

## KEIGHLEY TOWN COUNCIL

Ms Safia Kauser  
Town Clerk to the Town Council  
12 September 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 18<sup>th</sup> September 2017 at 6.00pm.**

Town Clerk

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### COMMITTEE MEMBERSHIP

Councillor J Akhtar (Chair)  
Mayor or Deputy Mayor (Ex-Officio)  
(x1 vacancy)  
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.

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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 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

5.1 To approve the draft minutes of the Finance & Audit committee meeting held on 17 July 2017

5.2 To approve the draft minutes of the Extraordinary Finance & Audit committee meeting held on 02 August 2017

### 6 Accounts and Schedules of payments and receipts

6.1 To review and approve the schedule of authorized payments/receipts for July 2017 Schedule 208 for compliance and to note the schedule of payments over £500

6.1 To review and approve the schedule of authorized payments/receipts for August 2017 Schedule 209 for compliance and to note the schedule of payments over £500 (to be tabled)

6.3 To receive the schedule of payments maintained from the petty cash float on Schedule 208 August 2017 (to be tabled)

6.4 To approve the Finance and Audit committee payments for July 2017

6.5 To approve the Finance and Audit committee payments for August 2017 (to be tabled)

6.6 To receive the Finance and Audit monthly financial committee report

6.7 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 July enclosed and August reconciliations to be tabled)

## **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

<b>Applicant</b>	<b>Grant Requested</b>
Oakworth Methodist Church	£884.32 - deferred application from the last meeting bank statements from the last three months were requested
Laycock Village Hall Trustees	£1,000

## **9 Advice from YLCA - Review of Members Allowances**

To consider the advice received from YLCA in regards to the response received from the BMDC independent remuneration panel. The Town Council submitted a request to the principal authority earlier this year, requesting a review of the members allowances in accordance with The Local Authorities (Members' Allowances) England (Regulations 2003 (SI.2003/1021)

## **10 Review of Financial Regulations**

To review the Financial Regulations in conjunction with the Policies and Governance committee and recommend any changes to Full Council.

Note: The committee at the last meeting agreed interim internal control measures for dealing with instant travel and subsistence claims from members.

## **11 Promotional Materials**

To receive the quotations for personalised ties and scarves. The committee was requested to consider the purchase of promotional items in view of a request received from a member of the Council

## **12 Civic Regalia Loan Agreement**

The agenda item 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

12.1 To reconsider 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. The committee at the June meeting recommended that the security procedures are

realigned with the Town Council current security provisions – The Clerk will report further on this item.

12.2 To consider a business case in accordance with financial regulation 8.7 to recommend to the Human Resources committee for the appointment of a Town Mayor's officer as a result of the security provisions outlined in the civic regalia loan agreement

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

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

- Corporate risk assessment
- Internal control checks

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

To note the date of the next committee meeting scheduled for Monday 16<sup>th</sup> October at 6.00pm, Brigg Room