

## KEIGHLEY TOWN COUNCIL

Ms Safia Kauser  
Town Clerk to the Town Council  
12 June 2017

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**YOU ARE HEREBY SUMMONED TO ATTEND** a meeting of the Finance & Audit Committee which will be held in the **BRIGG ROOM**, Keighley Town Hall on **Monday 19<sup>th</sup> June 2017 at 6.00pm.**

Town Clerk

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### COMMITTEE MEMBERSHIP

Mayor or Deputy Mayor (Ex-Officio)  
Councillor A Ahmed  
Councillor F Ahmed  
Councillor Beale  
Councillor Curtis

Councillor Thorne  
Councillor A Walker  
Councillor J Akthar  
Councillor Kirby

\*Committee Terms of Reference are contained within the Scheme of Delegation.

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### ADJOURNMENT FOR PUBLIC PARTICIPATION

Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting:

- Members of the public wishing to speak are to have given three working days notice to the Town Clerk; this may be waived at the Clerk's discretion.
- Any member of the public shall not speak for more than five minutes.
- In the event of more than three members of the public wishing to address the Council then priority will be determined by the Town Clerk, based on subject matter.
- A question asked by a Member of the Public during Public Participation shall not require a response or debate during the meeting though the Chairman may direct that a written response will be provided subsequent to the meeting.

Under the Openness of Local Govt. Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting, though not, under current legislation, of the Public Participation session, as this is not part of the formal agenda of the meeting. Recording activity should be respectful to the conduct of the meeting and behavior that disrupts the meeting (such as oral commentary) will not be permitted

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## AGENDA

### 1 **Election of Committee Chairman**

To elect a committee chair for the ensuing year

### 2 **Election of Committee Vice-Chairman**

To elect a committee vice-chair for the ensuing year

### 3 **To receive and approve apologies for absence**

### 4 **Disclosure of Interests (Members Code of Conduct)**

To receive disclosures of personal and prejudicial interests from members and co-opted members on matters to be considered at the meeting. The disclosure must include the nature of the interest. An interest must also be disclosed in the meeting when it only becomes apparent to the member during the meeting.

Note: Members may remain in the meeting and take part fully in discussion and voting unless the interest is a disclosable pecuniary interest or an interest which the Member feels would call into question their compliance with the wider principles set out in the Code of Conduct. Disclosable pecuniary interests relate to the Member concerned or their spouse/partner. Members must withdraw from the meeting if the interest is a prejudicial interest unless a dispensation has been obtained from the Town Clerk. Members are reminded that under the Members Code of Conduct they must register within 28 days changes to their financial and other interest and notify the Monitoring Office of any gifts and hospitality received

### 5 **Officers Disclosure of Interests**

Under the Local Government Act 1972, section 117; Officers must make a formal declaration about council contracts where the employee has a financial interest. Every officer is responsible for identifying whether he/she has any conflict of interest in any matter which is under consideration, actual or perceived, within the Council, and notifying the Town Clerk.

Where an Officer has a conflict of interest in any matter, he/she shall not participate in that matter in his/her capacity as an Officer except with the prior approval of the Town Clerk. Any approval granted by the Town Clerk shall be formally recorded in the Council minutes. Where such approval has been granted for the Officer to participate in a Council meeting of that subject matter, he/she must ensure that the disclosure of interest is also declared at the start of the Council meeting under the disclosures of interests for members and officers

### 6 **Public Participation**

To adjourn the meeting to allow members of the public to make representation on the business item on the agenda for the meeting.

Note: No resolution can be made under public participation

### 7 **Minutes**

To approve the draft minutes of the Finance & Audit committee meeting held on 24 April 2017

### 8 **Accounts and Schedules of payments and receipts**

8.1 To review and approve the schedule of authorized payments/receipts for April 2017 Schedule 205 for compliance and to note the schedule of payments over £500

8.2 To review and approve the schedule of authorized payments/receipts for May 2017 Schedule 206 for compliance and to note the schedule of payments over £500

8.3 To approve the Finance and Audit committee payments for April and May 2017

8.4 To receive the Finance and Audit monthly financial committee report

8.5 To appoint a member of the committee other than a cheque signatory to verify the bank reconciliations for all accounts produced by the RFO. The committee member appointed for the meeting is required to sign the bank reconciliation and the original bank statements as evidence of verification (bank reconciliations for April and May 2017 enclosed)

