

KEIGHLEY TOWN COUNCIL

Cllr. Peter Corkindale

Friday, 13 December 2019

Keighley Civic Centre
North Street
Keighley
BD21 3RZ
Tel: 01535 872126
Townclerk@keighley.gov.uk

YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF **Finance and Audit**
Victoria Room, Keighley Civic Centre, Keighley on **Monday, 16 December 2019** at 18:00.

Locum Town Clerk

COMMITTEE MEMBERSHIP

| | | |
|-----------------------|------------|---------------------|
| Mayor or Deputy Mayor | Ex-Officio | Cllr. Chris Graham |
| Cllr. Barry Thorne | Chair | Cllr. Luke Maunsell |
| Cllr. Clare Abberton | Vice Chair | Cllr. Leanne Wrench |
| Cllr. Joshua Clarkson | | Cllr. Sohail Zubair |
| Cllr. Mark Curtis | | |

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 Deputy 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.

TERMS OF REFERENCE

Committee Terms of Reference are contained within the Scheme of Delegation

AGENDA

1. Fire safety announcement

2. Apologies for absence

Members are asked to receive apologies of absence notified to the Clerk before this meeting.

3. Declarations of Interest

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

4. Public Question Time and Participation

Members of the public are advised that they are welcome to ask questions about items on the Agenda subject to time constraints and the approval of the chair. 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.

5. Minutes

Members are asked to approve the minutes of the meeting of the: - **Finance and Audit**

Held on: - **Wednesday, 04 December 2019**

Copy attached

6. Financial Reports

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

- i) Bank Reconciliation.
- ii) Income and expenditure report.
- iii) Re-allocation of grant budgets.

7. Ward Improvement Fund

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

- i) **Keighley District Scouts:** Purchase of a Flail Mower - £1000.00
- ii) **Riddlesden Defibrillator:** Money towards a local defibrillator for Riddlesden - £1000.00
- iii) **All Star Badminton Club:** To upgrade plastic shuttle cocks to feather shuttle cocks - £500.00

- iv) **Friends of the Twines:** Napsack Sprayer and weed killer - £200.00
- v) **Long Lee + Twaites Brow Community Projects:** Neighbourhood Watch Scheme - £300.00
- vi) **Long Lee Cricket Club:** purchase of helmets and cricket bats for juniors' team - £320.00

8. Grants

- a) Acorn Fund
 - i) **Keighley Inn Churches:** 2 winter shelter for homeless adults to run in Church Hall - £250.00
- b) Oak Fund
 - i) **Riddlesden Tennis Club:** clean, treat and repaint the 3 tennis courts - £995.00
 - ii) **Coffee, Cakes and Crafts:** 7 group activity sessions for bringing women together - £1000.00
- c) Grants over £1000
 - i) **Keighley Healthy Living:** Employment of part-time Volunteer Coordinator - £7731.00 per annum for 3 years - £23,193.00 in total.
 - ii) **Keighley Creative Space:** to keep Keighley Creative Space surviving and hold charity events - £5000.00
 - iii) **Keighley Sea Cadets and Royal Marines Cadets:** to purchase 14-seater minibus - £3000.

Copies of applications attached

To consider:

9. Rialtas Software

To report to Council of fees and charges and software updates.

Copy attached

10. Veritau – Internal Audit Services

To consider the quote for the cost for internal audit services for the next two financial years - £2,200 per annum.

Copy attached

11. Ageas – Insurance

Confirmation of payment of £1334.00 from the insurance claim on the damage of the Civic Centre.

12. Motions moved on notice by Cllr Maunsell:

- i) To discuss safeguards and the policy around petty cash at the Council and to receive information on how the money is being spent.
- ii) To discuss Council policy on delegation to committees of financial matters and clarity on the correct process for the approval of grants exceeding £9999.

Copy attached

13. Sue Belcher Play Development Grant

To discuss the previous decision made regarding the Sue Belcher Play Development grant and to consider Janet Jewitt's appeal to the decision.

Copy attached

14. Cheques for Payment

- i) To agree payments since last finance and audit meeting.

Exclusion of Public and Press

RECOMMENDED That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw, due to the nature of the business about to be transacted which is considered to be prejudicial to the public interest

Date of next committee meeting **Monday, 13 January 2020**