



## KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney  
Clerk to the Town Council  
14 November 2022

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 21 November 2022 at 6.00pm.**

Mr. Joe Cooney  
Town Clerk

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### **COMMITTEE MEMBERSHIP**

Cllr M. Curtis - Chair	Cllr P Kates
Cllr C. Abberton	Cllr A. Walker
Cllr J. Adams – Vice Chair	Cllr L. Maunsell – Ex-officio
Cllr A. Ahmed	
Cllr J. Akhtar	

\*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. Apologies for absence**

To receive apologies of absence for the meeting.

### **2. 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

### **3. 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.

### **4. Minutes – For Decision**

To approve the minutes of the Finance & Audit Committee held on Monday 24 October 2022.

*Copy attached*

### **5. Progress Report – For Noting**

To receive the progress report following the meeting held Monday 24 October 2022.

*Copy attached*

### **6. Town Plan Report – For Noting**

To note the attached report relating to the Town Plan.

*Copy attached*

### **7. Period 7 Standing Financial Reports – Decision & 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.
- iv) To confirm the spot check for Period 7 (October 2022) has been completed
- v) To appoint 2 councillors to complete a monthly spot check for Period 8 (November 22)

*Copy attached*

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

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

*Copy attached*

## **9. Ward Development Grant Underspend – For Decision**

To consider the attached report from the RFO outlining proposals for underspent provision in the Ward Development Grant Fund.

*Copy attached*

## **10. Future Items – For Decision**

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

## **11. Date of next meeting**

Next meeting will be held on Monday 19 December 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.

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## KEIGHLEY TOWN COUNCIL

Minutes of the Finance & Audit (FA) Committee held on Monday 24 October 2022, 6:00pm at the Civic Centre, North Street, Keighley.

**Present:** Councillor Abberton  
Councillor Adams  
Councillor Ahmed  
Councillor Akhtar  
Councillor Kates  
Councillor Maunsell – Ex Officio

**In Attendance:** Joe Cooney, Town Clerk  
Peter Clarke, RFO

Cllr Maunsell in the Chair

Minute Ref	Agenda Item
028/2022 (FA)	<p><b>Election of Vice Chairman</b></p> <p>Cllr Adams proposed by Cllr Adams and seconded by Cllr Maunsell</p> <p>Cllr Abberton proposed by Cllr Akhtar and seconded by Cllr Ahmed</p> <p>Both Cllr Abberton and Cllr Adams received 3 votes each, on the casting vote of the Chairman it was:-</p> <p><b>RESOLVED</b> to elect Cllr Adams as the Vice Chairman for the remainder of the municipal year.</p>

Cllr Adams in the Chair

Minute Ref	Agenda Item
029/2022 (FA)	<p><b>Apologies for absence</b></p> <p>Members received apologies of absence for this meeting from</p> <p>Cllr Curtis Cllr A Walker</p> <p><b>RESOLVED</b> to note the above apologies.</p>
030/2022 (FA)	<p><b>Declarations of Interest</b></p> <p><b>RESOLVED</b> there were no declarations of interest under consideration on this agenda in accordance with the Localism Act 2011 s32 and the relevant</p>

	Authorities (Disclosable Pecuniary Interests) Regulations 2012 from either Members or Officers.
031/2022 (FA)	<b>Public Question Time</b>  None
032/2022 (FA)	<b>Minutes</b>  <b>RESOLVED</b> Members approved the minutes of the meeting of the Finance & Audit Committee held on Monday 18 July 2022 as a true and correct record.
033/2022 (FA)	<b>Progress Report</b>  <b>RESOLVED</b> members noted the report on decisions taken at the committee meeting on Monday 18 July 2022.
034/2022 (FA)	<b>Town Plan</b>  Members considered a report from the Assistant Town Clerk/CDO on the Town Plan objectives.  <b>RESOLVED</b> Members noted the update.
035/2022 (FA)	Members reviewed the Quarter 2 Finance Position Statement for 2022-23 from the RFO.  <b>RESOLVED</b> Members noted the report.
036/2022 (FA)	<b>Period 4, 5 &amp; 6 Standing Financial Reports</b>  i) Bank Reconciliation & Month End Report  Members received the bank reconciliation and month end reports for July, August and September.  <b>RESOLVED</b> to note the report.  ii) July, August & September Payments  Members received details of payments made in July, August and September.  <b>RESOLVED</b> that members ratify and affirm the payments made in July, August and September.  iii) Budget Virements  None.  iv) Monthly Spot Checks Members received an update from Cllrs Abberton & Adams on the July, August and September spot check. No issues were reported.