## 9 RFO Report

To receive and consider the report from the RFO including correspondence (enclosed)

- Year-end close down
- Internal Audit update
- Vat return and partial exemption summary

## 10 Oak Fund Applications

To consider and approve Oak Fund applications

Applicant	Grant Requested
Pennine Prospects	£1,000 (further information enclosed)
Sunflower Allotment Society	£827.84
Sue Belcher Community Centre	£1,000
Roshni Ghar	£710.00

## 11 Grant/Sponsorship requests over £1,000

11.1 To consider the grant/sponsorship request received and to recommend to Council the award of the grant in accordance with the funding application conditions. The Council shall consider grants, which exceed £1,000

Applicant	Grant Requested
Friends of Phoenix School	£4,900
Oakworth Community Trust	£5,180
Keighley & District Volunteers Centre	£5,000
ECHO (Expanding Community Horizons Organisation)	£6,390 – deferred application from the last meeting - further information enclosed
Keighley and District Agricultural show	£5,000 – deferred application from the last meeting
Welcome Place Café	£9,100

11.2 To receive further grant information requested from the 'The Friends of Burgess Field' and to confirm the release of the grant award (£4,510). The group was requested to confirm the income sources specified on the grant application.

11.3 To receive grant information relating to Highfield Community Centre project and to confirm the release of the grant award (£10,000). The organization was requested to provide confirmation documentation of all funding secured for the project prior to KTC releasing the grant payment

**12 Bank Mandate**

To review and update the bank signatories in accordance with Financial Regulation 6.1

Note: During a period of changeover, the signatories may continue to be valid until the bank has completed the changeover process, subject to them being a member of the Council.

**13 The appointment of working groups**

13.1 To appoint a working group of the Finance & Audit committee which shall be formed at the first meeting of each financial year and comprise of three or more members. The working group will be responsible for annually reviewing the register of assets owned by the Council and shall report the outcome of the review to the Council (FR 15.6 & ToR 8).

13.2 To appoint a working group of the Finance & Audit committee to review the effectiveness of it's system of internal control to part comply with section two of the annual governance statement and report back to Council prior to approving the annual governance statement (ToR 18)

**14 Annual Return for the period ending 31 March 2017**

To recommend to Council the approval of the Annual Return (sections one and two) inclusive of the financial statements, and supporting documents for year ended 31 March 2017. Guidance on the annual governance statement and annual return enclosed.

**15 Consultancy services budget allocation**

The Full Town Council at its meeting held on the 4<sup>th</sup> May 2017 resolved that the Finance and Audit seek the budget for retaining the consultancy services of S4W Ltd in line with Action Plan 2

**16 Civic Regalia Loan and Room Hire License Agreements (Bradford Council)**

16.1 To receive and recommend approval of the draft loan agreement for the Civic Regalia to full Council. A five year long-term museum agreement is to be established between both parties.

16.2 To agree the proposed Heads of Terms for the license agreement (room 32) in the Keighley Town Hall.

*Note: Both agenda items may be proposed to be held in a closed session and will exclude the public and press under the Public Bodes (Admissions to Meetings Act) 1960. That in view of the confidential nature of the business to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw for reasons and matters appertaining to negotiations in contracts and in view of the security arrangements of the civic regalia*

**17 Renewal of Council Insurance**

To agree the scope of fidelity guarantee and to renew and authorize the council insurance effective from 27<sup>th</sup> June 2017 (2017/18) at a cost of £2,211.40

Note: Long-term agreement active until 27 June 2018. Insurance cover includes an adjusted premium of £104.60 due to increasing the value of the civic regalia. The fidelity guarantee covers both members are employees as persons guaranteed.

**18 Any items for discussion for a future agenda**

To notify the Clerk of any matters for inclusion on the agenda of the next meeting

- Review of members allowances (Currently awaiting advice from YLCA)
- Review of grant application forms

**19 To note the date of the next meeting**

To note the date of the next committee meeting scheduled for Wednesday Monday 17<sup>th</sup> July at 6.00pm, Brigg Room