



## KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney  
Town Clerk to the Town Council  
22 March 2021

Email: [townclerk@keighley.gov.uk](mailto:townclerk@keighley.gov.uk)

**YOU ARE HEREBY SUMMONED TO ATTEND** an extraordinary meeting of the **Finance & Audit Committee** which will be virtually via the following link <https://us02web.zoom.us/j/81477862765> on **Monday 29 March 2021 at 6.00pm**. You can also access via phone using the following number and meeting ID number **Meeting ID: 814 7786 2765 Tel No: +44203 4815240**

Mr. Joe Cooney  
Town Clerk

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### COMMITTEE MEMBERSHIP

Mayor & Deputy Mayor (Ex-Officio)  
Councillor C. Abberton - Chairman  
Councillor M. Curtis  
Councillor J. Clarkson  
Councillor C. Graham

Councillor L. Maunsell  
Councillor L. Wrench  
Councillor S. Zubair

\*Committee Terms of Reference are contained within the Scheme of Delegation.

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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 Town Clerk; this may be waived at the 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 then 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 after the meeting.

Recording at Council Meetings is allowed at Council, committee and sub-committee meetings which are open to the public, subject to:- (i) the recording being conducted with the full knowledge of the Chairman of the meeting; and (ii) compliance with the Town Council's Recording of Meetings Policy. Anyone wishing to record must contact the Town Clerk prior to the start of the meeting. Any recording must be conducted openly and not in secret.

## **AGENDA**

### **1. Welcome & Introduction**

The Chairman will remind members of the arrangements for virtual meetings.

### **2. Apologies for absence**

Members are asked to receive apologies of absence for 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. 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 – For Decision**

Members are asked to approve the minutes of the Finance & Audit Committee held on Monday 15 March 2021.

*Copy attached*

### **6. Grant Applications – For Decision**

To consider the attached report from the Town Clerk on grant applications received.

*To Follow*

### **7. Date of next meeting**

The date of the next meeting of this committee will be held on Monday 19 April 2021 at 6.00pm.

**OFFICER SUPPORT TO THE MEETING**

Officers scheduled to attend: Joe Cooney (Town Clerk)  
Naomi Goddard (RFO)

**APOLOGIES**

Contact the office during normal opening hours (01535) 872126  
Email: [joe.cooney@keighley.gov.uk](mailto:joe.cooney@keighley.gov.uk)

Late apologies should be made by phone to the senior officer  
scheduled to attend.



## KEIGHLEY TOWN COUNCIL

Minutes of the Finance & Audit (FA) Committee held remotely on Monday 15 March 2021.

**Present:** Councillor Abberton – Chairman  
Councillor Clarkson  
Councillor Corkindale (Ex-Officio)  
Councillor Graham  
Councillor Curtis  
Councillor Maunsell  
Councillor Zubair

**Also Present:** Joe Cooney, Town Clerk  
Naomi Goddard, Responsible Financial Officer (RFO)  
Cllr Adams – Observing

### 0111/2020 (FA) Welcome & Introduction

The Chairman reminded members of the arrangements for virtual meetings.

### 0112/2020 (FA) Apologies for absence

None.

**RESOLVED** to receive and accept the above apologies for absence.

### 0113/2020 (FA) Declarations of Interest

**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 either Members or Officers.

### 0114/2020 (FA) Public Question Time

None.

### 0115/2020 (FA) Minutes

**RESOLVED** to confirm the minutes of the meeting held on Monday 15 February 2021 be confirmed as a true record of the proceedings and signed by the Chair.

### 0116/2020 (FA) Progress Report

Councillors considered the Progress Report following the meeting on Monday 15 February 2021.

**RESOLVED** Councillors noted the progress report.

### 0117/2020 (FA) Town Plan

Members considered the report from the Assistant Town Clerk/CDO on the Town Plan.

