



KEIGHLEY TOWN COUNCIL

Minutes of the Finance & Audit (FA) Committee held at Keighley Civic Centre, North Street, Keighley, BD21 3RZ on Monday 21 March 2022, 6pm.

Present: Councillor Ahmed [Chair]
Councillor Abberton
Councillor Curtis
Councillor Wood
Councillor Adams – Ex-Officio (until 7.00pm)
Councillor Maunsell – Ex-Officio (from 7.00pm)

In Attendance: Joe Cooney, Town Clerk
Peter Clarke, RFO
Councillor M Walker
Councillor Herd
Councillor C Graham
3 Members of the public

099/2021 (FA) Introduction from Chairman

The Chairman welcomed everyone to the meeting and reminded members of the fire arrangements.

100/2021 (FA) Apologies for absence

Cllr Akhtar
Cllr Zubair

RESOLVED to receive and accept the above apologies for absence.

101/2021 (FA) Declarations of Interest

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.

102/2021 (FA) Public Question Time

Cllr Graham spoke on the Ward Development application submitted to support festive lights installation in Long Lee.

Cllr Herd spoke to support the grant application submitted by Keighley Show.

Dave Fergus spoke to outline the application submitted by the Cougarmania Foundation.

Richard Knuz spoke to outline the application submitted by Great Northern Railway Trail.

103/2021 (FA) Minutes

RESOLVED the minutes of the meeting held on Monday 24 January 2022 be confirmed as a true and correct record of the proceedings and be signed by the Chair.

104/2021 (FA) Progress Report

Members considered the progress report on the decisions taken at their previous meeting.

RESOLVED to note the report.

105/2021 (FA) Town Plan

Members received an update from the Assistant Town Clerk/CDO on the Town Plan progress.

RESOLVED members noted the update.

106/2021 (FA) Bank Reconciliation and Month End Reports

i) Bank Reconciliation

Members received the bank reconciliation for February.

RESOLVED members noted the updated.

ii) February Payments

Members received details of payments made in February.

RESOLVED members affirmed payments made.

iii) Budget Virements

None

iv) Spot Check

Members received an update from Cllrs Wood and Abberton on the February spot check.

RESOLVED members noted the update.

v) To appoint 2 members to undertake the monthly spot check.

Cllrs Abberton and Wood volunteered to undertake the monthly spot check.

RESOLVED Cllr Abberton and Wood to undertake March spot check.

107/2021 (FA) Grant Applications

Members considered the following grant applications.

RESOLVED members approved the £968 Grant application from Ingrow Primary School for the purchase of two benches.

RESOLVED members refused the £3,900 Grant application from The Great Northern Railway Trail Development Group for a feasibility study for creating a cycle path along the old Great Northern Railway line between Keighley & Queensbury.

RESOLVED members approved the £5,000 Grant application from Keighley Pride for funding in support the 2022 Pride event.

RESOLVED members approved the £9,511 Grant application from Keighley & District Agricultural Show Society for the subsidy for admission tickets for the 2022 Show.

RESOLVED members approved a reduced grant of £2,400 from the Grant application from Cougarmania Foundation of £3,660 for Equipment Tags, Bibs & Balls. It should be noted that expenditure in this application contains cost for salaries, which falls outside the scope the grant scheme.

RESOLVED members approved the £1,000 Grant application from Friends of DalesBus for the Dales Bus service for 2022.

RESOLVED members approved the £800 Ward Development Grant submitted by Dementia Friendly Keighley, and supported by Cllr Martin Walker, to support improvements to their new premise including upstairs rooms, kitchen, and toilets.

RESOLVED members refused the £816 Internal Ward Development Grant submitted by Cllr Michael Westerman to purchase two Petrol Dirty Water Pumps.

RESOLVED members approved the £333 Internal Ward Development Grant submitted by Cllr Joshua Clarkson to provide funding for trees to be planted in Fell Lane & Westburn through the Trees for Streets Project.

