

KEIGHLEY TOWN COUNCIL

Mr J T Ashton
Deputy Clerk to the Town Council
10 January 2018

Keighley Civic Centre, North Street
Keighley, BD21 3RZ
Tel: 01535 618252
E mail: joseph.ashton@bradford.gov.uk

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 15 January 2018** at **6.00pm**.



Deputy 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 Committee Chairman'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, the priority will be determined by the Chairman, 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.

RECORDING

Under the Openness of Local Government 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 To receive Disclosures of Members' Interests

3 To receive Disclosures of Officers' Interests

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 20 November 2017 (as circulated).

5.2 To note that the meeting of the committee scheduled for 18 December was not quorate from the outset

6 Oak Fund Applications

To consider and approve Oak Fund applications:

Applicant	Grant Requested
The Good Shepherd Centre	£945 for security cameras and associated equipment

Note: the application documents have been previously circulated.

7 Grants and Sponsorship Fund Applications

To consider and approve Grant and Sponsorship applications:

Applicant	Grant Requested
(a) Keighley Scouts Service Network	£1,800 for road traffic management qualification
(b) Keighley District Scout Council	£10,036 for accessibility improvements and sanitary facilities at the Keighley Scouts' Activities & Campaign Centre (former Riddlesden Golf Club)

Note: Application document (a) has been previously circulated. Application document (b) will be circulated prior the meeting.

8 Responsible Financial Officer

8.1 To note that the Council's Responsible Financial Officer is currently on leave and in accordance with Section 151 of the Local Government Act 1972, Council is required to appoint a Responsible Financial Officer

8.2 To receive a verbal report from the Deputy Town Clerk detailing the actions he has taken to recruit a financial officer to provide cover during the period of leave

9 Accounts and Schedules of payments and receipts

9.1 To note that schedules of payments and financial reports are being prepared following the absence of the Responsible Financial Officer and will be made available at the earliest opportunity

9.2 To receive and approve schedules of payments and financial reports (as applicable)

10 Budget 2018/19

- 10.1 To receive an update from the Deputy Town Clerk about the budget setting process
- 10.2 To draft a detailed committee budget, in respect of revenue and capital income and expenditure for the following year
- 10.3 To consider the first draft of the Town Council budget 2018/19
- 10.4 To agree a meeting date for the Budget Working Group (recommendation: Friday 19 January 2018 at 6.00pm)

Note: the first draft of the budget will be tabled at the meeting.

11 Data Holder Registration

To approve the payment of the Data Holder Registration by direct debit

12 Admission to Meetings

To resolve to exclude members of the press and public in furtherance of the Public Bodies (Admissions to Meetings Act) 1960, due to the nature of the business to be transacted under agenda item 13 (Members' Allowances – legal advice) being considered to be prejudicial to the public interest

13 Members' Allowances

To receive an update on the legal advice with regards to payment of Members' Allowances

14 Any items for discussion for a future agenda

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

15 Date of next meetings

- 15.1 To note the date of the next ordinary committee meeting scheduled for Monday 19 February at 6.00pm, Brigg Room
- 15.2 To agree the holding of an additional ordinary meeting for budget-setting purposes on Friday 19 January at 6.00pm in the Civic Centre