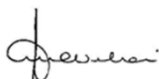


KEIGHLEY TOWN COUNCIL

Mrs Anne L Wilson
Locum Clerk to the Town Council
11th June 2019

Keighley Civic Centre North Street
Keighley, BD21 3RZ
Tel: 01535 618252
E mail: keighleytc@gmail.com

NOTICE IS HEREBY GIVEN of a meeting of the Finance and Audit Committee, which will be held in the **VICTORIA MEETING ROOM**, Keighley Civic Centre on Monday 17th June 2019 at 6.00pm.



Anne Wilson
Locum Town Clerk

COMMITTEE MEMBERSHIP

Councillor C Abberton
Councillor M Curtis
Councillor L Maunsell
Councillor L Wrench

Councillor J Clarkson
Councillor C Graham
Councillor B Thorne
Councillor S 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 behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

AGENDA

1. Fire safety Announcement

2. Election of Chairman

- i) Members are asked to elect a Chairman for the ensuing municipal year 2019/20

3. Election of Vice-Chairman

- i) Members are asked to elect a Vice-Chairman for the ensuing municipal year 2019/20

Apologies for absence

Members are asked to receive apologies of absence for this meeting.

4. Declarations of Interest

Members are asked to receive declarations of interest under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring Officer).

- i) Declarations of Interest from Members
- ii) Declarations of Interest from Officers

5. Public Question Time and Participation

Members of the public are advised that they are welcome to ask questions about items on the agenda. It is not always possible to give a verbal response at the meeting and questions may receive a written reply. No resolution can be made under this item.

Questions should relate to matters of Town Council policy or practice and not relate to the individual affairs of either the questioner or any other named person.

6. Minutes

Members are asked to approve the draft minutes of the meeting of the Finance & Audit Committee held on **Monday 18th March 2019**.

Copy attached

7. Financial Reports

Members are asked to note and consider the reports/paperwork with regard to:

- a) Internal audit 2018/19 - 10th and 18th June 2019 visits
- b) 2019/20 accounts – Year end procedure and dates
- c) Petty Cash
- d) Bank reconciliation
- e) Schedule of payments and cheque signing procedure
- f) Virements:
Allotment budget heading 4351/350 – re-allocation to current financial year
- g) Digital banking - Unity Trust Bank

8. Risk Management

To consider the updated Risk Management Strategy

To follow

9. Ward Improvement Fund

Copies attached

Members are asked to consider the following proposals for allocation of part of the Ward Improvement Fund to the following purposes:

- i) **Hillworth Village Community Centre** – clarification of status in relation to previous grant application.
- ii) **Oakworth Village Society** – production of Oakworth handbook – Cllr Maunsell - £250
- iii) **Braithwaite People's Association** – purchase of a laptop for public use – Cllr Bernardini - £400
- iv) **Oakworth Community Trust** – to support on-going renovation work – Cllrs Maunsell and Curtis - £1600
- v) **Keep Oakworth Tidy** – dog bag dispensers refills – Cllrs Maunsell and Curtis - £250
- vi) **Plastic free Oakworth** – to support the on-going groups work – Cllrs Maunsell and Curtis - £160

10. Grants

a) Acorn Fund - None received.

b) Oak Fund

- i) **Courgarmani Foundation** – Work Safe training to 19 schools - £982
- ii) **FC Sporting Keighley** – pitch hire for football training sessions - £1000

c) Grants over £1000

- i) **Keighley and Airedale Business Awards** – Sponsorship request for 2019 awards - £3000
- ii) **The Men of Worth Project CIC** – contribution towards on-going works - £990

d) Other Grant Applications/Communications

- i) Grant application review verbal update
- ii) 1st Keighley Fell Lane Scouts – grant underspend

11. Cheques for payment

- i) To agree payments since last Finance and Audit meeting up the current meeting.

12. Date of next meeting

The date of the next Finance and Audit Committee meeting is the 15th July 2019.