



## KEIGHLEY TOWN COUNCIL

Joe Cooney  
Clerk to the Town Council  
13 December 2021

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

**YOU ARE HEREBY SUMMONED TO ATTEND** a meeting of the **Finance & Audit Committee** which will be held at Keighley Civic Centre, North Street, Keighley, BD21 3RZ on **Monday 20 December 2021 at 6.00pm.**

Mr. Joe Cooney  
Town Clerk

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### **COMMITTEE MEMBERSHIP**

Cllr. J. Akhtar - Chairman	Cllr. M. Curtis
Cllr. A. Ahmed – Vice Chairman	Cllr M. Ikram
Cllr. C. Abberton	Cllr. M. Wood
Cllr. E. Bernardini	Cllr. S. Zubair
Cllr. L. Maunsell – ex-officio	

\*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. Introduction from Chairman – For Noting

Members are reminded to consult the Standing Orders regarding conduct at meetings. Member's attention is particularly drawn to Standing Order 1.

### 2. Apologies for absence – For Noting

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

### 3. Declarations of Interest – For Noting

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 22 November 2021.

*Copy attached*

### 6. Progress Report – For Noting

To receive the progress report following the last ordinary meeting held Monday 22 November 2021.

*Copy attached*

### 7. Town Plan – For Noting

To note the attached report relating to the Town Plan.

*Copy attached*

### 8. Standing Financial Reports – For Decision and Noting

- a) Members are asked to note and consider the reports/paperwork with regards to:
  - i) Bank reconciliation(s) and month end reports.
  - ii) To ratify November payments.
  - iii) To agree any budget virements.

**9. Internal Auditors Draft Report – For Noting**

To receive the draft internal auditors report covering Quarters 1 and 2

*Copy attached*

**10. Operation Steerside Report – For Noting**

To receive a report on Operation Steerside and consider any implications on the budget setting process, in line with Council resolution 085/2021 (TC).

*Report to follow*

**11. Budget Recommendation 2022/23 – For Decision**

To receive the draft 2022/23 budget from the Budget Working Group and make recommendation to Full Council.

*Copy attached*

**12. Grants Report – For Decision**

To consider the attached report from the RFO detailing grant applications received since the last committee meeting.

*Copy attached*

**13. Future Items – For Decision**

Councillors are asked to suggest any agenda items for future meetings.

**14. Date of next meeting – For Noting**

Next meeting will be held on Monday 24 January 2022, 6.00pm at Keighley Civic Centre.

**OFFICER SUPPORT TO THE MEETING**

Officers scheduled to attend: Peter Clarke (RFO)  
Joe Cooney (Town Clerk)

**APOLOGIES**

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

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