



**Minutes of the Meeting of the Governance Committee held on  
8<sup>th</sup> April 2024 at 7pm**

**Present:** Cllr Jennison, Cllr Foster, Cllr Turner

**In attendance:** Clerk, Deputy Clerk, seven members of the public

**Chair's opening remarks**

Cllr Jennison welcomed the members of the public and talked through standing orders for benefit of public (3-5 mins per person during public participation) therefore the Council may not be able to resolve any issues that may arise this evening but can look into any matters arising or ask clerk to investigate. The public were here to discuss a planning development issue at Sunhill Drive.

Introductions around the table.

Cllr Jennison reminded everyone she is standing in place of Cllr Dixon during the period of heightened sensitivity due to the local elections.

Annual Report to be produced over next month so it can be presented ahead of Annual Town Meeting on 7<sup>th</sup> May 2024. Chairs to report on Committee achievements.

**Approve reasons for absence.**

**GOV2324/96 Resolved:** Cllr Dixon's reason for absence was approved unanimously

**Disclosures of interest**

None

**Minutes of the Extraordinary Governance Committee meeting held on 11<sup>th</sup> January 2024.**

**GOV2324/97 Resolved** that the minutes of the meeting of the Governance Committee meeting held on 29<sup>th</sup> January 2024 were approved.

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**Signed:**

**Date:**

24 June 24

**Public Participation**

Malcolm Jarvis introduced himself and others as residents of Sunhill Drive and neighbouring streets. A range of concerns were raised about the development process at a specific address as it was progressing.

Overall residents felt there had been disregard for the planning permissions granted for this property and they asked that BTC sends a letter to Bradford Council asking for the matter to be looked into.

Cllr Jennison advised that the residents have already appealed and objected to this but the Planning Officer has come out and don't intend to take issue with this. Residents believe this is an incorrect measurement.

Cllr Foster advised that her and Gill J have previously served on BTC's planning committee and believe that areas should be maintained and in keeping with surrounding area. However, BTC is very limited in their powers, but could certainly pass comments on to Bradford Council.

Cllr Jennison summed up – can understand frustration with this and seems reasonable to write to planning officers given the issues raised. A result cannot be assured.

Members of the public left the meeting.

**Clerks Report**

Report received regarding Internal Audit, Annual Town meeting and City of Culture meetings.

**Important information from Councillors and Staff**

Cllr Turner pointed out that in village outside Casa Bella the paint peeling off the wall and looking a mess. He believed that the lack of Environmental Warden is showing in areas such of this and there is still an outstanding review of the post (and whether its needed) that has not taken place. Cllr Jennison advised that we have applied to City of Culture for a mural to go on that wall. Cllr Turner asked that the review time for the warden post be checked by the clerk as he believes it is overdue.

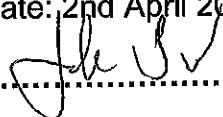
Cllr Jennison confirmed that McCarthy Stone have now put an application in for the former Ian Clough Hall site and there will be Extraordinary Full Council on 8<sup>th</sup> May to review / discuss. Cllr Turner asked if the Chair can call an Extraordinary Meeting during the period of heightened sensitivity. The Clerk would check out the official position.

**GOV2324/98 To consider current Planning applications on CBMDC website and to agree actions (see planning4Bradford.com).**

24/00769/CLP 14 Moorland Avenue Baildon West Yorkshire BD17 6RW

**Resolved:** BTC has no comment

24/00867/HOU 127 Woodcot Avenue Baildon West Yorkshire BD17 6QS



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**Resolved:** BTC has no objection as long as building materials sympathetic to neighbouring properties and parking for at least one car maintained.

24/00225/HOU Oakleigh Lodge West Lane Baildon West Yorkshire BD17 5DL

**Resolved:** BTC has no comment

24/00476/FUL Little Brantcliffe Green Lane Baildon West Yorkshire BD17 5AP

**Resolved:** BTC notes the concerns of the biodiversity officer and awaits their comments. BTC also has concerns about increased vehicular access to the site, which is on a narrow bridleway used regularly by many-walkers.