	<p><b>RESOLVED</b> members noted the update.</p> <p>v) To appoint 2 members to undertake the monthly spot check.</p> <p><b>RESOLVED</b> Cllrs Abberton and Kates would undertake the monthly spot check for October.</p>
037/2022 (FA)	<p><b>Grant Applications</b></p> <p>Members considered a report from the RFO detailing grant applications received.</p> <p><b>RESOLVED</b> members deferred the £5,000 Grant application from Sensei Sheikh Shito Ryu Karate &amp; Kickboxing Academy for Mats and other equipment pending clarification on if the grant amount was still required.</p> <p><b>RESOLVED</b> Members approved the £2,939 Grant application from The Men of Worth Project for a contribution towards a History Project.</p> <p><b>RESOLVED</b> Members deferred the £1,000 Grant application from Holden Park Bowling Club for maintenance of the Bowling Green in Holden Park pending information on the exact cost of a suitable mowing machine.</p> <p><b>RESOLVED</b> Members approved the £2,596 Grant application from People First Keighley &amp; Craven for equipment for community café run by people with learning disabilities.</p> <p><b>RESOLVED</b> Members noted the £9,000 Grant application from Keighley Creative for Keighley Arts and Film Festival has been withdrawn by the applicant.</p> <p><b>RESOLVED</b> Members approved the £500 Internal Ward Development Grant submitted by Cllr Mick Dowse to provide Project materials &amp; resources to Hainworth Wood Gardening Club.</p> <p><b>RESOLVED</b> Members approved the £204 external Ward Development Grant submitted by Oakworth Christmas Lights Group and supported by Cllr Mark Curtis to provide a Remembrance Christmas Light.</p> <p><b>RESOLVED</b> Members approved the £204 external Ward Development Grant submitted by Oakworth Christmas Lights Group and supported by Cllr Peter Corkindale to provide a Remembrance Christmas Light.</p> <p><b>RESOLVED</b> Members approved the £204 external Ward Development Grant submitted by Oakworth Christmas Lights Group and supported by Cllr Luke Maunsell to provide a Remembrance Christmas Light.</p> <p><b>RESOLVED</b> Members approved the £100 Internal Ward Development Grant submitted by Cllr Kamal Hussain to provide 'No Fouling Signs' on Fell Lane.</p> <p><b>RESOLVED</b> Members approved the £1,000 external Ward Development Grant submitted by The Lion's Den Shed and supported by Cllr Chris Herd</p>

