



Shipley Town Council

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Dear All Members of Shipley Town Council

(Councillors Connors, Farren, Fielding, Hickson, Longhorn, McHugh, North,
Parkinson, Roberson, Roberts and Watson)

You are hereby summoned to an

EXTRAORDINARY FULL (BUDGET) MEETING OF SHIPLEY TOWN COUNCIL

to be held at 7.00pm on Thursday 20 January 2022 in the York Room, Victoria
Hall, Victoria Road, Saltaire, Shipley, BD18 3JS.

Yours sincerely

A handwritten signature in black ink, appearing to read "Joe Ashton".

Joe Ashton, Town Clerk

on behalf of Councillor Mike Connors (Chair of the Council)

16 January 2022

PUBLIC NOTICE

Meetings of Shipley Town Council are open to the press and public in
accordance with the Public Bodies (Admission to Meetings) Act 1960.

Meetings of Shipley Town Council may be recorded and reported upon in
accordance with the Public Bodies (Admission to Meetings) Act 1960 and the
Openness of Local Government Regulations 2014.

Please note that the meeting will be webcast. A link to the webcast will be
published at <https://shipleytowncouncil.wordpress.com/meetings/>.

AGENDA

ITEM 1 – CHAIR

- 1.1 To receive the Chair's opening remarks
- 1.2 To note the Chair's recent and forthcoming engagements

ITEM 2 – APOLOGIES FOR ABSENCE

- 2.1 To receive and note apologies for absence
- 2.2 To approve reasons for absence (if provided)

ITEM 3 – MEMBERS' INTERESTS

- 3.1 To receive disclosures of members' pecuniary and other interests
- 3.2 To agree dispensations for interests (if applicable)

ITEM 4 – DRAFT MINUTES

- 4.1 To receive the draft minutes of the extraordinary meeting of the full Town Council held 17 November 2021
- 4.2 To confirm, as a correct record for signing by the Chair, the draft minutes of the extraordinary meeting of the full Town Council held 17 November 2021

ITEM 5 – PUBLIC PARTICIPATION

- 5.1 To adjourn the meeting for a period of public participation
- 5.2 To invite district councillors and other guests to address the Council

ITEM 6 – PRESENTATIONS

- 6.1 To receive the Yorkshire in Bloom 2021 certificates and agree the arrangements for presentations to the individual recipients
- 6.2 To receive the Shipley Fair Trade Town renewal certificate

ITEM 7 – COMMITTEE REPORTS

- 7.1 To receive reports from the committee meetings held since the previous ordinary meeting of the Full Town Council:
 - Management Committee
Councillor Connors (Deputy: Councillor Hickson)
 - Allotments & Green Spaces Committee
Councillor Hickson (Deputy: Councillor Longhorn)
 - Climate Emergency & Environment Committee
Councillor Parkinson (Deputy: Councillor Watson)
 - Community Engagement Committee
Councillor Fielding (Deputy: Councillor McHugh)
 - Planning & Regeneration Committee
Councillor Watson (Deputy: Councillor Parkinson)

ITEM 8 – COMMITTEE RECOMMENDATIONS

- 8.1 To recommendations from committees:
- a) Management Committee – That Full Council should receive and approve the schedules of payments for the period 18 November 2021 to 20 January 2022 (schedules to follow)
 - b) Management Committee – That Full Council agrees a budget for the financial year 2022/23 which allows for a precept increase of less than 20.23% (see Item 11)

ITEM 9 – COMMITTEE MEMBERSHIPS

- 9.1 To confirm committee memberships and agree changes (if any)

ITEM 10 – OUTSIDE BODY REPORTS

- 10.1 To receive reports (if any) from the Council's representatives to outside bodies:
- Bradford Local Council Liaison Meeting
Councillor Connors and the Town Clerk
 - Shipley Constituency Area Partners' Advisory Group
Councillor Fielding
 - South Pennine Branch of Yorkshire Local Councils Associations
Councillor Connors and Hickson
 - Shipley Town Deal Board (see Item 22)
Councillor Connors
 - Community Arts Umbrella for 39A Kirkgate (see Item 22)
Councillor Parkinson
 - Fairtrade Shipley
Councillor Roberson

ITEM 11 – BUDGET

- 11.1 To receive a draft Town Council budget for the financial year 2022/23 (draft attached), noting the precept requirement of £177,345 (a 20.23% increase on the precept in 2021/22)
- 11.2 To note the recommendation of the Management Committee that changes be made to the draft budget to reduce expenditure so that the amended budget requires either a 0% increase in precept or a smaller percentage increase than 20.23% in order to balance
- 11.3 To agree the Town Council's budget for the financial year 2022/23
- 11.4 To agree the Town Council's precept demand for the financial year 2022/23

Note: *The Town Council is required to set an annual budget to comply with proper accounting practices and to inform the level of the precept (local element of the Council Tax). The decision required at Item 11.4 must be reported to the billing*

authority by the billing authority's deadline of 21 January 2022 and cannot lawfully be delegated by the Full Council to a committee, subcommittee, officer or to another authority.

