full Council.

**13. Internal Controls Checklist.**

* To review the outcome of the Internal Controls Checklist conducted in March 2024 and take any actions as required.
* In accordance with 1.5 of the Financial Regulations review the Internal Controls Checklist format and contents taking into consideration the action plan arising from the March Checklist.

**14. General Reserve Policy and Earmarked Reserves Review 2024/25**

To note and review a Report from the Clerk/RFO’s report on the General Reserve position and Earmarked Reserves position for the coming year and, in accordance with Financial Regulation 4.9 make any recommendations for changes to Full Council.

**15. Terms of Reference for Committees**

Standing Orders (3ai) state that Council shall determine terms of reference for committees of council.

Governance Committee is asked to consider the report summarising the proposed revisions to the Terms of Reference for each committee and recommend agreed revisions to Council on 13.5.24.

A Planning Committee was set up with its Terms of Reference approved by Full Council on 18th March 2024 (FC2324/106) and these Terms of Reference do not need further review until next year.

* Governance Committee
* Economy Committee
* Community Committee
* Environment Committee

# 16. Terms of Reference for Sub-Committees Appointed by Governance

As set out in Standing Orders, a committee will approve terms of reference for any sub-committees it appoints. Governance Committee is therefore asked to review the draft terms of reference for:

* Staffing sub-committee

**17. Standing Orders**

To receive and note revised Standing Orders and recommend them to Full Council.

**18. Financial Regulations**

To receive and note revised Financial Regulations and recommend them to Full Council

**19. Promotional Opportunities**

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

# 21. Next meeting date

24th June 2024

Town Clerk Email: dep.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.