

**MINUTES of the full Council Meeting
of Denholme Town Council,
held on Tuesday 19 June 2018 at 7.30pm
in the Council Chambers, Mechanics Institute, Denholme**

Present:	Councillors A.Sherriff, D.Miller, J.Wood, J.MacFarlane, S.Brazil and H.Sherriff. Alison Swischowski – Town Clerk. Two members of the public.
1819/019	Ten Minute Rule The members of the public did not wish to speak.
1819/020	Apologies Councillors S.Nunn and M.Foster.
1819/021	Disclosures of Interest No disclosures of interest were declared.
1819/022	Co-option of Councillor One nomination had been received of Danielle Samuel. She was proposed by Councillor A.Sherriff and seconded by Councillor Brazil and all were in favour. Resolved: that Councillor D.Samuel is co-opted to Denholme Town Council.
1819/023	Great Northern Trail This item was moved up the agenda for the benefit of the members of the public. Keighley Town Council, Cullingworth Village Council and John Grogan MP have already given their support. Councillors were given clarification of what would be involved and decided as no Councillor put themselves forward at this stage to represent the Town Council at future meetings that they would look for someone in the village who may wish to be involved. Resolved: that Denholme Town Council is pleased to support the Great Northern Trail development.
1819/024	Minutes of the Last Meeting a) To approve and sign the minutes of the Meeting held on Tuesday 15 May 2018. Resolved: that the minutes of the Meeting held on Tuesday 15 May 2018 be approved as a true and accurate record and signed by Councillor A.Sherriff. b) Matters Arising None.
1819/025	Finance a) To authorise payments Resolved: that the payments are approved and Schedule 110 was signed by the Vice Chair. R.Pearson (Internal Audit fee) 150.00 S.Nunn (Refreshments) 24.25 A.Swischowski (Printer ink) 24.86 S.Nunn (Mayor's allowance) 500.00 S.Nunn (Mayor's allowance) 200.00 Cougar Printing (Newsletter) 845.00 A.Swischowski (Postage) 2.17 A.Swischowski (Mobile Phone top up) 20.00 SLCC (Annual membership) 128.00 S.Nunn (Laptop repair) 45.00

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	<p>b) To note Financial Update 2018-19 The Town Clerk had previously circulated this and it was agreed to be in order.</p> <p>c) To review the updated Financial Risk Assessment The Town Clerk had drawn up a new model of the Risk Assessment which is more detailed. Resolved: This was approved.</p> <p>d) To appoint two councillors to carry out Internal Control checks during the year Resolved: that Councillors Miller and Wood were appointed.</p>
1819/026	<p>Town Clerk Councillor A.Sherriff said that the Town Clerk's recent appraisal had gone well and asked the Council to approve.</p> <p>a) To approve incremental increase in Clerk's salary. Resolved: that the Clerk receives an incremental increase in salary following the annual appraisal.</p> <p>b) To note reduction in Clerk's hours At her appraisal the Town Clerk had requested a reduction in hours from August back to 65 per month, because since the DMI Community Centre charity had taken over the Mechanics and matters were settling down her workload was nearly back to normal. Resolved: that the Clerk's hours will return to 65 per month with effect from 1 August 2018.</p>
1819/027	<p>Local Council Award Councillor A.Sherriff expressed the Town Council's thanks for the Town Clerk's excellent work in obtaining the Local Council Award Scheme Foundation. The letter which had been received said that "this application is one of the best, if not the best that the Panels have seen." There were two small things which needed to be done before being given the award. One was updating the Calendar for 2018 and the other was having an Open Media Policy. These would also need to be on the website.</p>
1819/028	<p>Open Media Policy Resolved: that Denholme Town Council adopts the Policy.</p>
1819/029	<p>Community Pot The following arrangements were made for the voting on Gala Day: The setting up will be done from 10am by Councillors Nunn, A. Sherriff and the Town Clerk. Councillors Foster, Brazil and H.Sherriff offered to help later with Councillors Wood and MacFarlane helping with the Youth Café. The Town Clerk will do the applicants' 50 word summaries on large sheets. It was agreed that each paper voting sheet would have a space for postcode and house number. The count will be done by Councillors A.Sherriff and Brazil as they have no links to any applications. The Online voting will start on Thursday 21 June when the Town Clerk will put posters up and publicise on the website and on social media. Councillor A.Sherriff will notify groups in the village by email about this.</p>
1819/030	<p>DMI grant funding Councillor Miller gave an update on the finances relating to DMI Community Centre on behalf of the charity. They spent £600 on an up to date survey of the building. They now have a draft lease from Bradford Council which is with their solicitor. They want to know if the charity can retain the money given recently to them by the Town Council for Professional services not all of which is needed for that. The remaining money would be spent on property improvements. All agreed the following resolution with Councillor Miller abstaining. Resolved: that DMI Community Centre can keep the remaining money given to them in</p>

Signed: _____

	April by the Town Council to be spent on building improvements.
1819/031	<p>Remembrance Service and Carol Service Councillor A.Sherriff said that the Town Council are keen to improve on these two events held in 2017 which resulted in negative responses from one or two residents. Councillor Nunn had told her that each event could have a working group set up by the Town Council with a Lead Councillor. Councillor Miller responded that he and Councillor Foster were putting themselves forward to be the Lead Councillors and to work jointly on the planning of the two events. It was agreed that communication is important for both of these events. Councillor Wood and the Town Clerk also offered their support. Resolved: that Councillors Foster and Miller will convene Working Groups to plan for the Remembrance Service and the Carol Concert in 2018.</p>
1819/032	<p>Email Mailing list Councillor A.Sherriff had found out that for the Town Council to have a mailing list meant it needed to have a domain name which could be purchased. In the future the Town Council could also relook at the hosting of the website. Resolved: that the Town Council can buy a domain name and open an account with Mailerlite.</p>
1819/033	<p>Reports from Town Councillors Councillor MacFarlane said that she had been unable to attend recent Greenwood Trust meetings because of the timings so she had nothing to report.</p> <p>Councillor Wood reported that the Youth Café's 'Bake Off' on 16 June was a great success. The Junior Club for 8 to 12 year olds has been running for 3 weeks on Tuesday evenings and is going really well. They have discussed opening an additional evening as they already have a waiting list and they have the volunteers.</p>
1819/034	<p>Items for Inclusion on the Agenda of the Next Meeting The Clerk will receive items from Members for inclusion on the Agenda for the meeting to be held on Tuesday 17 July 2018.</p>
1819/035	<p>Dates for Next Meetings a) The date of the next Planning Committee Meeting was confirmed as Tuesday 3 July 2018 at 7.30pm. b) The date of the next Meeting of the Town Council was confirmed as Tuesday 17 July 2018 at 7.30pm.</p>
	Meeting closed at 9.00pm.

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