	<p>to provide funding for the renovation and modernisation of the Bracken Bank shed.</p> <p><b>RESOLVED</b> Members approved the £1,000 external Ward Development Grant submitted by The Lion's Den Shed and supported by Cllr Paul Cook to provide funding for the renovation and modernisation of the Bracken Bank shed.</p> <p><b>RESOLVED</b> Members approved the £78 external Ward Development Grant submitted by Oakworth Community Trust and supported by Cllr Luke Maunsell to provide funding for defibrillator pad Refills.</p> <p><b>RESOLVED</b> Members approved the £78 external Ward Development Grant submitted by Oakworth Community Trust and supported by Cllr Mark Curtis to provide funding for defibrillator pad Refills.</p> <p><b>RESOLVED</b> Members approved the £250 external Ward Development Grant submitted by Adam Cricket Club and supported by Cllr Amjid Ahmed to provide funding for trophies, venue hire &amp; food.</p> <p><b>RESOLVED</b> Members approved the £250 external Ward Development Grant submitted by Adam Cricket Club and supported by Cllr Choudhry Mahmood to provide funding for trophies, venue hire &amp; food.</p>
038/2022 (FA)	<p><b>Internal Audit Contract</b></p> <p>Member considered a report from the Town Clerk detailing the quotations received for the Council's Internal Audit contract.</p> <p><b>RESOLVED</b> Members approved Contractor B as the Council's Internal Auditor for the financial years 2022/23 and 2023/24.</p>
039/2022 (FA)	<p><b>I.T Tender Document</b></p> <p>Members considered a report from the Town Clerk setting out the details of the I.T Tender Document.</p> <p><b>RESOLVED</b> Members approved the tender document outlined in Appendix A of the report.</p> <p><b>RESOLVED</b> Members authorised the Town Clerk to make any technical amendments to the Tender Document prior to the Invitation to Tender being issued.</p> <p><b>RESOLVED</b> Members noted the Town Clerk will make arrangements for the Committee Chairman to be present at the opening of all sealed bids received.</p> <p><b>RESOLVED</b> Members noted a report outlining the received bids along with the officer's recommendation will be presented to the December committee meeting.</p>
040/2022 (FA)	<b>Grant Budget 2023/2024</b>



	<p>Members considered a report from the RFO setting out a draft grants budget for financial year 2023/24.</p> <p><b>RESOLVED</b> Members requested a grant budget of £45,000 for financial year 2023/24.</p> <p><b>RESOLVED</b> Members requested a Ward Development Grant budget of £30,000 for financial year 2023/24.</p>
041/2022 (FA)	<p><b>Future items for an agenda</b></p> <p>- Ward Development Grant underspend</p> <p><b>RESOLVED</b> Members agreed to include the above item on a future committee meeting agenda.</p>
042/2022 (FA)	<p><b>Date of next meeting</b></p> <p><b>RESOLVED</b> The date of the next meeting of this committee will be held on Monday 21 November 2022.</p>

Signed .....  
Chair

Date .....

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**REPORT FROM:** RESPONSIBLE FINANCIAL OFFICER (RFO)

**TO:** FINANCE & AUDIT COMMITTEE

**DATE:** 21 NOVEMBER 2022

**Report Author:** Peter Clarke

**Tel No:** 01535 872126

**Email:** [peter.clarke@keighley.gov.uk](mailto:peter.clarke@keighley.gov.uk)

## PROGRESS REPORT ON DECISIONS TAKEN AT THE FINANCE & AUDIT COMMITTEE MEETING DATED 24 OCTOBER 2022

Item No	Committee Decision	Update
1.	Cllr Abberton and Kates to undertake October (P7) spot check.	Documents sent to councillors
2.	members deferred the £5,000 Grant application from Sensei Sheikh Shito Ryu Karate & Kickboxing Academy for Mats and other equipment pending clarification on if the grant amount was still required.	RFO has requested further clarification from the applicant but has yet received no reply
4.	Members approved the £2,939 Grant application from The Men of Worth Project for a contribution towards a History Project.	Funding agreement sent to applicant
5.	Members deferred the £1,000 Grant application from Holden Park Bowling Club for maintenance of the Bowling Green in Holden Park pending information on the exact cost of a suitable mowing machine.	RFO has requested further clarification from the applicant but has yet received no reply
6.	Members approved the £2,596 Grant application from People First Keighley & Craven for equipment for community café run by people with learning disabilities.	Funding agreement sent to applicant
7.	Members noted the £9,000 Grant application from Keighley Creative for	No further action required

