**Governance Committee, Cornerstone Room, Wesleys, Baildon Methodist Church 2nd September 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, Cornerstone Room, Wesleys, Baildon Methodist Church 2nd September 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 27 August 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 24th June 2024.

# 5. Clerk’s report

# 6. Public participation

# 7. Important information from Councillors and staff

**8. To Co-opt a non-voting member to the Neighbourhood Development Plan Working Group**

To resolve to co-opt Gill Jennison to the Neighbourhood Development Plan Working Group

**9. To consider current Planning applications on CBMDC website and to agree actions (see planning4Bradford.com).**

 To consider (and comment if necessary) on the attached applications. See Appendix 1

**10. Finance**

To receive and consider the following:

* The Budget monitor 24/25 for quarter two.
* Schedule of payments July and August 2024
* Credit card payments July and August April
* Bank statement 30 08 2024
* Public Sector Deposit Account balance April 24 – August 24
* Bank reconciliations July and August 2024
* Breakdown of Section 137 expenditure.

**11. Internal Auditor**

To appoint the independent and competent Internal Auditor to conduct an interim and year-end internal audits which evaluate the effectiveness of our risk management, control and governance processes as per the guidance in the Practitioners Guide - Joint Panel on Accountability and Governance March 2024.

**12. Notice of Conclusion of Audit and External Auditors Report and Certificate**.

To receive and note the conclusion of the Audit and the External Auditor’s report.

**13.** **Newsletter Performance Report**

To note the performance report and update on newsletter and social media plans. To resolve any actions arising.

**14. Data Audit**

To note and approve the data audit and any actions arising

**15. Business Continuity Plan**

To note revisions and approve an updated Business Continuity Plan

**16. 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**.**

**17. Volunteer Development Project - Staffing Resourcing report**

As per Full Council’s resolution on 22nd July to support this project (FC2425/30), consider a report from the Clerk detailing the staff and related costings for the six months pilot project and make recommendations to Full Council.

**18. Bracken Hall Countryside Centre.**

To receive a report from the Clerk on the Grant Monitoring response and note any actions arising and to receive any recommendations from Staffing Sub Committee on the staffing situation.

**19. Promotional Opportunities**

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

# 21. Next meeting date

18th November 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.