Shipley Town Council
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MINUTES OF THE INAUGURAL ANNUAL MEETING OF SHIPLEY TOWN COUNCIL

held at 6.00pm on Thursday 28 May 2020

The meeting was held remotely, in accordance with the *Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*.

PRESENT:
Councillors Connors, Garside, Hickson, Longhorn (to 8.30pm), Parkinson, Roberts, Robison, Spiers and Watson
Councillor Connors in the chair

IN ATTENDANCE:
Joe Ashton (Town Clerk) except for minute 2020/016(C)
Michael Bowness (Deputy City Solicitor) for minute 2020/16(C) only
Councillor Vick Jenkins (Bradford Council) to 2020/011(C)
Councillor Kevin Warnes (Bradford Council) to 2020/011(C)

CHAIRMANSHIP
2020/001(C)
Resolved that Councillor Connors is elected Chairman of the Council for 2020/21.
Councillor Connors signed his declaration of acceptance of office.
In his opening remarks, Councillor Connors said he:

- Welcomed the learning experience
- Acknowledged the experience of other Members
- Expressed the aspiration to work with everyone to take Shipley forward
- Acknowledged Rob Martin's work as Chair of the Campaign for a Shipley Town Council
- Looked forward to getting to know everyone better and being a team player
- Explained that a lot of background work had been undertaken by the campaign group and the Temporary Town Clerk before the meeting

VICE CHAIRMANSHIP
2020/002(C)
Resolved that Shipley Town Council will have a Vice Chairman.
Resolved that Councillor Hickson is elected Vice Chairman of the Council.

APOLOGIES FOR ABSENCE
2020/003(C)
There were no apologies for absence.

MEMBER DECLARATIONS
2020/004(C)
Declarations of acceptance of office were received from and signed by:
Councillors Connors, Garside, Hickson, Longhorn, Parkinson, Roberts, Robison, Spiers and Watson in the presence of the Proper Officer.

CODE OF CONDUCT
2020/005(C)
Resolved to adopt the National Association of Local Councils' model Code of Conduct.
Resolved that dispensations in relation to Members' pecuniary interests will be considered by either the full Council or the committee or subcommittee to which they relate and that requests for dispensations should be made in writing or verbally to either the Proper Officer or the chair of the meeting at the appropriate point in the agenda.

MEMBERS' INTERESTS
2020/006(C)
Resolved to open the register of pecuniary and other interests.
No interests were declared.
No requests for dispensations were received.

STYLE OF THE COUNCIL
2020/007(C)
Resolved to confirm that Shipley civil parish is a town and that the council of the Shipley civil parish shall be known as "Shipley Town Council" (as designated in the Reorganisation Order 2020).
Resolved to agree that the Chairman of the Council shall be styled Chairman of the Council but that in all legally acceptable circumstances, the Chairman shall be known as the "Chair" and the Vice Chairman as the "Vice Chair".
Council agreed that a note should be added to the minutes, to place the question of the style of the chairman of the council for re-consideration at the Annual Meeting of the Council 2021, by when the postponed local elections are expected to have been held.

STATUTORY OFFICERS
2020/008(C)
Resolved to formally designate Mr Joe Ashton (Clerk to the Council) as the Council's Proper Officer (S.270 of the Local Government Act 1972).
Resolved to formally designate Mr Joe Ashton (Clerk to the Council) as the Council's Responsible Financial Officer (S.151 of the Local Government Act 1972).

STANDING ORDERS
2020/009(C)
Resolved to adopt the National Association of Local Council's model Standing Orders for the Council as an interim measure to be reviewed at the next meeting. The Town Clerk indicated that discretion could be exercised over the options and gaps in the model Standing Orders. These options and gaps would need to be completed by amendment to ensure cover during the interim period.

The following amendments were adopted as an interim measure:

- *1 (t) – insert "3".*
- *3 (f) – insert "15".*
- *3 (g) – insert "3".*
- *3 (i) – Replace all with "A person shall indicate by the show of a hand when requesting to speak. A person may remain seated when speaking".*
- *3 (x) – insert "2".*
- *4 (v) – insert "4".*
- *6 (c) – remove square brackets.*
- *6 (d) – remove square brackets; insert "4 clear"; insert "2"; insert "2".*
- *7 (a) – insert "5".*
- *9 (b) – insert "9".*
- *9 (d) – insert "6".*
- *13 (e) – remove all square brackets and "by the Proper Officer OR".*
- *13 (g) – remove all square brackets and "by the Proper Officer or, if this is not possible, at the start of the meeting for which the dispensation is required OR".*
- *15 (b) (ii) – insert "6".*
- *15 (b) (xv) – replace all with: "liaise with the Local Planning Authority and the Chair of the Planning Committee, if the nature of a planning application requires consideration before the next scheduled meeting of the Planning Committee, with a view to seeking a consultation extension or (if such an extension is not granted) an extraordinary meeting".*
- *16 (a) – replace all with: "The Council shall seek to make arrangements for the covering of the work of the Responsible Financial Officer when the Responsible Financial Officer is absent for more than seven consecutive days".*
- *18 (f) – correct error.*
- *19 (a, b, c and d) – replace with:*
- *"Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair of the Staffing Subcommittee, or in their absence the Vice Chair of the Staffing Subcommittee, of absence occasioned by illness or other reason and that person shall report such absence to the Staffing Subcommittee at its next meeting."*
- *"The Chair of the Staffing Subcommittee, or in their absence the Vice Chair of the Staffing Subcommittee, shall, upon a resolution, conduct a review of*