	Keighley Arts and Film Festival has been withdrawn by the applicant.	
8.	Members approved the £500 Internal Ward Development Grant submitted by Cllr Mick Dowse to provide Project materials & resources to Hainworth Wood Gardening Club.	No update to report
9.	Members approved the £204 external Ward Development Grant submitted by Oakworth Christmas Lights Group and supported by Cllr Mark Curtis to provide a Remembrance Christmas Light.	Funding agreement sent to applicant
10.	Members approved the £204 external Ward Development Grant submitted by Oakworth Christmas Lights Group and supported by Cllr Peter Corkindale to provide a Remembrance Christmas Light.	Funding agreement sent to applicant
11.	Members approved the £204 external Ward Development Grant submitted by Oakworth Christmas Lights Group and supported by Cllr Luke Maunsell to provide a Remembrance Christmas Light.	Funding agreement sent to applicant
12.	Members approved the £100 Internal Ward Development Grant submitted by Cllr Kamal Hussain to provide 'No Fouling Signs' on Fell Lane.	No update to report
13.	Members approved the £1,000 external Ward Development Grant submitted by The Lion's Den Shed and supported by Cllr Chris Herd to provide funding for the renovation and modernisation of the Bracken Bank shed.	Funding agreement sent to applicant
14.	Members approved the £1,000 external Ward Development Grant submitted by The Lion's Den Shed and supported by Cllr Paul Cook to provide funding for the renovation and modernisation of the Bracken Bank shed.	Funding agreement sent to applicant
15.	Members approved the £78 external Ward Development Grant submitted by Oakworth Community Trust and supported by Cllr Luke Maunsell to provide funding for defibrillator pad Refills.	Funding agreement sent to applicant
16.	Members approved the £78 external Ward Development Grant submitted by Oakworth Community Trust and supported by Cllr Mark Curtis to provide funding for defibrillator pad Refills.	Funding agreement sent to applicant
17.	Members approved the £250 external Ward Development Grant submitted by Adam Cricket Club and supported by Cllr	Funding agreement sent to applicant

	Amjid Ahmed to provide funding for trophies, venue hire & food.	
18.	Members approved the £250 external Ward Development Grant submitted by Adam Cricket Club and supported by Cllr Chouhdry Mahmood to provide funding for trophies, venue hire & food.	Funding agreement sent to applicant
19.	Members approved Contractor B as the Council's Internal Auditor for the financial years 2022/23 and 2023/24	Contact has been signed by the contractor
20.	Members approved the tender document outlined in Appendix A of the report.	Document included in tender pack
21.	Members authorised the Town Clerk to make any technical amendments to the Tender Document prior to the Invitation to Tender being issued.	No amendments were made
22.	Members requested a grant budget of £45,000 for financial year 2023/24.	Recommendation made to the Budget Working Group
23.	Members requested a Ward Development Grant budget of £30,000 for financial year 2023/24.	Recommendation made to the Budget Working Group
24.	Members agreed to include the above item on a future committee meeting agenda	Report included on agenda

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# KEIGHLEY TOWN COUNCIL

## Item 6

### REPORT ON TOWN PLAN PROGRESS



<b>REPORT AUTHOR</b>	Pip Gibson Deputy Town Clerk
<b>EMAIL</b>	<a href="mailto:pip.gibson@keighley.gov.uk">pip.gibson@keighley.gov.uk</a>
<b>Date</b>	Monday 21st November 2022

<b>SUBJECT</b>	<b>TOWN PLAN REPORT</b>
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#### PURPOSE:

1. To inform Members of the progress made towards the Town Plan Key Objectives.

#### RECOMMENDATION(s):

2. That Members note the update.

#### REASONS FOR RECOMMENDATION:

3. The Council is responsible for the delivery of the Town Plan, either through the implementation of its own projects and activities, individually, in partnership with key service providers or by commissioning projects and services from third party organisations, groups and individuals.

