

KEIGHLEY TOWN COUNCIL

Mr J T Ashton
Deputy Clerk to the Town Council
14 February 2018

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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 February 2018 at 6.30pm.**



Acting Town Clerk

COMMITTEE MEMBERSHIP

Councillor Thorne (Chair)
Mayor or Deputy Mayor (Ex-Officio)
Councillor F Ahmed
Councillor Beale

Councillor Curtis (Vice Chair)
Councillor Kirby
Councillor A Walker
Councillor Zubair

*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 representations on the business items 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 ordinary meeting of the Finance & Audit Committee held 15 January 2018

5.2 To approve the draft minutes of the extraordinary meeting of the Finance & Audit Committee held 22 January 2018

6 Oak Fund

To consider the following grant applications

Applicant	Grant Requested
(a) Friends of DalesBus	£1,000 for a contribution to the cost of the proposed Nidderdale Rambler bus service

Note: Application documents will be supplied to the meeting.

7 Review of Grant Schemes

7.1 To appoint a working group to assist the Acting Town Clerk and locum Responsible Financial Officer to review the Town Council's grant schemes and report back to the next meeting of the Finance & Audit Committee in advance of the new financial year

7.2 To agree a date for the working group to meet

8 Internal Audit Recommendations

8.1 To appoint a working group to assist the Acting Town Clerk and locum Responsible Financial Officer to review the Town Council's risk management arrangements and report back to the Finance & Audit Committee

8.2 To agree a date for the working group to meet

8 Accounts and Schedules of payments and receipts

9.1 To receive and approve the schedule of payments for December 2017 (to be tabled)

9.2 To receive and approve the schedule of payments for January 2018 (to be tabled)

9.3 To receive a financial report to 31st January 2018 (to be tabled)

10 Budget 2018/19

10.1 To receive the adopted budget for 2018/19 (to be tabled)

10.2 To note the indicative forecasts of year-end spend (to be tabled)

11 Responsible Financial Officer's Report

To receive a report from the locum Responsible Financial Officer (to be tabled)

12 Review of the Asset Register

- 12.1 To confirm the membership of a working group to review the Asset Register
- 12.2 To agree a date for the working group members to undertake the review

13 Internal Control Checks

- 13.1 To confirm the membership of a working group to undertake checks on the effectiveness of internal control arrangements before 31 March 2018
- 13.2 To agree a date for the working group members to undertake the review

14 Review of Internal Audit

- 14.1 To agree the membership of a working group to undertake a review of the adequacy of internal audit arrangements before 31 March 2018
- 14.2 To agree a date for the working group members to undertake the review

15 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 items 12 (confidential staffing matters) and 13 (Members' Allowances – legal advice) being considered to be prejudicial to the public interest

16 Staffing Budget

- 16.1 To note the additional costs of temporary staffing:
 - a) Acting Town Clerk
 - b) Locum Responsible Financial Officer
 - c) Administrator
 - d) Advice and consultancy
- 16.2 To assign a budget for the additional staffing costs

17 Members' Allowances

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

18 Ward Improvement Fund

To consider how the Ward Improvement Fund will be allocated

19 Any items for discussion for a future agenda

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

20 Date of next meetings

To note the date of the next ordinary committee meeting scheduled for Monday 19 March at 6.00pm, Brigg Room, Town Hall.