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the performance and an annual appraisal of the work of the Clerk to the Council. The reviews and appraisals shall be reported in writing and are subject to approval by resolution by the Staffing Subcommittee."

- *"Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the Chair of the Staffing Subcommittee, or in their absence the Vice Chair of the Staffing Subcommittee, in respect of an informal or formal grievance matter and this matter shall be reported back and progressed by resolution of the Staffing Subcommittee".*
- *19 (e) replace "[the member of staff's job title]" with "Clerk to the Council" and replace all after with: "relates to the Chair or Vice Chair of the Staffing Subcommittee, this shall be communicated to another member of the Management Committee, which shall be reported back and progressed by resolution of the Management Committee".*
- *20 (b) – remove all with no replacement.*
- *23 (b) – replace all with "Subject to Standing Order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures".*
- *24 (b) – replace all with "Unless the Council determines otherwise, a copy of each non-routine letter sent to the principal local authority shall be sent to the ward councillors representing that ward on the principal local authority" .*
- *26 (b) – insert "5".*

***Notes:** Full Council meetings shall commence at 7.00pm and committees and subcommittees shall be free to set their own meeting dates and times. Where Council inserts a value equivalent to 50%+1 of the Council members, this shall be amended to reflect the changing number of councillors when vacancies are created and/or filled.*

Resolved to agree that, except where specifically stated otherwise, the adopted Standing Orders shall be applicable to all committees and sub-committees of the Council (whether advisory or executive) and to officers of the Council.
Resolved to confirm the Council's Standing Orders for Procurement (as contained in the model Standing Orders).
Resolved to confirm the Council's Standing Orders for Public Participation (as contained in the model Standing Orders).

PUBLIC PARTICIPATION
2020/010(C)
Resolved to adjourn the meeting for a period of public participation.
Resolved to invite district councillors and other guests to address the Council.

Councillor Kevin Warnes (Shipley Ward, City of Bradford Metropolitan District Council, Green Party) addressed the Council. Councillor Warnes thanked the town councillors for stepping up and wished the Council well for its inaugural meeting.

He congratulated the newly elected Chair and Vice Chair of the Council and also thanked the Town Clerk for his work to date. Councillor Warnes indicated that he and Councillor Martin Love (Shipley Ward, City of Bradford Metropolitan District Council, Green Party) would provide every help and support to the Town Council. The Town Clerk indicated that Councillor Vick Jenkins (Shipley Ward, City of Bradford Metropolitan District Council, Labour Party) had provided a written statement of welcome, which would be tabled and circulated to town councillors as correspondence, as requested by Councillor Jenkins.

FINANCIAL REGULATIONS
2020/011(C)
Resolved to adopt Financial Regulations to be reviewed at a later meeting of the Council following the meeting of any committees with responsibility for finance.
Resolved to receive the schedule of assets to be transferred to the Council on 1 June 2020:

- Carlton Avenue Allotments – freehold
- Caroline Street Allotments – freehold
- Northcliffe Allotments – freehold
- Red Beck Allotments – freehold

Note: *Matters regarding the land held in trust at Northcliffe Allotments and the proposal for the signing of a Service Level Agreement with Northcliffe Allotment Society will require negotiations at a later date. This matter to be discussed with the Deputy City Solicitor.*
Resolved to confirm that the assets at Minute 2020/011(C) for entry into the Council's Property Register and Asset Register (in accordance with model Financial Regulations 14.1 and 14.6).

BUDGET
2020/012(C)
Resolved to receive the indicative Shipley Town Council budget, prepared by Bradford Council for precept-setting purposes.
Resolved to agree an interim revised budget for the remainder of the financial year to 31 March 2021 for review at a later date.
Resolved to agree the expenditure delegations contained within the draft revised budget.
Resolved to note the availability of a grant from Bradford Council to negate the double taxation for the concurrent function of allotment gardens (note: the amount of this grant was not available at the date of the meeting).
Resolved to note that the process for the transfer of the Town Council's share of allotment garden rents from Bradford Council to the Town Council will require the transfer of a proportionate amount of rent, invoiced for the full year in April 2020, from the date at which the allotments transfer to Shipley Town Council and that the amounts will need to be agreed with reference to those services provided by Bradford Council in the transition period, the rents collected and any bad debts.
Resolved to note that the process for the transfer of the Town Council's share of the ring-fenced Community Infrastructure Levy from Bradford Council to the Town

