

KEIGHLEY TOWN COUNCIL

Minutes of a meeting of the Finance & Audit (FA) Committee held in the Victoria Meeting Room, Keighley Civic Centre on Monday, 17th June 2019

Present: Councillor Corkindale, Chair (until 18.04)
Councillor Thorne, Chair (from 18.04)
Councillor Abberton
Councillor Clarkson
Councillor Curtis
Councillor Graham
Councillor Maunsell
Councillor P Shaw
Councillor Wrench

Also Present: Naomi Goddard, RFO
Nichola Powell, Minute Taker
Councillor Adams
Councillor Fletcher (from 18.25)
Councillor M Walker (until 18.25)
Councillor Westerman
3 Members of the Public

01/2019 (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.

02/2019 (FA) Election of Chair

RESOLVED that Councillor Thorne be elected as Chair for the 2019/20 municipal year.

03/2019 (FA) Election of Vice-Chair

RESOLVED that Councillor Abberton be elected as Vice-Chair for the 2019/20 municipal year.

04/2019 (FA) Apologies for Absence

Apologies had been received from:

- Councillor Zubair, personal reasons

05/2019 (FA) Declarations of Interest

RESOLVED Councillor Maunsell expressed a non-pecuniary interest in agenda item 9(ii) - Oakworth Village Society.

RESOLVED Councillor Corkindale expressed a non-pecuniary interest in agenda item 10c(i) - Keighley and Airedale Business Awards.

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 Officers.

06/2019 (FA) Public Question Time and Participation

Representatives from Men of Worth and the Courgarmani Foundation both gave a brief explanation to members regarding their organisations.

Members discussed the papers which had been circulated and requested that all papers associated with funding requests be distributed with the agenda.

RESOLVED that all papers be distributed with the agenda until the tablets had been distributed to Councillors.

07/2019 (FA) Minutes

RESOLVED: to confirm the minutes of the meeting held on Monday, 18th March 2019 be confirmed as a true record of the proceedings and signed by the Chair.

The Chair said he had issues with the accuracy of previous minutes following which the Mayor said he had agreed with the Locum Town Clerk that all minutes would be forwarded to the Chairs of Committees for them to review prior to tabling at meeting.

RESOLVED that item 9 of the agenda, Ward Improvement Fund, be brought forward for discussion before items 7 and 8.

08/2019 (FA) Ward Improvement Funds

a) Hillworth Village Community Centre

The RFO confirmed a letter had been received clarifying that the use of the Centre was free of charge but they wanted to continue to provide the service they currently provide which would require a new cooker.

RESOLVED that following the letter of clarification the original request of £644.98 for a new cooker be approved.

b) Oakworth Village Society

Councillors Curtis and Maunsell had agreed to pool their ward improvement funds and it had been agreed in the municipal year 2018/19 that £250 would be provided to go towards the production of the Oakworth Handbook which was produced once every 10 years.

RESOLVED that a cheque for £250 be raised for £250 for the Oakworth Village Society but the funds would be from the 2018/19 ward improvement budget.

c) Braithwaite People's Association

The laptop would be based at the Keith Thompson Centre for public use.

RESOLVED that £400 be granted for the purchase of a laptop for the Keith Thompson Centre.

d) Oakworth Community Trust

The renovation works at Holden Hall were ongoing and were being undertaken by volunteers and the monies requested were for the internal fixtures and fittings.

RESOLVED that £1,600 be granted for the ongoing renovation work at Holden Hall.

c) **Keep Oakworth Tidy**

The residents of Oakworth had raised the issue of providing dog bag dispensers a few years ago which had been extremely well received. This request was to provide refills for the dispensers which would be provided in the recreations spaces and parks.

The RFO informed members that ward improvement funds were usually granted to organisations which were constituted but for cases such as this the Town Council could purchase the bags and then distribute them in Oakworth.

RESOLVED that £250 be granted to purchase dog bag dispenser refills.

d) **Plastic Free Oakworth**

RESOLVED that £160 be granted to support the ongoing group's work for a plastic free Oakworth.