ITEM 12 – MOTIONS WITH NOTICE

- 12.1** To agree a motion from Councillor Connors regarding Universal Credit:

This council requests that the UK Government restores the £20 uplift to Universal Credit

- 12.2** To agree a motion from Councillor Connors regarding a mission statement for Shipley Town Council:

This council adopts a mission statement as follows [insert statement]

ITEM 13 – SUSPENSION OF DELEGATIONS

- 13.1** To agree the suspension of all delegations made to committees and subcommittees for the duration of the meeting

ITEM 14 – TRAINING IN DELIBERATIVE METHODS

- 14.1** To receive a briefing on the free training in Local Climate Engagement being offered to the Town Council by “Involve” public participation charity (Councillor McHugh to report; see also the Local Climate Engagement prospectus document)
- 14.2** To agree an expression of interest application to the training (deadline: 24 January 2022)
- 14.3** To agree that all councillors be invited to undertake the training if the application is successful
- 14.4** To agree that the Town Council's Administrative Officer be offered the equivalent of one full-time working week's additional paid hours to attend and complete the training, at a cost of up to £500 to be taken from the training budget.

ITEM 15 – DEPUTY TOWN CLERK

- 15.1** To agree the creation of a new permanent post of Deputy Town Clerk, to work 0.5 of full-time, within the following outline role description:
- To provide cover for the Town Clerk when he is unavailable or on short-term leave
 - To undertake tasks within the Town Clerk's role description when delegated by the Town Clerk
 - To support the work of the Town Clerk and one or more of the Town Council's committees
 - To be designated as the Town Council's deputy proper officer and deputy responsible financial officer
- 15.2** To agree the use of the budget of up to £15,000 for the salary and on-costs of the post in year 1 (if agreed at Item 11)
- 15.3** To delegate all necessary arrangements for the recruitment to the

Town Clerk in consultation with the members of the Management Committee

- 15.4 To agree the use of the Council's existing recruitment budget for advertisement costs
- 15.5 To agree that the Staffing Subcommittee will function as the shortlisting and selection panel and will have full authority to appoint
- 15.6 To agree the target start date for the successful candidate as 1 April 2022, subject to the level of response to the advertisements and the notice period required

ITEM 16 – FORTHCOMING EVENTS

- 16.1 To receive advance notice of the dates and provisional dates of forthcoming events for which the Town Council is an organiser:
 - **Shipley Travel Conference** (a Public Consultation on the West Yorkshire Combined Authority's road development plans for Bradford and Shipley): Saturday 5th March – organised by Bradford Shipley Travel Alliance of which Shipley Town Council is a member and funder
 - **Shipley Town Centre Craft Ale & Microbrewery Fair** (provisional): Saturday 12 March or Saturday 19 March – organised by Bradford Council in consultation with Shipley Town Council
 - **Great British Spring Clean "Shipley Day of Action"**: Saturday 26 March (10.30am to 1.00pm and 2.00pm to 4.30pm) – organised by Shipley Town Council
 - **Shipley Summer Fun Day** (provisional): Saturday 23 July – organised by Shipley Town Council in partnership with Bradford Council

ITEM 17 – CORRESPONDENCE

- 17.1 To note correspondence received by the Town Clerk and which requires the attention of the Council
 - *Statutory Consultation on Bingley Grammar School – Establishing a Resourced Provision and increasing the overall mainstream net capacity of the school*
- 17.2 To agree any actions arising

ITEM 18 – URGENT NOTICES AND REPORTS

- 18.1 To receive urgent notices and reports, for information only, from the Town Clerk
- 18.2 To receive urgent notices and reports, for information only, from Members of the Council

ITEM 19 – PUBLICITY

- 19.1 To agree the publicity statements arising from this meeting

ITEM 20 – FUTURE BUSINESS

- 20.1** To note the items of business arising for consideration at future meetings (Town Clerk to report)
- 20.2** To receive advance notice from Members as to tabled future business

ITEM 21 – CALENDAR OF MEETINGS

- 21.1** To note the date of the next ordinary meeting of the Council as Thursday 24 March 2022 at 7.00pm (venue to be confirmed)

ITEM 22 – CONFIDENTIAL SESSION

- 22.1** To agree, under the provisions of the Public Bodies (Admission 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 23 and 24 – commercial confidentiality. Item 25 – personal data and staffing matters.

ITEM 23 – SHIPLEY TOWN DEAL FUND

- 23.1** To receive an update from Councillor Connors (as the Town Council's representative to the Town Deal Board) regarding the Town Deal Fund

ITEM 24 – COMMUNITY ARTS UMBRELLA

- 24.1** To receive an update (if any) from Councillor Parkinson regarding the work of the Community Arts Umbrella for 39A Kirkgate

ITEM 25 – STAFFING MATTERS

- 25.1** To consider any matters arising from the decisions at Items 11, 14 and 15 as they relate to individual members of staff