

KEIGHLEY TOWN COUNCIL

Ms Safia Kauser
Town Clerk to the Town Council
12 July 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 17th July 2017 at 6.00pm.**

Town Clerk

COMMITTEE MEMBERSHIP

Councillor J Akthar (Chair)
Mayor or Deputy Mayor (Ex-Officio)
Councillor A Ahmed
Councillor F Ahmed
Councillor Beale

Councillor Thorne (Vice- Chair)
Councillor Curtis
Councillor Kirby
Councillor A Walker

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

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

AGENDA

1 To receive and approve apologies for absence

2 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

3 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

4 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

5 Minutes

To approve the draft minutes of the Finance & Audit committee meeting held on 19 June 2017

6 Accounts and Schedules of payments and receipts

6.1 To review and approve the schedule of authorized payments/receipts for June 2017 Schedule 207 for compliance and to note the schedule of payments over £500

6.2 To receive the schedule of payments maintained from the petty cash float on Schedule 207 June 2017

6.3 To approve the Finance and Audit committee payments for June 2017

6.4 To receive the Finance and Audit monthly financial committee report

6.5 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 June 2017 enclosed)

7 RFO Report

To receive and consider the report from the RFO including correspondence

8 Oak Fund Applications

To consider and approve Oak Fund applications

Applicant	Grant Requested
Sunflower Allotment Society	£827.84 - deferred application from the last meeting - further information to be provided
Oakworth Methodist Church	£884.32

9 Grant funding application forms

To review the grant funding applications forms, criteria and associated documents (enclosed)

- Acorn Fund
- Oak Fund
- Grants/Sponsorships form (grants above £1,000)
- Feedback Form
- Memorandum of Agreement
- Memorandum of Agreement on Publicity
- Grant/Sponsorship booklet

10 Promotional Materials

To consider the purchase of promotional items in view of the requests received from two members of the Council

- Personalised lapel/metal pin badges (x40) – quotation received for £198.00 (£4.95 per unit) – Requested by Councillor Herd
- Personalised council ties – requested by Councillor Martin Walker

11 The appointment of working groups

11.1 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) – one vacancy available

11.2 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)

12 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)

13 To note the date of the next meeting

To note the date of the next committee meeting scheduled for Monday 18th September at 6.00pm, Brigg Room