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Council will be agreed with Bradford Council and based on the money received by Bradford Council from developers according to the schedule in force at the time. This will be 15% of future income, which will be based on the relevant rate for each new square metre of residential floorspace created.
Note: *Additional CIL, already collected before the creation of Shipley Town Council, is available for spending by Bradford Council. The district ward councillors for Shipley have requested the Town Council's participation in the allocation of this money.*

BANKING
2020/013(C)
Resolved to delegate a decision on banking arrangements for the Council's funds to the committee with responsibility for finance (the Management Committee).
Note: *The Council requires the Management Committee to investigate the Unity Trust Bank and check the Unity Trust Bank's ethical policies with particular reference to fossil fuels and arms trading.*
Resolved to appoint the Chair of the Council and the Vice Chair of the Council as the Council's signatories for the bank account(s), on the understanding that those Members will confirm their willingness to act as signatories when the bank(s) providing the account(s) has been chosen.

The Chair confirmed that the meeting had run to just over two hours, requiring a resolution of the Council to continue, in accordance with Standing Order 3(x).

Resolved that items 15 to 27 and 30.8, 30.9, 31, 33 and 34 of the agenda be deferred to the next ordinary meeting of the Full Council and that Council moves into private session to consider Items 30.1 to 30.7 and 32, at the conclusion of Items 14, 28 and 29.

SCHEME OF DELEGATION
2020/014(C)
Resolved to note the functions of the Council that are required to be decided by the full Council and cannot therefore be delegated (as listed in the adopted Scheme of Delegation).
Resolved to agree a scheme of delegation to committees and officers for an interim period until the next ordinary Council meeting.
Resolved to agree terms of reference for the committees agreed to be created within the adopted Scheme of Delegation.
Resolved to elect all members of the council committees until the next ordinary Council meeting and that no substitute members would therefore be required
Resolved to confirm the delegation of budgets as agreed within the adopted budget and the adopted Scheme of Delegation.
Resolved to note the delegations contained within the adopted Standing Orders and the adopted Financial Regulations.

CALENDAR OF MEETINGS
2020/015(C)
Resolved to agree the draft calendar of meetings for the municipal year 2020/21 to be reviewed at the next meeting of the Full Council.
Resolved to confirm the date of the next meeting of the Council as Thursday 25 June 2020 at 7.00pm.

2020/016(C)
Resolved to agree, under the provisions of the Public Bodies (Admissions to Meetings) Act 1960, that exclusion of the press and public is required, during consideration of business of a confidential nature and in recognition that the disclosure of the confidential business to be transacted would be prejudicial to the public interest, for the following reasons:

- **Item 30:** staffing matters and personal data
- **Item 32:** commercial contracts

Confidential session

STAFFING AND TRAINING
2020/017(C)

The Deputy City Solicitor, Michael Bowness, entered the meeting.

The Town Clerk left the meeting.

Councillor Longhorn left the meeting before the conclusion of the following business.

Resolved to agree the Town Clerk's contract of employment, subject to amendments to be made by the Deputy City Solicitor.
Note: *Amendments to be made by the Deputy City Solicitor would be made to the document for both correcting omissions (for example, pension arrangements) and deleting items to be deleted (for example, the appraisal for the probationary period as it had already passed its deadline). Items requiring more detail are pension, overtime by consent, sickness rules and various others.*
Resolved that the hourly rate agreed between the parties is confirmed (confidential information held on the employee's file).
Resolved that consideration should be given by the council to agreeing a 37-hour week due to the workload, effective 1 June 2020.
Resolved to ask the Town Clerk to confirm whether or not "on costs" were included in the annualised entry in the budget for the town clerk's salary. On costs to include Employer's National Insurance Contributions and to amend the budget accordingly.
Resolved to obtain the services of a payroll administrator as soon as possible to enable the Town Clerk's remuneration and on costs to be calculated.

Resolved to note the legal requirement to provide a workplace pension for the Town Clerk.
Resolved that the Town Clerk should obtain further information about the Local Government Pension Scheme and the National Employment Savings Trust (NEST) pension as it would apply to the Town Clerk to enable the Council to understand the financial implications such as the cost differences between a final salary scheme and a deferred benefits scheme.
Resolved to delegate recruitment of a permanent Town Clerk to the Management Committee.
Resolved to defer consideration of the Town Clerk's membership of the Society of Local Council Clerks to the next meeting of the Full Council.

The Town Clerk returned to the meeting.

The Deputy City Solicitor left the meeting.

RISK AND INSURANCE
2020/018(C)
Resolved that an initial register of risks to be managed by the Council be taken into consideration when arranging insurance cover.
Resolved to note the requirement for the Council to arrange insurance cover for the transferable risks identified by the Town Clerk.
Resolved to delegate consideration of quotations from insurers to the Management Committee.
Resolved to delegate the appointment of insurers to the Management Committee.

The meeting closed at 9.30pm

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