



Shipley Town Council

Town Hall, Kirkgate, Shipley, BD18 3EJ
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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 MEETING OF SHIPLEY TOWN COUNCIL

to be held at 7.00pm on Thursday 10 March 2022
in the Council Chamber, Town Hall, Kirkgate, Shipley, BD18 3EJ.

Yours sincerely

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

Joe Ashton, Town Clerk

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

6 March 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.

A G E N D A

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 ordinary meeting of the full Town Council held 20 January 2022
- 4.2 To confirm, as a correct record for signing by the Chair, the draft minutes of the ordinary meeting of the full Town Council held 20 January 2022

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 – SUSPENSION OF DELEGATIONS

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

ITEM 7 – PUBLIC TOILETS

- 7.1 To agree a recommendation from the Management Committee that Shipley Town Council enters into an extended licence or lease arrangement with City of Bradford Metropolitan District Council for the continued operation of the Caroline Street public toilets in Saltaire, in advance of the end of the existing agreement which is set to finish on 31 March 2022 following the year's trial period
- 7.2 To agree a recommendation from the Management Committee that Shipley Town Council will engage with Bradford Council to establish an agreement setting out the respective roles of each authority in the creation and operation of the proposed Market Square toilets, including the revenue funding required to maintain the facilities
- 7.3 To agree a recommendation from the Management Committee that an expanded Public Toilets Working Group working group be

- appointed, with a remit to include all public toilets in Shipley
- 7.4 To appoint to the expanded Public Toilets Working Group
- 7.5 To agree a recommendation from the Management Committee that the Public Toilets Working Group will report to the Management Committee
- 7.6 To agree a recommendation from the Management Committee that all budgets intended for the provision of public toilets be fully delegated to the Management Committee

ITEM 8 – CONFIDENTIAL SESSION

- 8.1 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 9 – personal data and staffing matters
 - Item 10 – personal data and staffing matters

ITEM 9 – RECRUITMENT

- 9.1 To note the appointment of Helen Mawson (Administrative Officer) as Deputy Town Clerk from 1 April 2022 and the simultaneous vacancy for an Administrative Officer
- 9.2 To agree the recommendation of the Staffing Subcommittee that the hours worked by the post of Deputy Town Clerk be increased from the prior agreed 18.5 (0.5 of full-time) to 22.2 per week (0.6 of full-time) and that this be made cost neutral by reducing the hours of the post of Administrative Officer when the vacancy is advertised, by a proportionate number
- 9.3 To agree the virement of £500 from the unspent budget for Councillors' Allowances to the Recruitment budget to meet the additional advertisement costs associated with recruiting an Administrative Officer

ITEM 10 – STAFF WORKLOADS

- 10.1 To consider an update from the Chair of Council

ITEM 11 – PUBLICITY

- 11.1 To agree the publicity statements arising from this meeting

ITEM 12 – CALENDAR OF MEETINGS

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