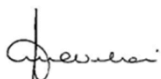


KEIGHLEY TOWN COUNCIL

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

Keighley Civic Centre North Street
Keighley, BD21 3RZ
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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 16th September 2019 at 6.00pm**.



Anne Wilson
Locum Town Clerk

COMMITTEE MEMBERSHIP

Councillor C Abberton – Vice Chair
Councillor M Curtis
Councillor L Maunsell
Councillor L Wrench

Councillor J Clarkson
Councillor C Graham
Councillor B Thorne - Chair
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

Apologies for absence

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

2. 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

3. 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.

4. Minutes

Members are asked to approve the draft minutes of the meeting of the Finance & Audit Committee held on **Thursday 29th August 2019**.

Copy attached

5. Financial Reports

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

- i) Bank reconciliation.
- ii) Income and expenditure report.

6. 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) **Oakworth Community Trust** – renovation work at Holden Hall - Cllr Maunsell - £616.13
- ii) **Men of Worth** – Remembrance Sunday support for event - Cllr Maunsell - £100
- iii) **Traffic calming via SIS mini** with service level agreement with Bradford Council – Cllrs Adams, Clarkson and P Shaw- £3204 (3 x £1068)

7. Grants

a) Acorn Fund

None received

b) Oak Fund

- i) **Airedale Enterprise Services** – community work - £1000
- ii) **Musicians Centre** – Music for all project - £350

c) Grants over £1000

- i) **Keighley District Scouts Council** – renovation of two derelict buildings - £10,000 per annum.
- ii) **Expanding Community Horizons organisation** – Friday Night family Fitness – £4600

To consider:

8. Update on banking arrangements including:

- i) Current banking arrangements
- ii) Digital banking
- iii) Charge card and phasing out of petty cash
- iv) Keighley Transport Festival 2020 bank account

8. Updated Financial Regulations

9. Draft Risk Assessment documentation

10. Cheques for payment

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

11. Date of next meeting

The date of the next scheduled Finance and Audit Committee meeting is the 14th October 2019.