**Governance Committee, Baildon Town Council Offices, 17th April 2023 at 7pm.**

# To all members of the Governance Committee, Cllr G Dixon, P Sharkey, S Hewitson, D Reed and G. Jennison. You are hereby summoned to attend a meeting of the Governance Committee, Baildon Town Council Offices, 17th April 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.

James Laycock, Deputy Town Clerk 12th April 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 Tuesday 27th February 2023.

# 5. Clerks report

# 6. Public participation

# 7. Important information from Councillors and staff

**8. Update on Baildon Library and Town Council Offices – 1-3 Northgate**

To receive a report indicating progress on the refurbishment of this property by Braford Council and any actions arising from this

**9. Review of Temporary Tenancy of 2 Northgate for BTC Offices**

This committee authorised the signing of the lease for this property in June 2022 (Gov2223/14.1). The signed lease is attached.

The committee is asked to consider this and whether any amendments need to be suggested to Bradford Council, or any other actions needed.

**10. Ian Clough Hall Site Redevelopment**

To receive a progress report regarding the redevelopment of the Ian Clough Hall site and consideration of any actions needed.

**11. Finance**

To receive and consider the following:

1.Draft budget 2023/4

2.Payment summary for Feb/Mar & charge card transactions

3. Expenditure Summary for 2022/2023

4. Schedule of section 137 transactions

**12. Baildon Town Council Email Newsletter**

Policy for the E-news was approved in November 2021 (GOV 2122/48)

This committee last received a report in June 2022, and resolved that a readership survey would be undertaken, also that a further report would be brought to the committee in 2023.

The Clerk will present a report on current statistics in relation to the E news.

**13. Terms of Reference for Committees**

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

Council on 13 March 2023 approved a proposal to disband the Planning Committee from May 2023, and amend the Terms of reference of all other committees to allow them to make formal comment to Bradford Council on those planning applications affecting Baildon.

Governance committee is asked to consider the draft of amended Terms of Reference for each committee and recommend these to Council on 20.5.23

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

# 14. 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
* Ian Clough Hall site sub-committee

So that these are already updated for the first Governance meeting in the new council year, on June 26th 2023.

# 15. Staffing Sub-Committee Recommendations

To consider any recommendations from the Staffing Sub-Committee.

# 16. Annual Town Meeting

To receive a brief update from the Clerk on arrangements.

**17. Promotional Opportunities**

# 18. To notify the Clerk of any item for future agendas

# 19. Next meeting date

 TBD

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.