

## KEIGHLEY TOWN COUNCIL

Minutes of a meeting of the Finance & Audit (FA) Committee held in the Main Room, Keighley Civic Centre on Monday, 16<sup>th</sup> September 2019

**Present:** Councillor Thorne, Chair (from 6.10pm)  
Councillor Abberton, Chair (until 6.10pm)  
Councillor Corkindale, ex-Officio (from 6.50pm)  
Councillor Curtis  
Councillor Graham (from 6.05pm)  
Councillor Maunsell  
Councillor P Shaw, ex-Officio (until 6.50pm)  
Councillor Wrench (until 7.15pm)

**Also Present:** Naomi Goddard, RFO  
Nichola Powell, Minute Taker  
Councillor Adams  
Councillor Ahmed  
Councillor Fletcher (from 6.27pm)  
2 members of the public

### **36/2019 (FA) Fire Safety Announcement**

A fire safety announcement was given at the start of the meeting and there was no fire drill scheduled to take place during the meeting.

### **37/2019 (FA) Apologies for Absence**

No apologies had been received.

### **38/2019 (FA) Declarations of Interest**

**RESOLVED** there were no 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 from Members or Officers.

### **39/2019 (FA) Public Question Time and Participation**

Jeanette Young, District Commissioner and Derek Wild, Deputy District Commissioner for Keighley Scouts addressed the meeting saying they were looking to convert the buildings next to the Club House, however, the building had been condemned. They were looking to receive monies to convert the buildings into 2 x residential bunk houses which would be suitable for the disabled. Unfortunately the building required a new roof as soon as possible as it was not water-tight which in turn would cause other areas in the building to deteriorate, therefore, a new design had been produced for the renovations, which had been passed by Bradford MDC.

She informed members that they had applied for a large lottery grant and were currently in the final stages of the process so if they were allocated the grant any monies Keighley Town Council provided would be handed back.

The RFO thanked both for attending and would be in touch to inform them of the Committee's decision.

#### **40/2019 (FA) Minutes**

**RESOLVED:** to confirm the minutes of the meeting held on Thursday, 29<sup>th</sup> August 2019 be confirmed as a true record of the proceedings and signed by the Chair.

#### **41/2019 (FA) Financial Reports**

The RFO informed members there were some minor categorising discrepancies which needed addressing and that two days training in order to rationalise the accounting codes and cost centres had been arranged with RBS, in order to address these underlying issues. She also highlighted the main issues in the income and expenditure report.

Members noted the Financial Reports.

#### **42/2019 (FA) Ward Improvement Fund**

a) **Oakworth Community Trust**

**RESOLVED** that £616.13 be provided from Councillor Maunsell's Ward Improvement Funds for the renovation work at Holden Hall.

b) **Men of Worth**

**RESOLVED** that £100 be provided from Councillor Maunsell's Ward Improvement Fund for support for Remembrance Day.

c) **Traffic Calming via SIS Mini**

**RESOLVED** that Councillors Adams, Clarkson and P Shaw each give £1,068 from their Ward Improvement Funds for the traffic calming measures which would include a service level agreement with Bradford Council.

#### **42/2019 (FA) Grants**

a) **Acorn Fund**

No Acorn Fund requests had been received.

b) **Oak Funds**

i) **Airedale Enterprise Services - £1,000**

Following discussions members agreed that the current application did not fulfil the Council's priorities, however, they agreed that the application should be reviewed and resubmitted.

*Action: the RFO to contact Airedale Enterprise Services with regarding the resubmitting the application.*

ii) **Musicians Centre - £350**

**RESOLVED** that £350 be granted for music for all projects subject to the RFO confirming the previous amount which had been awarded.

c) **Grants over £1,000**

i) **Keighley District Scouts Council- £10,000 per annum**

Members agreed that if the buildings were renovated it would be a district-wide resource and acknowledged that a lottery grant had been applied for.

**RESOLVED** that the application for £10,000 per annum for 3 years be rejected, however, £10,000 be granted for the current year and the application be resubmitted for future years. *1 abstention.*

ii) **Expanding Community Horizons Organisation - £4,600**

**RESOLVED** that the request for £4,600 for Friday night family fitness be approved.

**43/2019 (FA) Update on Banking Arrangements**

a) **Current Banking Arrangements/Digital Banking**

The RFO informed members that businesses, including the Town Council, were now required to submit their VAT returns digitally. Members were aware that the Council had been looking at a non-high street bank, however it was agreed that this should be put on hold in the short-term.

**RESOLVED** that the RFO contact the Council's current banking provider with a view to arranging digital banking.

b) **Charge Card and Phasing out Petty Cash**

The RFO informed members that the Council would require to make arrangements with local businesses to have accounts rather than paying for goods with petty cash. The possibility of reintroducing a charge card was also discussed. Only designated officers would have access to the chargecard.

**RESOLVED** that the RFO would collate information regarding a charge card and bring back to a future meeting for further discussion.

c) **Keighley Transport Festival 2020 Bank Account**

The Events & Leisure Committee were seeking approval from the Finance & Audit Committee to set up a Council bank account for the Keighley Transport Festival 2020 as this was a one-off event. The RFO had sought guidance from NALC and informed members that the Council can set up a bank account with a partner organisation but VAT would not be reclaimable. However, NALC had recommended that non-councillor co-opted members to Committees should not be signatories.

Members expressed concerns stating that if the Council agreed to set up a bank account for Keighley Transport Festival 2020 it would set a precedent which could cause problems in the future.

**RESOLVED** that the Finance & Audit Committee did not agree to the Council setting up a bank account for the Keighley Transport Festival 2020.

**44/2019 (FA) Updated Financial Regulations**

The RFO had received the new Financial Regulations from NALC.

**RESOLVED** that the RFO review the Financial Regulations and bring back to a future meeting.

**45/2019 (FA) Draft Risk Assessment Documentation**

The RFO updated members on the Council's Risk Assessment documentation.

**RESOLVED** that the RFO update the Council's current Risk Assessment and for it to be brought back to a future meeting.

**46/2019 (FA) Cheques for Payment**

**RESOLVED** that the schedule of payments was received and signed.

**47/2019 (FA) Future Agenda Items**

- Digital banking update
- Charge card
- Updated financial regulations
- Risk assessment documentation

**48/2019 (FA) Date of Next Meeting**

**RESOLVED** to note that the date of the next meeting of this committee will be Monday, 14<sup>th</sup> October 2019 at 6.00pm in the Victoria Room, Keighley Civic Centre.

There being no further issues raised the Chair closed the meeting at 19.30 and thanked all for attending.

Signed .....  
Chair

Date .....