

KEIGHLEY TOWN COUNCIL

Ms Safia Kauser
Town Clerk to the Town Council
11 October 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 16th October 2017 at 6.00pm.**

Town Clerk

COMMITTEE MEMBERSHIP

Councillor J Akhtar (Chair)
Mayor or Deputy Mayor (Ex-Officio)
Councillor Zubair
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 18 September 2017

6 Accounts and Schedules of payments and receipts

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

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

6.3 To receive the Finance and Audit monthly financial committee report

6.4 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 (report to tabled)

- Annual Return External Audit update
- Internal Audit Update
- Submission of VAT Return
- Members Allowances (Actions taken by the RFO)

8 Corporate Risk Assessment

8.1 To review the risk assessment policy. The Council is responsible for putting in place arrangements for the management of risk. The policy is to be reviewed annually by the Council.

8.2 To review the corporate risk assessment. This is prepared detailing the risks which may adversely impact on the achievement of the Council's objectives and the controls in place and planned to mitigate them. The corporate risk assessment is to be reviewed annually by the Council.

9 Civic Regalia

To consider the purchase of alternative mayoral chains

10 System of Internal Control Checks

To agree a date to carry out an internal control check before 31 March 2016. Governance & Accountability for Local Councils (England) 2014 also refers to "Internal Control Checks carried out by Councils". In accordance with G&A referred to above, local councils should self-manage risk to enable it to respond accordingly and remove or limit such risk. This is managed by carrying out internal control checks. The RFO recommended that the internal control checks by the sub-committee should be carried out at least twice per year, one on the early part of the financial year, the other as appropriate later in the financial year.

Working group members: Councillors F Ahmed, Kirby, A Walker

11 Any items for discussion for a future agenda

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

- Members allowance update

12 To note the date of the next meeting

To note the date of the next committee meeting scheduled for Monday 20th November at 6.00pm, Brigg Room