#### SUMMARY OF KEY POINTS:

4. Forthcoming Town Plan Steering Group meeting dates to be announced following the community consultation period for the new Town Plan 2023-2027.
5. The Town Plan 2020-23 sets out the Council's aims and objectives over a 3-year period. This year will see the final year of the Plan.
6. The Town Plan Steering Group meets quarterly to develop and monitor a general strategic approach and champion the Town Plan's vision and objectives.
7. It is important that all Members are involved in the delivery of the Town Plan.
8. Chairs of Committees are asked to add to the Town Plan proposed Actions for their respective Committees in advance of the Town Plan Steering Group meetings.

9. It is the responsibility of the Chair of each Committee to attend the Town Plan Steering Group and to share this Committee's progress. If the Chair cannot attend, he/she must arrange for the Vice Chair or elected third Member of the Committee to attend.
10. The Chair of each Committee will share the discussion had at each Town Plan Steering Group meeting with Members of their Committee at their next meeting.
11. The Key Objectives, attached as Appendix A, detail the responsibilities of this Committee over the life of the Plan.

#### **FINANCIAL IMPLICATIONS AND BUDGET PROVISION:**

12. With the exception of staffing and essential running costs, all other Council funding including Committee Budgets should be allocated with reference to Town Plan Objectives.

#### **TOWN PLAN IMPLICATIONS:**

13. All decisions should be made with direct reference to the Town Plan.

#### **CLIMATE CHANGE IMPLICATIONS:**

14. Wherever appropriate climate change considerations are factored into all activities implemented with reference to the Town Plan.

#### **POLICY IMPLICATIONS:**

15. There are no new policy implications arising from this report.

#### **DETAILS OF CONSULTATION:**

16. In some circumstances consultations may have taken place.

#### **BACKGROUND PAPERS:**

17. Town Plan.

#### **FURTHER INFORMATION PLEASE CONTACT:**

Pip Gibson, Deputy Town Clerk [pip.gibson@keighley.gov.uk](mailto:pip.gibson@keighley.gov.uk)



Town Plan 2020-2023				
Key Objective	What we will do	Timescale	Who's responsible	Actions 2022/23
<b>Civic Pride</b>				
CP009	Promote civic pride and public participation.	Ongoing (2020-23)	All Councillors and staff	Events Programme 2022. <b>CD Funded:</b> Mini Bounce Planet; Youth Arts Development Programme; Outdoor Education Programme; People's Planters; Community Consultation; Keighley In Frame; Do it Yourself <b>Ward Funding:</b> Bookmarks; Bin Sponsorship (Todley Hall Rd & Westburn Avenue); Play in Parks; Mini Bounce; CCTV Long Lee Cricket Club; <b>Grant Funded:</b> Keighley in Bloom; Children's Literature Festival; Ma Kelly's Kitchen; Keighley Cricket Club; Lund Park Community Group; Keighley Lions; Events x 3 at Lund Park; Defib at Lund Park; Benches at Holden Park; Keighley Business Awards.
CP012	Effectively manage the Council's finances and seek value for money in all aspects of service provision	Ongoing (2020-23)	Finance & Audit Committee	A new internal process has been set up including changes to the purchase and sales ledgers and improvements the debt control system.
CP021	Develop an Approved Suppliers list with the emphasis on local businesses and suppliers.	Medium Term (2021/22)	Finance & Audit Committee	System set up and running efficiently.
<b>Community Development</b>				
CD010	We commit to providing reasonable financial support to established local, community groups and partners to ensure the development of our local communities	Medium Term (2021/22)	Finance & Audit Committee	<b>Ward Funding:</b> Bookmarks; Bin Sponsorship (Todley Hall Rd & Westburn Avenue); Play in Parks; Mini Bounce; CCTV Long Lee Cricket Club; Defib Refills (Oakworth); Adam Cricket Club; Lion's Den; Fell Lane No Fouling signs; Remembrance Light Oakworth; Hainworth Gardening Club; Bin Sponsorship Westburn; <b>Grant Funded:</b> Keighley in Bloom; Children's Literature Festival; Ma Kelly's Kitchen; Keighley Cricket Club; Lund Park Community Group; Keighley Lions; Events x 3 at Lund Park; Defib at Lund Park; Benches at Holden Park; Keighley Business Awards; People First kitchen; Men of Worth;
<b>Developing the Local Environment</b>				
<b>Arts &amp; Culture</b>				