24/00861/HOU36 Bank Crest Baildon West Yorkshire BD17 5HB

**Resolved:** BTC notes the important safety concerns raised by Public Rights of Way Team and seeks assurance these will be addressed. Materials should also be in keeping with those sympathetic to the natural landscape of the Baildon Bank area.

24/00887/CLP 5 Kirklands Close Baildon West Yorkshire BD17 6HN

**Resolved:** BTC has no comment

24/01002/CLP 75 Nether Hall Road Baildon West Yorkshire BD17 6QQ

**Resolved:** BTC has no comment

### Health and Safety Policy

**GOV2324/99 Resolved:** the changes proposed were unanimously approved and the Health and Safety Policy was approved.

### Banners Risk Assessment

Councillors agreed that the display of banners on the roundabout has become a key way of promoting events in Baildon. They wish to continue this, having due regard to health and safety considerations.

The Clerk introduced the issue which had come out of a concern by member of staff re safety of going on roundabout. Staff team did a risk assessment and the main issues are getting onto roundabout given large step and no handrail. Whole surface is also damaged and falling away, not to mention the significantly damaged grille to the watercourse. It is difficult to mitigate that risk. Bradford Council had been contacted to put an extra step in. Mitigations – wear hi-vis, do during quiet periods.

The policy must also cover members of local organisations, who will be asked to put up their own banners, which has safety implications. Changes were suggested to the Banners Policy in light of this.

Cllr Turner – reminded colleagues that, in the past members of the public have accessed the roundabout inappropriately e.g. to watch the Harleys. In consultation with Bradford, it was agreed that all banners on the roundabout should be approved by BTC (people cannot put their own on).

It was noted that Bradford Council access the roundabout for horticulture. Clerk to ask if they will share their Risk Assessment.

Cllr Jennison – Still uncomfortable asking public to put up banners themselves and asked for the Method Statement to set out very clearly how this should be done safely.

**GOV2324/100.1 Resolved:** Banners policy received and approved subject to the amendment that the public are asked in the first instance to put their own banners up after signing the risk assessment.

**GOV2324/100.2 Resolved:** to approve the risk assessment and for the Clerk to pursue further mitigations e.g. a new step and handrail via Bradford Council.

**GOV2324/100.3 Resolved** to delegate to the Clerk the drafting of a Method statement which should come back to next Governance committee for approval.

## Finance

**GOV2324/101 Resolved** to approve the:

- Budget monitor 23/24 to end March 2024.
- Schedule of payments Jan – Mar 2024
- Credit card payments Jan – Mar 2024
- Bank statement 31-03-2024
- Bank reconciliations Jan, Feb and Mar 2024
- Breakdown of Section 137 expenditure

## Budget 2024/25

The Clerk presented the budget for next year and suggested some slight amendments. HT highlighted certain budget lines that may be considered for amendments e.g. Toilets – Various issues regarding the budget. The budget line itself needs to be increased and the possibility of an Earmarked Reserve was also discussed.

**GOV2324/102.1 Resolved** to delegate to the Clerk to seek budget adjustments to increase the Northgate Toilets budget line (specifically Repairs and Water / Sewage) by up to £1,000.

**GOV2324/102.2 Resolved** to increase Finance Software (2015) budget line by £250 funded from the website (2010) budget line.

**GOV2324/102.3** The 2024/25 budget subject to the minor adjustments approved was noted.

**Internal Controls Checklist and Action Plan**

The Clerk thanked Cllrs Turner and Foster for undertaking the internal controls checks. HT presented the Internal Controls check action plan.

**GOV2324/103.1 Resolved;** The amendments as proposed in the Action Plan were approved.

**GOV2324/103.2 Resolved** to note the completed Internal Controls Checklist.

**General Reserve Policy and Earmarked Reserves (ER) Review 2024/25**

The Clerk introduced the paper which included draft wording for a new policy on General and Earmarked Reserves and a list of BTC earmarked reserves with amounts detailed as of 1<sup>st</sup> April 2024.