**RESOLVED** members noted the report.

## 0118/2020 (FA) Financial Reports

### i) Bank Reconciliations and month end reports

Members considered the bank reconciliation and month end reports.

**RESOVLED** to note the bank reconciliations and month end reports.

### a) Financial Reports and Payments

#### ii) Ratify February Payments

Members considered the payments made in February.

**RESOLVED** to agree the payments made in February.

**RESOLVED** to appoint Cllrs Maunsell and Curtis to undertake the monthly spot check.

#### iii) Virements

Members consider the following virements

Cost code	Cost centre	Budget	Unspent 20/21	Cost code	Cost centre	Budget	Amount to vired	Explanation
		Name	budget			Name		
4455	105	Uniform Equality	£9,456.00	4360	360	Town Hall Sq	<b>£3,000.00</b>	Maintenance costs were higher than expected
4455	105	Uniform Equality	£6,456.00	4100	202	Office Admin	<b>£1,000.00</b>	Higher costs due to Covid-19
4455	105	Uniform Equality	£5,456.00	4100	202	Postage	<b>£200.00</b>	Higher costs due to Covid-19
5001	401	Celebration event	£104.00	5005	401	Christmas Lunches	<b>£104.00</b>	To reflect the exact cost of the project
8027	801	Business Rates	£1,584.00	8035	801	R&M	<b>£1,584.00</b>	Maintenance costs were higher than expected
4120	101	Travel Expenses	£1,730.00	4140	801	Subscriptions	<b>£990.00</b>	Increase in subscription fees to NALC/YLCA
4130	202	Advertising	£3,490.00	4137	202	Website	<b>£500.00</b>	Higher costs due to cyber attack on website

TOTAL		£28,276.00	TOTAL		£7,378.00
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**RESOLVED** members agreed the above virements.

b) Carry Forwards

Members considered a report from the Town Clerk detailing budget carry forwards for financial year 2021/22

Cost code	Cost centre	Budget	Total 20/21	Committed but	Explanation	Committee	C/F Amount
		Name	budget	unspent amount		Minute	£
4423	103	A Seat with a View	£1,050.00	£1,050.00	This spend can't happen until the benches are available - this may be in March, but can't be guaranteed	060/2020	£1,050.00
4420	103	Keighleygraphic	£750.00	£540.20	This is an ongoing Project and some things can't be spent until lockdown us lifted	044/2020	£540.20
4425	103	The Big Draw	£900.00	£900.00	This is match funding for a Keighley Creative Project and shouldn't be released until they have their ACE funding	060/2020	£900.00
4426	103	Fairy Doors	£500.00	£500.00	This project will launch in March, but spend can't be guaranteed before the end of the month	044/2020	£500.00
4428	103	People's Planters	£1,500.00	£1,500.00	This requires community participation which can't be carried out in lockdown/tier 3 restrictions	060/2020	£1,500.00
4429	103	Pop Up Markets	£1,000.00	£1,000.00	It is hoped that we can partner with Lions Den on this project, as they are busy with the benches for A Seat with a View, it will not be until that is over that we can have the conversation	044/2020	£1,000.00

4407	105	Merlin Top Bin	£500.00	£500.00	There has been real struggle with bin supply from Bradford. It was only in Feb that we were informed that they now had a 'ropey supply'. We're now faced with trying to liaise with a school in lockdown about the bin wrap, which won't be anywhere near the top of their list.	057/2020	£500.00
4408	105	Oakworth Benches	£1,350.00	£1,350.00	This project is spanning many departments at Bradford, due to an unhappy neighbour. We are nearing the point where we can get the benches on, but as with everything concerning Bradford, progress is painfully slow.	070/2020	£1,350.00
4409	105	Oakworth Sign	£510.00	£400.00	There has been an interesting development with the project that will slow us down slightly. The current sign has been removed, the stone sign is a little up in the air at the moment	070/2020 & 096/2020	£400.00
4419	105	Casey's Corner	£250.00	£250.00	The school have asked if we can install the bench in warmer months, meaning it might come from the second batch of Lions Den benches, which will be paid for after the end of March	0108/2020	£250.00
4416	105	Parson Street Bin and Benches	£930.00	£930.00	Hopefully the benches will be paid for in March, as with the A Seat benches - it's likely the bin could drag on for months	096/2020	£930.00
4436	103	Utley Baby Memorial	£1,480.00	£1,480.00	This work can't be carried out until the ground tidying has happened	060/2020	£1,480.00