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# KEIGHLEY TOWN COUNCIL

## Item 7

### REPORT TO THE FINANCE & AUDIT COMMITTEE



<b>REPORT AUTHOR</b>	Responsible Financial Officer (RFO) Peter Clarke
<b>EMAIL</b>	<a href="mailto:peter.clarke@keighley.gov.uk">peter.clarke@keighley.gov.uk</a>
<b>Date</b>	Monday 21 November 2022

<b>SUBJECT</b>	<b>Bank Reconciliation &amp; Report for Period 7</b>
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#### PURPOSE:

1. To update members and officers on the financial performance of the Council.

#### RECOMMENDATION(s):

2. None.

#### REASONS FOR RECOMMENDATION:

3. None.

#### SUMMARY OF KEY POINTS:

4. The report contains the bank reconciliation for quarter 7
5. The following reconciliations shows the Council's income and expenditure by Function and rounded to the nearest whole pound.

#### FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

6. None directly arising from this report.

#### TOWN PLAN IMPLICATIONS:

7. N/A.

#### CLIMATE CHANGE IMPLICATIONS:

8. N/A.

**COMMUNITY IMPACT:**

9. N/A.

**POLICY IMPLICATIONS:**

10. N/A.

**DETAILS OF CONSULTATION:**

11. N/A.

**APPENDICES:**

- 12. Appendix A – Bank Reconciliations P7
- 13. Appendix B – Main Account Transactions (Period 7)
- 14. Appendix C – Charge Card Transactions (Period 7)
- 15. Appendix D – Purchase Ledger Invoices (Period 7)
- 16. Appendix E – Purchase Ledger Payment (Period 7)

**FURTHER INFORMATION PLEASE CONTACT:** Peter Clarke,  
[peter.clarke@keighley.gov.uk](mailto:peter.clarke@keighley.gov.uk), 01535 872126

# Bank Reconciliation & Month end report for Period 7

*October 2022*



**Report Produced by:**

*Peter Clarke – Accountant & Responsible Financial Officer (RFO)*

# Bank Reconciliation – October 2022 (P7)

## Statement of Cashflows

Account	Main A/c (£)	PSPF[1] (£)	Charge Card (£)	Total (£)
Opening Balance	210,412	100,000	-178	310,234
Money In (Income)	497,787	-	235	498,022
Money Out (Exp.)	48,792	-	146	48,938
Closing Balance	659,408	100,000	-89	759,319
<b>Movement</b>	<b>448,996</b>	<b>-</b>	<b>89</b>	<b>449,085</b>
<b>Income Detail</b>	<b>(£)</b>	<b>(£)</b>	<b>(£)</b>	<b>(£)</b>
SL - General	700	-	-	700
SL - Allotment Rent	2,525	-	-	2,525
SL - Room Bookings	1,208	-	-	1,208
Bar Income	354	-	-	354
General Income	493,049	-	-	493,049
Transaction Fees	(48)	-	-	(48)
Internal Transfers	-	-	235	235
<b>TOTAL</b>	<b>497,787</b>	<b>-</b>	<b>235</b>	<b>498,022</b>
<b>Expenditure Detail</b>	<b>(£)</b>	<b>(£)</b>	<b>(£)</b>	<b>(£)</b>
PL - BACS payments	45,011	-	-	45,011
PL - Direct Debits	3,504	-	-	3,504
Internal Transfers	235	-	-	235
General Expenditure	41	-	-	41
SL Refund	-	-	-	-
CLLD	-	-	28	28
Democratic, Corp. & Civic	-	-	93	93
Events (Recharge)	-	-	25	25
Community Development	-	-	-	-
<b>TOTAL</b>	<b>48,792</b>	<b>-</b>	<b>146</b>	<b>48,938</b>

