

KEIGHLEY TOWN COUNCIL

Minutes of a meeting of the Finance & Audit (FA) Committee held in the Victoria Meeting Room, Keighley Civic Centre on Monday, 18th February 2019

Present: Councillor Thorne - Chair
Councillor A Ahmed (until 18.15)
Councillor Corkindale (ex-Officio)
Councillor Maunsell
Councillor Morris
Councillor Pedley
Councillor A Walker

Also Present: Anne Wilson, Locum Town Clerk
Naomi Goddard, RFO
Councillor Adams
Councillor Fletcher
Councillor M Walker (until 18.55)
Councillor Westerman
Nichola Powell, Minute Taker

108/2018 (FA) Fire Safety Announcement

A fire safety announcement was made.

109/2018 (FA) Apologies for Absence

Apologies had been received from:

- Councillor Curtis, work commitment
- Councillor Shaw, work commitments

110/2018 (FA) Declarations of Interest

RESOLVED Councillor Thorne expressed an interest in item no. 9a(iii) on the agenda - Keighley Pool and Snooker Club.

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.

111/2018 (FA) Public Question Time and Participation

There were no members of the public present.

112/2018 (FA) Minutes

RESOLVED: to confirm the minutes of the meeting held on Monday, 14th January 2019 and Thursday, 24th January 2019 be confirmed as a true record of the proceedings and signed by the Chair.

Members raised queries regarding the Green Crescent Charity which had been offered £2,000 in grants at the last meeting. Looking on the Charity Commission's web site the charity had been removed from their register in July 2015. Questions were asked regarding who had raised the request for the monies and how Councillors A and S Ahmed had been approached.

RESOLVED that in light of the additional information received on the charity the Locum Town Clerk and the RFO would meet with Councillors A and S Ahmed to discuss and bring back to the next meeting.

113/2018 (FA) Financial Reports

Members noted the income and expenditure of the Town Council year to date.

114/2018 (FA) IT Tenders

The Locum Town Clerk had issued the specification for the IT equipment and replacement telephone system to 4 providers. The tenders were all opened by the Deputy Mayor, Councillor Morris and the Locum Town Clerk and all were invited to present their offers. The companies and costs were:

United Technologies - approximately £48,069
Blue Logic - approximately £65,892
Altrigen - £24,542 but they did not meet the specification
Cosurica - approximately £55,000

The Locum Town Clerk informed members that Cosurica were a local company, based in Keighley, and they had given an excellent presentation and had carried out a lot of background information on the Town Council and they knew what the requirements of the Council were prior to their presentation. They had also said they would install a hard drive for backups which would be in addition to the Cloud backup.

Questions were raised regarding the budget as the budget set for the IT equipment was £50,000 whereas the quotation from Cosurica was £55,000. The Locum Town Clerk said the additional budget would come from reserves at the end of the financial year.

Members also raised questions about internet coverage for the Notebooks which would be issued to each Councillor especially if Councillors did not have WiFi in their homes. The Locum Town Clerk said if this did happen a dongle would be issued to those Councillors it affected. She also said once the new IT equipment had been installed and Notebooks had been issued all paperwork would be sent via email and no hard copies would be sent by post. She also said all Councillors would have to use the Notebooks which they were issued as the use of private tablets would be a breach of GDPR rules.

RECOMMENDATION that the Finance and Audit Committee recommends to Full Council to accept the quotation for new IT equipment from Cosurica at approximately £55,000.

115/2018 (FA) Ward Improvement Fund

- i) **Keighley Urban Meadows** - Lights for Dark Nights - £400, Councillors Fletcher, Herd and Thorne.

RESOLVED that £400 be granted towards Lights for Dark Nights for Keighley Urban Meadows.

- ii) **Councillor Application** - Lights for Dark Nights - £400, Councillor Morris.

RESOLVED that £400 be granted towards Lights for Dark Nights for the Councillor Application.

- iii) **Keighley Urban Meadows** - people lead environmental initiatives - £995.91, Councillor Bernardini.

RESOLVED that £995.91 be granted towards people lead environmental initiatives for Keighley Urban Meadows.

- iv) **Rix House Residential Care Home** - contribution towards sensory garden - £389.98, Councillor Shaw.

RESOLVED that £389.98 be granted as a contribution towards a sensory garden for Rix House Residential Care Home.

- v) **Holmwood** - contribution towards Music Therapy - £500, Councillor Shaw.

RESOLVED that as Holmwood was a Bradford MDC run service the application for a contribution towards music therapy would not be approved.

- vi) **1st Keighley Fell Lane Scout Group** - replacement equipment - £501.94, Councillor Adams.

RESOLVED that £501.94 be granted for replacement equipment for 1st Keighley Fell Lane Scout Group.

- vii) **Bracken Bank and District Community** - barrier supply and fitting - £3,000, Councillor Councillors Fletcher, Herd and Thorne.

RESOLVED that, subject to the relevant permissions being granted, £3,000 be granted for barrier supply and fitting.

