

# KEIGHLEY TOWN COUNCIL

Cllr. Peter Corkindale

21-11-2019

Keighley Civic Centre  
North Street  
Keighley  
BD21 3RZ

christine.eastbury@keighley.gov.uk

**YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF Finance and Audit  
Victoria Room, Keighley Civic Centre, Keighley on Wednesday, 04 December 2019 at 18:00.**

Locum Town Clerk

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## 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		

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## 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: - **Monday, 14 October 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** – Cllr A. Walker - Purchase of a Flail Mower - £1000.00.

## 8. Grants

- a) Acorn Fund

None received

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.

Copies of applications attached

**To consider:**

**9. Rialtas Software**

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

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**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.

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**11. 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.

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**12. 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, 16 December 2019**