

KEIGHLEY TOWN COUNCIL

Mrs Anne L Wilson
Locum Clerk to the Town Council
13 February 2018

Keighley Civic Centre, North Street
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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 March 2018 at 6.00pm.**

Locum 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**

To approve the draft minutes of the ordinary meeting of the Finance & Audit Committee held 19 January 2018

6 **Oak Fund**

To consider the following grant applications

Applicant	Grant Requested
(a) Keighley & Airedale Cancer Support	£1,000 for advice and reflexology sessions

Note: Application documents will be supplied to the meeting.

7 **Large Grants**

To consider the following sponsorship applications

Applicant	Grant Requested
(a) Bradford Disability Sport & Leisure	£1,500 for a contribution to two athletes' expenses for the World Special Olympic Games 2019
(b) Keighley & Airedale Business Awards	£3,000 for a contribution to the presentation evening for Keighley & Airedale Business Awards 2018

Note: Application documents will be supplied to the meeting.

8 **Responsible Financial Officer's Report**

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

9 **Accounts and Schedules of payments and receipts**

9.1 To receive and approve the schedule of payments for January 2018 (to follow)

9.2 To receive and approve the schedule of payments for February 2018 (to follow)

9.3 To receive a financial report to 28th February 2018 (to follow)

9.4 To receive and approve the bank reconciliations for the period October 2017 to February 2018 (to follow)

10 **Ward Improvement Fund**

To consider how the Ward Improvement Fund will be allocated

11 **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 11 (confidential staffing matters) and 12 (Members' Allowances – legal advice) being considered to be prejudicial to the public interest

12 Staffing Budget

12.1 To note the additional costs of temporary staffing: Locum Town Clerk

12.2 To assign a budget for the additional staffing costs

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 16 April at 6.00pm, Brigg Room, Town Hall.

15.2 To agree a date for an additional ordinary committee meeting to be held before the end of the financial year in order to consider the reports of the working groups reviewing the Asset Register and Internal Controls (proposed date: Thursday 29 March at 6.00pm in Keighley Civic Centre).