## Receipts for Month 7

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		210,412.05					210,412.05	
488	Banked: <b>03/10/2022</b>	60.00						
	Sales Recpts Page 467	60.00	60.00		101			Sales Recpts Page 467
488	Banked: <b>03/10/2022</b>	199.17						
488	AB JETTING LTD	200.00			1105	401	200.00	Community Awards
488	Gov Pay	-0.83			4020	101	-0.83	Transaction Fees
488	Banked: <b>03/10/2022</b>	-200.00						
488	AB JETTING LTD	-200.00			5000	401	-200.00	REVERSAL
488	Banked: <b>03/10/2022</b>	200.00						
	Sales Recpts Page 474	200.00	200.00		101			Sales Recpts Page 474
489	Banked: <b>04/10/2022</b>	20.00						
	Sales Recpts Page 468	20.00	20.00		101			Sales Recpts Page 468
489	Banked: <b>04/10/2022</b>	-0.15						
489	Gov Pay	-0.15			4020	101	-0.15	Transaction Fees
490	Banked: <b>05/10/2022</b>	8.50						
	Sales Recpts Page 469	8.50	8.50		101			Sales Recpts Page 469
490	Banked: <b>05/10/2022</b>	29.70						
490	E R Gibson	30.00			1105	401	30.00	Community Awards
490	Gov Pay	-0.30			4020	101	-0.30	Transaction Fees
492	Banked: <b>07/10/2022</b>	491,781.90						
492	HMRC	11,957.90			120		11,957.90	VAT Refund
492	CITY OF BRADFORD M	479,824.00			1900	101	479,824.00	Precept Payment
492	Banked: <b>07/10/2022</b>	550.00						
492	ROSHI GHAR	550.00			9999		550.00	SALES LEDGER RECEIPT
492	Banked: <b>07/10/2022</b>	220.00						
	Sales Recpts Page 475	220.00	220.00		101			Sales Recpts Page 475
495	Banked: <b>10/10/2022</b>	328.50						
	Sales Recpts Page 476	328.50	328.50		101			Sales Recpts Page 476
497	Banked: <b>12/10/2022</b>	205.00						
	Sales Recpts Page 477	205.00	205.00		101			Sales Recpts Page 477
503	Banked: <b>18/10/2022</b>	156.16						
503	Valitor	199.30			2895	801	199.30	Bar Income
503	Valitor	-43.14			4020	101	-43.14	Card Fees
503	Banked: <b>18/10/2022</b>	172.50						
	Sales Recpts Page 478	172.50	172.50		101			Sales Recpts Page 478
504	Banked: <b>19/10/2022</b>	195.40						
504	Cash	154.40			2895	801	154.40	Bar Income
504	Donation	41.00			9999		41.00	Mayor's Charity Account

