

# To all members of the Governance Committee, Cllr G Dixon, Cllr J Turner, Cllr G Jennison, Cllr A Foster. You are hereby summoned to attend an ordinary meeting of the Governance Committee, to be held in Cranmer Room, St John’s Church on Monday the 11th September 2023 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, Town Clerk 5th September 2023

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 26th June 2023.

**5. Clerk’s report.**

Including Policy Review Timetable

# 6. Public participation

**7. 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 in Appendix 1.

# 8. Important information from Councillors and staff

**9.** **Finance - To receive and consider the following financial papers**

9.1 Budget Monitor 2023/24

9.2 Payments June - August 2023 (including Credit Card Payments June - August 2023)

9.3 Bank Statement and August reconciliation

9.4 To note the receipt of the External Auditors Report and its presentation to Full Council on 9th October.

9.5 To receive an update on spending from Reserves and to take any actions as required and to consider allocating CIL income in reserves/budget to the refurbishment of Jenny Lane Play Area.

**10. Neighbourhood Development Plan update**

To consider an update report and take actions as required.

**11. To consider a progress report on the re-development of Ian Clough Hall site and take any actions as required**.

**12. To consider a progress report on the refurbishment of the Baildon Club site as the new Library and take any actions as required**.

**13. To consider a progress report on Emergency Planning from the Deputy Clerk and take any actions as required**.

**14. Exclusion of Press and Public**

The Committee is asked to consider excluding press and public under the provisions of the

Public Bodies (Admissions to Meetings) Act 1960 S1(2), during consideration of business of a confidential nature**.**

**15. Report from Staffing Sub Committee (26th July 2023)**

15.1 Note the minutes.

15.2 To appoint Cllr Sharkey to Staffing Sub Committee.

15.3 Note final amendments to Staffing Sub Committee Terms of Reference.

15.4 Note revised job description for Deputy Clerk and approve re-grade.

15.5 To receive an update about the former Clerk and take any action as required**.**

**16. Staffing Budget**

To consider a report from the Clerk on the staffing budget 2023 – 2026 (one part year and 2 years projected) and consider options to address resolve the staffing budget deficit and resolve appropriate actions.

**17. To consider an update on the Contracts List in the light of Baildon Town Council’s ‘Buy in Baildon’s Procurement Policy, note the recommendations of the Clerk on contract renewals and develop a pipeline of local suppliers.**

**17.1 To resolve the incurred expenditure (£2,814) on extending the HR Advice contract by one year to mid August 2024.**

**18. Promotional opportunities**

# 19. To notify the Clerk of any items for future agendas

# 20. Next meeting date – 13th November 2023

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 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.