

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

**Monday 27th June 2022 at 7pm**

**Present: Cllrs G Dixon, D Reed and P Sharkey**

**Apologies: Cllr S Hewitson, S Place**

# GOV2223/01 Chair’s opening remarks

None

# GOV2223/02 Approve reasons for absence

 **Resolved to accept reason for absence**

# GOV2223/03 Disclosures of interest

 None

**GOV2223/04** **Minutes of the previous meeting**

**Resolved to approve the minutes of the meeting of the Governance Committee held on Monday the 11th April 2022.**

# GOV2223/05 Clerk’s Report

Nothing additional to report that isn’t already on the agenda

**GOV2223/06 Public participation**

 None

# GOV2223/07 Important information from Councillors and staff

 None

# GOV2223/08 Review the Zoom Licences

 **Resolved to approve the renewal of 5 licences**

**GOV2223/09 Review Policies**

 **Resolved to approve the Lone Working policy**

**GOV2223/10 Emergency Planning update**

The committee noted the inventory of the emergency planning cupboard:

 **6 Walkie Talkies**

**Water Bags ( sand bag equivalent)**

**A box of high vis vests**

**A box of torches and light sticks**

**Two mega phones**

**A box of gloves various sizes**

**A First Aid Kit**

**A box of stationary including printing paper pens and writing pads**

The committee hoped to see progress re training for the Emergency Planning Group with an updated plan to be presented at the next meeting.

The committee noted the need for a new councillor to act as emergency planning lead. Once identified it was resolved to delegate the appointment of the councillor to the Clerk

**Resolved that the clerk contact Bradford to obtain an updated contact list following the resignation of thee senior council officers from the team .**

**GOV2223/11 Baildon Town Council Action Plan 2022 – 2023**

 **Resolved to approve and recommend to Full Council**

**GOV2223/12 Baildon Town Council email newsletter (E-newsletter)**

**Resolved to print a small number for distribution at the Council get together at Bracken Hall.**

**Resolved to conduct a survey regarding the use of the E-newsletter using a mechanism such as Survey Monkey**.

**Resolved to review the News Letter statistics at the 1st Meeting in 2023**

**GOV2223/13 Finance**

 **Resolved to receive and review a report on CIL at the next meeting.**

Cllr P Sharkey suggested using CIL on Jenny Lane

13.1 Noted Budget Monitor 2022/23 Comparison between 01/04/22 and 20/06/22

13.2 Noted Payments April – May 2022

13.3 Noted Credit Card Payments April- May 2022

13.4 Deleted included in error

13.5 Deleted included in error

**GOV2223/14 The Relocation to McColls**

**14.1 Resolved to contact Ben Middleton (CBMDC) for a response to the BTC vision statement given to him at the meeting in the library on 13th May 2022.**

**14.1 Resolved to delegate to the Clerk the renegotiation of the rent based on a reduction in floor area.**

**14.1 Resolved to delegate to the Clerk to confirm that BTC will not be responsible for utilities whilst occupying McColls.**

**14.1 Resolved to delegate to the Clerk to confirm tenancy agreement at McColls only applicable until relocation to Baildon Social Club.**

**14.1 Resolved to authorise the Clerk to conclude the lease at McColls incorporating the comments from the Governance Committee.**

**14.1 Resolved to delegate to the Clerk to arrange a visit at Lower Ian Clough Hall in order to confirm what is there and if any items belong to BTC or are worth keeping.**

**14.2 Resolved to support efforts to secure the use of the Baildon Social Club Garden and to delegate this to the clerk.**

**GOV2223/15 Contracts Register**

 **Resolved to delegate to the Clerk and to circulate the register by the end of August**

# GOV2223/16 Next meeting date –

#  Monday 12th September 2022

 Meeting ended 7.50pm