09/2019 (FA) Grants

a) **Acorn Fund**

None received.

b) **Oak Funds**

i) **Courgarmani Foundation**

Members discussed what the difference between the Courgarmani Foundation and the Cougar Foundation which was that the Courgarmani Foundation provided training to primary schools whereas the Cougar Foundation provided training to secondary schools. Members discussed the fact that the application was not complete as there was a number of missing details. The application form also indicated that the Courgarmani Foundation would be requesting the Town Council to give funding which would then be given to a third party which was not permitted.

RESOLVED that this item be refused due to missing information on the application form and the legality of the Town Council providing monies for third parties, however, members agreed that the application could be resubmitted if amended.

ii) **FC Sporting Keighley**

Members discussed the fact that the application was for the Surma Building, Kensington Street which was in Knowle Park so the application form had been signed by the wrong Councillor.

RESOLVED that the application form be referred back to the correct ward Councillor for signature prior to resubmission.

c) **Grants over £1,000**

i) **Keighley and Airedale Business Awards**

The Town Council provided some sponsorship for the event and the Mayor and some Councillors were judges. The previous Committee had agreed to a 3 year sponsorship for the event.

RESOLVED that £3,000 be granted for sponsorship of the 2019 awards.

ii) **The Men of Worth Project CIC**

The Chair informed members that the Town Council had supported the Men of Worth project over the past few years.

RESOLVED that £990 be granted for the ongoing works for the Men of Worth Project CIC.

d **Other Grant Applications/Communications**

i) **Grant Application Review**

Members agreed there was a need to review the current application forms as there were inconsistencies which could be confusing. It was agreed that the Ward Improvement Fund form required no changes and it should remain a stand-alone form but the other application forms could be combined.

The RFO said she was currently reviewing the forms and would bring the revised draft forms to a future meeting.

ii) **1st Keighley Fell Lane Scouts - Grant Underspend**

The RFO informed members that the 1st Keighley Fell Lane Scouts had returned a grant underspend of £4.40 which would be returned to the Fell Lane ward fund.

10/2018 (FA) Financial Reports

a) **Internal Audit 2018/19 - 10th/18th June 2019 Visits**

The RFO informed members that the first visit had already taken place and the second visit was due to take place the following day.

The Report would have to be agreed at the Town Council meeting on the 27th June, returned and published on the 1st July 2019 which all agreed was a tight timescale, however, the internal auditors were aware of the timescale.

b) **Petty Cash**

The RFO informed members that currently the office currently used a lot of petty cash due to using the franking machine, however, once the new computer system had been installed this would be decreasing.

c) **Bank Reconciliation**

The RFO informed members that she would be tabling the bank reconciliations at every meeting in the future but as last year's accounts had only recently been signed off the Auditors had said it was quite normal for them to be tabled in late June/early July.

d) **Schedule of Payments and Cheque Signing Procedure**

The RFO informed members that cheques would be signed on a monthly basis and the list of issued cheques would be tabled at the Finance & Audit Committee for agreement by two Councillors who were not cheque signatories. She was in the process of arranging signatories which would be the Mayor, Deputy Mayor and Chairs of all Committees.

RESOLVED that the schedule of payments would be tabled at the Finance & Audit meetings once per month.

e) **Virements**

In the absence of the Locum Town Clerk members agreed to defer this item to the next meeting.

f) **Digital Banking - Unity Trust Bank**

The RFO informed members that the Unity Trust Bank was a mutual bank and the Town Council would receive a better service than they receive from their current bank.

RESOLVED that the Finance & Audit Committee agree to the Town Council changing to the Unity Trust Bank.

The RFO said any processes and protocols connected to the new bank would be brought back to the Finance & Audit Committee for approval.

11/2019 (FA) Risk Management

Members discussed agreed that this issue should be taken to the Policies & Governance Committee for approval, however, the RFO said it was covered in the internal audit.

RESOLVED that this issue be deferred whilst the RFO takes advice from the Auditors regarding which Committee should be responsible for the Risk Management.

12/2019 (FA) Cheques for Payment

RESOLVED that the schedule of payments was received and signed to the value of £41,171.49.

13/2019 (FA) Date of Next Meeting

RESOLVED to note that the date of the next meeting of this committee will be Monday, 15th July 2019 at 6.00pm in the Victoria Room, Keighley Civic Centre.

Signed
Chair

Date