Cllr Jennison suggested that the Policy Statement itself would be more enduring without specific annual figures.

**GOV2324/104.1 Resolved:** Subject to minor amendments on specific amounts, the General Reserve Policy should be recommended to Full Council.

There was a discussion regarding the use of ERs and their purpose. Cllr Jennison felt that the list was very useful to inform Cllrs on what was remaining in Reserves. The Clerk and Deputy Clerk advised on these issues and the purpose of ERs.

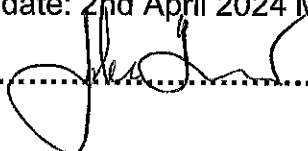
**GOV2324/104.2 Resolved:** the proposals made for changes to Earmarked Reserves as follows were recommended to Full Council:

104.2.1 The creation of a **Toilet Contingency Reserve £3,000** using the Economy reserve (£632.51) and making the up the balance to £3,000 using £2,367.49 of General Reserve for major incidents of vandalism or improvement/developments which cannot be covered from within the budget (£2,000). Recommend to Full Council that this reserve is delegated to the Clerk in consultation with the Chair of Economy Committee.

104.2.2 The **Jubilee ER (£1,196)** is moved to General Reserve.

104.2.3 £3,000 of General Reserve is moved to **Allotment Reserve** to reinstate this reserve (following the approved expenditure at Thompson Lane) for unforeseen improvements/development and repair at allotments.

**Terms of Reference for Committees**



Cllr Turner suggested that this item and the next 'Terms of Reference for Sub-Committees Appointed by Governance Committee' (ie Staffing Sub Committee) be taken together and as a group.

**GOV2324/105.1 Resolved:** to take these items relating to Terms of Reference together (TOR Governance, Economy, Environment, Community and Staffing Sub Committee). Agreed unanimously.

The Clerk advised on all changes, the main one being that we require a minimum of 4 councillors rather than 3 councillors as a minimum per committee. There has been quoracy issues this year. It should be noted that there is also a substitute system which does work in a similar way.

Cllr Turner advised that Councillors should be committed to serving committees to the best of their ability even if that means serving 2 committees to improve the system and make it more robust.

The Clerk also raised Library and whether it should be on Community as opposed to Economy. Cllrs didn't feel it was necessary to move it.

**GOV2324/105.2 Resolved** to recommend all the proposed changes as highlighted in yellow (apart from that suggested for the Library) on all the five Terms of Reference to the Full Council on 13<sup>th</sup> May 2024.

### Standing Orders

The Clerk presented the amendments as per the draft document presented to Committee. There were various small amendments based on the NALC 2023 Model including adding in our new Scheme of Delegation re planning, Standing Orders (SO) 17 and 18 amended with new thresholds and SO23 emboldened.

**GOV2324/106 Resolved** to recommend approval of the Standing Orders- with the Clerk's amendments as per the draft - to Full Council on 13<sup>th</sup> May 2024.

### Financial Regulations

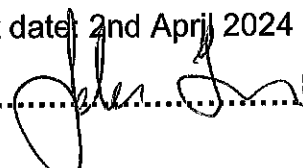
The Clerk presented the proposed amendments including additions of 'Full Council' to replace 'Council' for clarity as wasn't clear whether Full Council or Committee could make specific decisions. Various small amendments throughout the draft. Including recommendations to Full Council and ordering of goods and services. Thresholds have also changed on this document as well as standing orders. Gov to also recommend Fin Regs to FC.

**GOV2324/107 Resolved** to recommend approval of the Financial Regulations - with the Clerk's amendments as per the draft - to Full Council on 13<sup>th</sup> May 2024.

### Promotional Opportunities

None

**To notify the Clerk of any item for future agenda**



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Baldon Town Council – Governance Committee

None

**GOV2324/108**      **Next meeting date(s)**

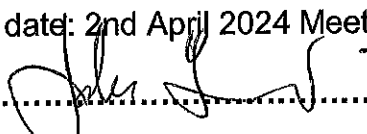
The next meeting of the Governance Committee will be on 24<sup>th</sup> June 2024.

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Signed.....



date.....

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