- viii) **Foster Gardens Community Centre** - pilot outdoor adventure play programme - £2,424.20, Councillors Adams and Pedley.

RESOLVED that £2,424.20 be granted to pilot and outdoor adventure play programme at Foster Gardens Community Centre.

- ix) **Hillworth Community Centre** - new cooker for community centre - £644.98, Councillor Shaw.

RESOLVED that the application for £644.98 for a new cooker for Hillworth Community Centre be referred back to Councillor Shaw as this was a privately owned community centre.

- x) **BCA Community Skip Project** - two skips and development project - £500, Councillor Ali.

RESOLVED that the application for £500 for two skips and development project for the BCA Community Skip Project be rejected as there was not enough information on the application form.

- xi) **BCA Planter Project**- volunteer support and equipment - £500, Councillor Ali.

RESOLVED that the application for £500 for volunteer support and equipment for the BCA Planter Project be rejected as there was not enough information on the application form.

- xii) **Holycroft Parents Friends Association** - dad and children initiative - £500, Councillor Ali.

RESOLVED that £500 be granted for the dad and children initiative for Holycroft Parents Friends Association.

- xiii) **Holycroft Parents Friends Association** - dad coffee morning - £500, Councillor Ali.

RESOLVED that the application for £500 for a dad coffee morning for Holycroft Parents Friends Association be rejected as there was not enough information on the application form.

116/2018 (FA) Grants

a) Acorn Fund

- i) **Hainworth Wood Community Centre** - fun package week of activities - £250, Councillor Morris.

RESOLVED to ratify the above Acorn Fund grant application.

- ii) **Sangat Centre** - flowers and equipment for garden for Keighley in Bloom entry - £250.

RESOLVED to ratify the above Acorn Fund grant application.

- iii) **Keighley Pool and Snooker Club** - new pool table - £250, Councillor Corkindale.

RESOLVED to ratify the above Acorn Fund grant application.

b) Oak Fund

- i) **Haworth Riding for the Disabled Group** - expansion of programme - £999, additional information provided.

Following a question from a member the Chair said that 80% of the people who attended the riding group had Keighley postcodes.

RESOLVED to ratify the above Oak Fund grant application and to ask the Group if, after 6 months, they could inform the Council of the postcodes of the people who had attended the Group.

- ii) **Keighley Cougar Supporter's Club** - funding for coach to an away match - £450, Councillor F Ahmed.

RESOLVED that due to the fact Keighley Cougar Supporter's Club is a private business the request for Oak Funding was rejected.

- iii) **S.T.E.a.m Practitioner** - workshops and artefacts for 2019 Tour de Yorkshire - amount requested not stated, Councillor Corkindale.

RESOLVED that as there was no amount requested on the application form this be deferred to the next meeting.

c) **Grants over £1,000**

None received.

d) **Other Grant Applications/Communications**

- i) **S.T.E.a.m Practitioner** - workshop and artefacts for 2019 Tour de Yorkshire- amount requested not stated, Councillor Corkindale.

RESOLVED that as there was no amount requested on the application form this be deferred to the next meeting.

e) **Other Grant Related Communications**

- i) **Men of Worth** - remaining grant funding £347.21 - permission to spend £261.60.

RESOLVED that the Men of Worth be given permission to spend £261.60 from the remaining grant funding of £347.21.

- ii) **Haworth and Worth Valley Fire Station** - re-allocation of remainder of £2,000 grant.

RESOLVED that the remaining £2,000 be re-allocated towards the training of fire-fighters.

117/2018 (FA) Dementia Friendly Keighley

RESOLVED that the Community Development Workers donation of £10,000 from the Community Development budget be transferred to £10,000 in sponsorship for three years from the Finance budget.

Action: *The Locum Town Clerk to write to Dementia Friendly to inform them of the change to their funding.*

118/2018 (FA) Responsible Financial Officer

The RFO informed members that the VAT returns were up-to-date and she would bring all relevant paperwork to future meetings. The internal audit report had now been completed and would be brought to the next meeting. The external audit had also been undertaken but a local resident had queried the outcome and was asking for copies of minutes.

The Locum Town Clerk also informed members that she had received an FOI request regarding the budget and the budget setting process from the same resident. She had responded by stating all the information requested was available on the Council's web site.

119/2018 (FA) Cheques for Payment

RESOLVED that all cheques, apart from those which were rejected and/or deferred, would be signed.

120/2018 (FA) Plaque for Ian Dewhirst

The members were informed that three quotations had been requested for a 610 x 460 plaque to be put in the Library in memory of Ian Dewhirst. One quotation for £575 plus £30 for artwork had been received.

RESOLVED that members agreed to delegate this item to the Locum Town Clerk.

121/2018 (FA) Date of Next Meeting

RESOLVED to note that the date of the next meeting of this committee will be Monday, 18th March 2019 at 6.00pm in the Victoria Room, Keighley Civic Centre.

Signed **Date**
Chair