

**Minutes of the Ordinary meeting of the Governance Committee held on**

**Monday 27th February 2023 at 7pm**

**Present: Cllrs G Dixon, G Jennison and D Reed**

**Apologies: Cllr P Sharkey and Cllr S Hewitson**

# GOV2223/45 **Chair’s opening remarks**

The Chair updated the committee on staffing and gave gratitude to the Deputy Clerk for holding the fort through current and ongoing staff absence.

# GOV2223/46 **Approve reasons for absence**

 Resolved to approve reasons for absence of Cllrs Hewitson and Sharkey.

# GOV2223/47 **Disclosures of interest**

 None

GOV2223/48 **Minutes of the previous meeting**

Unable to approve minutes of previous meeting as not yet available due to staff illness.

# GOV2223/49 **Clerks’ report**

 None

# GOV2223/50 **Public participation**

 None

# GOV2223/51 **Important Information from Councillors and Staff**

 None

# GOV2223/52 **Baildon Town Council Action Plan 22/23**

 The BTC action plan was reviewed and noted.

**Resolved that minor amendments be made by the Chair and the plan be presented again at Full Council.**

# GOV2223/53 **Finance**

1. Budget monitor for 22/23:

**Resolved to vire £4500 from the Library budget line and £5000 from the Office budget line (£9000) into the Employee Costs budget line (1001).**

**Resolved to allocate up to £500 from Marketing Baildon, and delegate the same to the Clerk, in order to replace the damaged PA system.**

1. Payments summary November 22 – January 23 and charge card summary:

The payments summary was received and noted.

The charge card summary was received and noted.

1. Review of Financial Processes:

These were reviewed with the RFO. The committee thanked the RFO for their hard work.

1. Staffing Sub-Committee resolutions and recommendations.

**Governance Committee resolved to approve the following Staffing Sub-Committee’s resolution subject to amendment: Resolved to allocate a one-off payment of £5000 from general reserves, to be delegated to the clerk in consultation with the chair, in support of any necessary interim arrangements.**

**Resolved to also allocate a further £1000 to the one-off payment (also delegated to the clerk in consultation with the chair) from the Employee Costs budget line (1001) bringing the total to £6000.**

**Resolved to approve payment of an honorarium to the Deputy Clerk in recognition of acting as the Clerk in the Clerks absence, backdated to the 1st February 2023, for the duration of the Clerks absence. The honorarium to be the difference between the Deputy Clerks SCP and the Clerks SCP.**

GOV2223/54 **Asset Register**

 The asset register was reviewed and noted.

It was discussed whether Emergency Planning equipment should be included. This will be considered at a later date.

 It was also considered whether other items should be included such as the Jubilee bench.

 **Resolved to remove the broken gazebo from the asset register.**

 **Action – The Clerk to replace the broken gazebo as soon as possible.**

 **Action – Environment Committee to consider the inclusion of Baildon Benches.**

# GOV2223/55 **2022 Buy in Baildon Local Procurement Report**

 The report was received and noted. The committee thanked the RFO for the same.

It was noted that the committee would ideally like staff to be making more local purchases of office supplies if circumstances allow.

 **Resolved that this report be submitted to Governance at the end of the calendar year.**

# GOV2223/56 **New Councillor Support**

 Cllr Foster gave a detailed report regarding a proposed buddy scheme for new councillors.

 The committee thanked Cllr Foster for her proposal and supported the same.

**Resolved to support the introduction of an induction/buddy scheme for new councillors.**

 **Action – Cllr Foster to lead the implementation of the proposal with staff support.**

GOV2223/57 **Delivering Road Closures in Baildon**

 Cllr Foster gave a detailed report / proposal regarding delivering road closures in Baildon.

The proposal detailed the formation of a road management group and the funding of Chapter 8 training for those involved.

**Resolved to allocate up to £1000 from Community Safety (6020) budget line to this proposal.**

GOV2223/58 **Appointment of New Town Clerk**

The Chair gave a brief update on the appointment of the new Town Clerk (subject to references). The same was noted by the committee.

GOV2223/59 **Ian Clough Hall**

The Chair provided an update on Ian Clough Hall developments following today’s meeting with Bradford Council. They are still in the early stages but hope to enter the informal tender stage of proceedings shortly.

The Committee discussed the next steps in the process as well as certain concerns which had been raised to Bradford Council.