4436	103	WIF Utley Baby Memorial	£100.00	£100.00	The job is booked for early March but it may be that the invoice won't arrive until April	0108/2020 (FA)	£100.00
5300	701	CCTV scheme for Long Lee	£6,000.00	£6,000.00	Work has been ordered via BMDC. It has been delayed due to Covid-19 restrictions. Access to a care home is required to install the camera, this can't be done until restrictions are lifted.	022/2020 WT	£6,000.00
5300	701	Mobile CCTV scheme	£6,000.00	£6,000.00	This scheme was due to commence in January 2021 but the required agreement of BMDC has yet to be obtained	022/2020 WT	£6,000.00
5300	701	Replacement Boundary Signs	£3,105.00	£3,105.00	3 replacement boundary signs have been ordered for Long Lee, Oakworth and the bypass. Order placed in December 2020. Waiting for the manufacturing of the signs to be completed before being installed.	068/2020 WT	£3,105.00
5001	401	Events - Celebration	£9,000.00	£3,205.00	Events cancelled in 2020 due to Covid-19, the opportunity has arisen to support a wider Christmas 2021 event with improved lights. Additionally, the committee would also like to host a celebration event in honour of all NHS staff and keyworkers. Originally this was planned to be held in 2020 but the restrictions limited the opportunities for such an event. Both suggestions will require funding to support the event in addition to the amount agreed in 2021/22 budget.		£3,205.00
5010	401	Events - Eid	£1,500.00	£1,500.00	This event was cancelled due to Covid-19, the event will be held in		£1,500.00



					2021 subject to restrictions being lifted	
<b>Total</b>			<b>£36,425.00</b>	<b>£30,310.20</b>		<b>£30,310.20</b>
<b>To be considered F&amp;A 15.03.21</b>						
	105	WIF internal application - Green Head Road Bench	£300.00	£300.00	This is going to the committee on the same night as this report, therefore the spend won't happen before the end of the financial year.	£300.00
<b>Not yet considered</b>						
4405	105	WIF Cllr Akhtar	£1,000.00	£1,000.00	Part of the funding is for a planting scheme on Nightingale Street and the second part is a memorial bench for Mr Rabani who died recently. The bench would be located in the grounds of Goshia Association. Applications for both will be submitted shortly.	£1,000.00
4436	103	WIF Cllr Abberton	£200.00	£200.00	Uttley Baby Memorial	£200.00
		Grant - KidFit Ltd	£3,870.00	£3,870.00	KidFit - grant application received after the March agenda had been issued. – carry forward subject to committee agreeing to the grant award at a future meeting.	£3,870.00
<b>TOTAL</b>			<b>£41,795.00</b>	<b>£35,680.20</b>		<b>£35,680.20</b>

**RESOLVED** members agreed the above budgets could be carried forward into financial year 2021/22.

**RESOLVED** members recommend to Council that £5,833 of the unused Events & Leisure budget be allocated to Christmas Lights event for 2021 rather than be returned to the council's general reserves.

**RESOLVED** members delegate to the Town Clerk, in consultation with the RFO, the budget allocations to the necessary cost codes for the 2021/22 financial year.

c) External Auditor Additional request

The RFO updated members on additional information requested by the External Auditor. The request included information on the following payments.