RESOLVED members approved the £333 Internal Ward Development Grant submitted by Cllr Kamal Hussain to provide funding for trees to be planted in Fell Lane & Westburn through the Trees for Streets Project.

RESOLVED members approved the £333 Internal Ward Development Grant submitted by Cllr Julie Adams to provide funding for trees to be planted in Fell Lane & Westburn through the Trees for Streets Project

RESOLVED members approved the £391 Internal Ward Development Grant submitted by Cllr Kamal Hussain to reflower the verge connecting Fell Lane and Westfell Road.

RESOLVED members approved the £391 Internal Ward Development Grant submitted by Cllr Joshua Clarkson to reflower the verge connecting Fell Lane and Westfell Road.

RESOLVED members approved the £185 Internal Ward Development Grant submitted by Cllr Julie Adams reflower the verge connecting Fell Lane and Westfell Road.

RESOLVED members approved the £1,000 Ward Development Grant submitted by the Riddlesden & Morton United Services Club Ltd, and supported by Cllr Michelle Shaw, for the purchase and installation of a defibrillator at the Riddlesden Institute.

RESOLVED members approved the £1,000 Ward Development Grant submitted by the Riddlesden & Morton United Services Club Ltd, and supported by Cllr Sohail Zubair, for the purchase and installation of a defibrillator at the Applegarth Club.

RESOLVED members approved the £67 Internal Ward Development Grant submitted by Cllr Paul Cook to pay for the jet washing of a public footpath outside a line of shops in Bracken Bank.

RESOLVED members approved the £67 Internal Ward Development Grant submitted by Cllr Allan Clark to pay for the jet washing of a public footpath outside a line of shops in Bracken Bank.

RESOLVED members approved the £67 Internal Ward Development Grant submitted by Cllr Chris Herd to pay for the jet washing of a public footpath outside a line of shops in Bracken Bank.

RESOLVED members approved the £435 Ward Development Grant submitted by the Bracken Bank and District Community Association (Sue Belcher Centre), and supported by Cllr Allan Clark, for a funding for an easter event in the form a disco for children within the ward.

RESOLVED members approved the £435 Ward Development Grant submitted by the Bracken Bank and District Community Association (Sue Belcher Centre), and supported by Cllr Chris Herd, for a funding for an easter event in the form a disco for children within the ward.

RESOLVED members approved the £435 Ward Development Grant submitted by the Bracken Bank and District Community Association (Sue Belcher Centre), and supported by Cllr Paul Cook, for a funding for an easter event in the form a disco for children within the ward.

RESOLVED members approved the £500 internal ward development grant submitted by Cllr Shazad Mahmood to purchase a defibrillator within the Spring Gardens & Utley ward.

RESOLVED members approved the £1,000 internal ward development grant submitted by Cllr Clair Abberton to purchase a defibrillator within the Spring Gardens & Utley ward.

RESOLVED members approved the £620 Ward Development Grant submitted by the Long Lee & Thwaites Brow Community Projects, and supported by Cllr Chris Graham, for the production and installations of Christmas lights within Long Lee & Thwaites Brow.

RESOLVED members approved the £620 Ward Development Grant submitted by the Long Lee & Thwaites Brow Community Projects, and supported by Cllr Leanne Wrench, for the production and installations of Christmas lights within Long Lee & Thwaites Brow.

RESOLVED members approved the £1,000 Ward Development Grant submitted by East Morton School, and supported by Cllr Martyn Wood, for the purchase of 3 picnic benches, paint, and camouflage netting to renovate the school's outdoor classroom.

RESOLVED members approved the £500 Ward Development Grant submitted by Safeguarding Through Community CIC, and supported by Cllr Mohammed Nazam, for a contribution toward operating costs for the group.

RESOLVED members refused the grant the £250 Internal Ward Development Grant submitted by Cllr Javaid Akhtar to fund a Healthy Food Project to be delivered by Keighley Asian Women's Centre. The form submitted is incorrect for the type of grant being sought and there has been no documentation submitted in support of this application such as constitution, accounts & estimates.