 Resolved that:

**Governance committee agrees that the following comments / letter be sent to Bradford Council (see addendum 1 below).**

**The Clerk, in consultation with the Chair, will initiate discussions with Green King.**

**The Chair and Vice-Chair will make contact with the family of Ian Clough regarding next steps.**

GOV2223/60 **Staffing Sub-Committee Recommendations**

The committee reviewed the recommendations from the Staffing-Sub Committee minutes (listed on the agenda).

**Resolved to endorse and approve the Staffing Sub-Committee recommendations and decisions.**

# GOV2223/61 **Terms of Reference – Governance and Staffing**

# Cllr Dixon provided an update on the revised terms of reference which are currently awaiting comment from the YLCA.

**Resolved that the Clerk, in consultation with the Chair, will implement any amendments recommended by the YLCA and present the final document to Governance for approval.**

# GOV2223/62 **Schedule of Meetings**

# Cllr Jennison suggested a revision of how Baildon Town Council addresses planning matters and applications. The same may entail the disbanding of the Planning Committee and that all other meetings will consider planning applications.

# Action – Cllr Jennison to email the proposal to all Councillors to be formally proposed to Full Council.

 The meetings calendar for 23/24 was reviewed and the following amendments proposed:

 Annual Town Meeting be moved to 25th April (Subject to the Clerk seeking advice)

 Community Committee to 8th June from 4th July

 Environment Committee to 4th July from 20th June

 Community Committee to 19th October from 31st October

 Environment Committee to 7th November from 17th October

 Governance Committee to 20th November from 13th November

 Governance Committee to 29th January from 26th February

 Environment Committee to 5th March from 20th February

 Community Committee to 15th February from 12th March

 Governance Committee to 8th April from 15th April

 Economy Committee to 6th February from 1st February

 **Resolved to recommend the amended meetings calendar to Full Council.**

# GOV2223/63 **Elections Update**

# The Chair and Deputy Clerk discussed the upcoming election and processes with the committee (previously circulated by email).

It was explained that, at this stage, should the need for an election arise due to the current vacancies, no election would be called and the same would be dealt with at the upcoming elections on May 4th 2023.

**Resolved that the Council will not co-opt any candidates prior to the elections at this stage.**

# GOV2223/64 **Promotional Opportunities**

#  Annual Report

 Vision Statement (April Newsletter)

# GOV2223/65 **Next meeting date**

#  17th April 2023

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**Addendum 1:**

**Residential development**

The headline statement for the marketing pack is:

**“Excellent residential Development Opportunity for sale by informal tender”**

Although the planning brief goes into some detail on acceptable uses, including for retirement accommodation, we feel this headline will attract general residential developers such as those bidding for a more suburban location. This is a town Centre location, we are looking for uses which add to the centre, including ideally a mix of uses even if the majority is residential. Additionally, it is our opinion that there is a near absence of retirement living opportunities in Baildon and this is the ideal location for them.

We ask that you reconsider this headline. One option is to remove the word residential. Another is to say “residential and mixed use”, or better still, retirement living and mixed use…’

In the Planning brief, we accept that the document spells out a range of potential uses.

However, we feel that a small change of emphasis – eg second paragraph change from:

“assisted living flats may also be seen as an option for this site” to:

***“assisted living flats are the preferred option for the site for Baildon Town Council, who state that there are a dearth of such accommodation options in the town, and this is certainly an option for the site”***

 **Description Corrections:**

1. Baildon Library and the Town council offices did not relocate from the building until summer 2022.
2. Para 2 – change “c.50 existing car parking spaces “ to “at least 50 car parking spaces”.
3. Add to end first paragraph “There is an award winning and very successful monthly Farmers Market which is well supported“.
4. From Baildon Train Station which provides frequent services between Bradford (6 miles) and Ilkley (9 miles). At Shipley, which is a 3 minute train ride from Baildon, there are frequent and regular services to Leeds (10 miles).
5. Alternative uses/retail/Town centre uses 2nd paragraph line 3.

**Data vault – please add:**

Please add BTC Vision for ICH site (updated copy attached to this email)

Planning Brief

The Town Council also commented on this incorrect statement previously and had not realised it still remains. The statement ***“a small supermarket…may prove to be a viable option for the site due to the general lack of such facilities within Baildon”*** is inaccurate.

Baildon has a moderate sized Co-op supermarket as well as Westgate Stores. In addition, Baildon also hosts a Tesco express on Otley Road. Aldi and Lidl both lie adjacent to Baildon with very easy access. Baildon Town Council do not believe that a small supermarket would be a positive use of the land. We therefore suggest strongly that this sentence is removed entirely.

We do support retail uses, but not a supermarket, small or otherwise.

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