2019-20 Schedule of Payments corrections

No.	Payee	Cashbook 1				Schedule of Payments			Notes
		C/B Date	Ref	C/B credit	C/B debit	Shed. Date	Ref	Schedule	
1	Croft Roofing - Civic Centre roof repairs	30.05.19	7007		2880.00	16.05.19	7007	2880.00	£4800 was an incorrect figure in the schedule of payments. The June 2019 F&A Committee received a folder with all invoices to be checked against the cheques before signing, as was the standard procedure. The figure was correct on the presented invoice, cheque and in the accounts.
		17.06.19	7037		14340.00	17.06.19	7037	4800.00	
		15.07.19	7078		10740.00	02.07.19	7078	10740.00	
					<b>27960.00</b>	correction		9540.00 <b>27960.00</b>	
2	Bar staff - Race Night	16.03.19	7410		0		7410	0	void cheque
		16.03.19	7411		0		7411	0	void cheque
		16.03.19	7439		60		7439	60.00	re-issued cheque
		16.03.19	7440		60		7439	60.00	re-issued cheque ref no. 7439 should have been recorded as 7440 in the schedule of payments.
					<b>120.00</b>				<b>120.00</b>

**RESOLVED** members approve the corrections as outlined above.

### **0119/2020 (FA) Grant Applications**

Members considered a report from the Responsible Financial Officer detailing the grant applications received.

**RESOLVED** members approved a grant in principle of £900 for a Bradford Culture Company (Bradford 2025) street art project.

**RESOLVED** members requested clarification on the status of Bradford Culture Company to ensure it met the Council's grant guidelines.

**RESOLVED** the Town Clerk be delegated authority to authorise the grant payment to Bradford Culture Company if the company meets the above criteria.

**RESOLVED** members approved a grant of £1000 for the Dale Bus Project.

**RESOLVED** members approved a grant of £1000 from Cllr Zubair's Ward Development Fund for Low Wood Activity Centre scout hut/shelter.

**RESOLVED** members approved a grant of £300 from Cllr Abberton's Ward Development Fund – internal application, for a replacement bench at Green Head Road.

**RESOLVED** members approved a grant of £1000 from Cllr Herd's Ward Development Fund for electrical works at St Michaels Youth and Community Centre.

**RESOLVED** members approved an extension of 6 months for Dockroyd Graveyard Trust to spend their grant award.

**RESOLVED** members noted the Ward Development Fund for Cllrs Clarkson, Adams and P Shaw from 2019/20 is still outstanding due to delays in purchasing the Speed Detection Device for Fell Lane.

### **0120/2020 (FA) Payroll Contract**

Members considered a report from the Town Clerk detailing the payroll contract for 2021/22.

**RESOLVED** members agree to extend the contract for Payroll and Pension Liaison Services with Bradford MDC for another 12 months until March 2022.

**RESOLVED** members note the annual cost of the contract will be £2,297.40+VAT.

**RESOLVED** members agreed to review the provision of payroll services during the next financial year to ensure the Council is receiving best value from its contract.

### **0121/2020 (FA) Asset Register**

Members considered a report from the Town Clerk detailing the Asset Register Policy and Asset Register for 2021.

**RESOLVED** members approval the asset register policy and recommend its adoption to Council.

**RESOLVED** members note the updated asset register for 2021.

### **0122/2020 (FA) Downstairs Project**

Members considered a report from the Assistant Town Clerk/CDO on the progress made on the Downstairs Project.

**RESOLVED** that members note the report.

**RESOLVED** that members endorse the proposals for the future development of the Downstairs Project.

**RESOLVED** that future reports on activities proposed within Appendix A together with proposals for the delivery of projects by Keighley Urban Meadows in other locations such as the Cabbage Club be brought to the Community Development Committee for endorsement and approval.

**0123/2020 (FA) Future Agenda Items**

None.

**0124/2020 (FA) Date of Next Meeting**

**RESOLVED** to note the next scheduled meeting of this Committee will be held on Monday 19 April 2021 at 6.00pm.

**Signed** ..... **Date** .....  
**Chair**

DRAFT