RESOLVED members refused the Internal Ward Development Grant for £200 submitted by Cllr Javaid Akhtar to fund an Eid party for service users of Roshni Ghar. The grant form submitted is incorrect for the type of grant being sought and there has been no documentation submitted in support of this application such as constitution, accounts & estimates.

RESOLVED members refused the Internal Ward Development Grant for £300 submitted by Cllr Javaid Akhtar to fund facilities and activities for youth provision by Sangat Centre. The grant form

submitted is incorrect for the type of grant being sought and there has been no documentation submitted in support of this application such as constitution, accounts & estimates.

RESOLVED members refused the Internal Ward Development Grant for £300 submitted by Cllr Javaid Akhtar to support Panyaam Cricket Club. The grant form submitted is incorrect for the type of grant being sought and there has been no documentation submitted in support of this application such as constitution, accounts & estimates.

RESOLVED members approved the £250 Ward Development Grant submitted by Highfield Community Pre-School, and supported by Cllr Amjid Ahmed, for a contribution to a Lunch Club.

RESOLVED members approved the £250 Ward Development Grant submitted by Highfield Community Pre-School, and supported by Cllr Mohammed Ikram, for a contribution to a Lunch Club.

RESOLVED members approved the £550 Ward Development Grant submitted by Green Crescent Aid UK, and supported by Cllr Amjid Ahmed, for a contribution to a Family Fun Day.

RESOLVED members approved the £550 Ward Development Grant submitted by Green Crescent Aid UK, and supported by Cllr Mohammed Ikram, for a contribution to a Family Fun Day.

RESOLVED members approved the £138 Internal Ward Development Grant submitted by Cllr Amjid Ahmed to purchase no dog fouling signs.

RESOLVED members approved the £138 Internal Ward Development Grant submitted by Cllr Mohammed Ikram to purchase no dog fouling signs.

RESOLVED members approved the £63 Internal Ward Development Grant submitted by Cllr Amjid Ahmed to fund the installation of a bench on Highfield Road.

RESOLVED members approved the £63 Internal Ward Development Grant submitted by Cllr Mohammed Ikram to fund the installation of a bench on Highfield Road.

RESOLVED members approved the £500 internal Ward Development Grant submitted by Cllr Shazad Mahmood to fund a Youth Football Competition.

RESOLVED members recommend to Council the creation of an earmarked reserve for the £2,000 already allocated to the project.

108/2021 (FA) Corporate Risk Assessment

Members considered a report from the Town Clerk outlining the annual review of the Corporate Risk Assessment

RESOLVED members noted the progress on the actions identified in the Corporate Risk Assessment.

RESOLVED members approved the 2022 Corporate Risk Assessment and recommend approval to Full Council.

109/2021 (FA) Annual Accounts & Earmarked Reserves

Members considered a report from the Responsible Financial Officer on the Annual Accounts and Earmarked Reserves.

RESOLVED members noted the contents of the report.

RESOLVED members recommends to Council the approval of the schedule of reserves, with the additional to include an Earmarked Reserve for £9,500 to meet the cost of 2019/20 External Audit

RESOLVED members noted the projected revenue surplus estimates contained within this report.

RESOLVED members noted the provisions and schedules for the preparations of the Council's annual accounts to be prepared by the RFO as the Councils s151 officer.

110/2021 (FA) Financial Regulations

Members considered a report from the Town Clerk detailing the annual review of the Financial Regulations

RESOLVED members recommended the draft Financial Regulations to Council for approval.

111/2021 (FA) Asset Register

Members considered a report from the Town Clerk on the Annual Asset Register review

RESOLVED members approve the updated Asset Register and recommend its approval to Council.

112/2021 (FA) Future Agenda Items

None.

113/2021 (FA) Date of Next Meeting

RESOLVED to note the date of the next scheduled meeting of this Committee will be held on Monday 25 April 2022 at 18:00.

Signed
Chair

Date