Continued on Page 490

## Receipts for Month 7

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
504	Banked: <b>19/10/2022</b>	<b>15.00</b>						
	Sales Recpts Page 479	15.00	15.00		101			Sales Recpts Page 479
505	Banked: <b>20/10/2022</b>	<b>543.81</b>						
	Sales Recpts Page 480	543.81	543.81		101			Sales Recpts Page 480
506	Banked: <b>21/10/2022</b>	<b>29.64</b>						
506	Peter A Corkikndale	30.00			1105	401	30.00	Community Awards
506	Gov Pay	-0.36			4020	101	-0.36	Transaction Fees
506	Banked: <b>21/10/2022</b>	<b>506.25</b>						
	Sales Recpts Page 482	506.25	506.25		101			Sales Recpts Page 482
509	Banked: <b>24/10/2022</b>	<b>213.98</b>						
509	CITY OF BRADFORD	185.25			8027	801	185.25	Business Rates refund
509	Sensei Sheikh Karate	30.00			1105	401	30.00	Community Awards
509	Gov Pay	-1.27			4020	101	-1.27	Transaction Fees
509	Banked: <b>24/10/2022</b>	<b>537.51</b>						
	Sales Recpts Page 483	537.51	537.51		101			Sales Recpts Page 483
510	Banked: <b>25/10/2022</b>	<b>-0.64</b>						
510	Gov Pay	-0.64			4020	101	-0.64	Transaction Fees
510	Banked: <b>25/10/2022</b>	<b>208.75</b>						
	Sales Recpts Page 485	208.75	208.75		101			Sales Recpts Page 485
511	Banked: <b>26/10/2022</b>	<b>29.24</b>						
511	M Tarpy	30.00			1105	401	30.00	Community Awards
511	Gov Pay	-0.76			4020	101	-0.76	Transaction Fees
511	Banked: <b>26/10/2022</b>	<b>107.50</b>						
	Sales Recpts Page 486	107.50	107.50		101			Sales Recpts Page 486
512	Banked: <b>27/10/2022</b>	<b>-0.32</b>						
512	Gov Pay	-0.32			4020	101	-0.32	Transaction Fees
512	Banked: <b>27/10/2022</b>	<b>105.17</b>						
	Sales Recpts Page 487	105.17	105.17		101			Sales Recpts Page 487
513	Banked: <b>28/10/2022</b>	<b>-0.24</b>						
513	Gov Pay	-0.24			4020	101	-0.24	Transaction Fees
513	Banked: <b>28/10/2022</b>	<b>170.63</b>						
	Sales Recpts Page 488	170.63	170.63		101			Sales Recpts Page 488
516	Banked: <b>31/10/2022</b>	<b>920.74</b>						
516	Property Fund	920.74			1110	101	920.74	Investment Income
516	Banked: <b>31/10/2022</b>	<b>473.76</b>						
	Sales Recpts Page 489	473.76	473.76		101			Sales Recpts Page 489



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<b>Total Receipts for Month</b>	497,787.46	3,882.88	0.00	493,904.58
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<b>Cashbook Totals</b>	<u>708,199.51</u>	<u>3,882.88</u>	<u>0.00</u>	<u>704,316.63</u>
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Date: 01/11/2022

## Keighley Town Council 2022 - 2023

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## Cashbook 1

User: PC

## Treasurers Account

For Month No: 7

## Payments for Month 7

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
05/10/2022	BACS P/L Pymnt Page 258	BACS Pymnt	32,877.32	32,877.32		500			BACS P/L Pymnt Page 258
06/10/2022	Business Stream	491	67.55	67.55		500			Dockroyd allotments water
11/10/2022	Epos Now Ltd	496	46.80	46.80		500			Purchase Ledger DDR Payment
12/10/2022	Epos Now Ltd	497	34.80	34.80		500			Purchase Ledger DDR Payment
14/10/2022	Business Stream	499	624.89	624.89		500			Purchase Ledger DDR Payment
17/10/2022	Plan Communications Ltd (Plan.	502	46.80	46.80		500			Mobile charges
18/10/2022	Mayor's Charity Account	503	41.00			9999		41.00	Transfer
19/10/2022	BACS P/L Pymnt Page 261	BACS Pymnt	4,995.81	4,995.81		500			BACS P/L Pymnt Page 261
20/10/2022	British Gas (Electricity)	505	1,592.84	1,592.84		500			September bill
20/10/2022	Charge Card	505	234.89			211		234.89	Transfer
24/10/2022	Pitney Bowes Ltd	509	201.12	201.12		500			Purchase Ledger DDR Payment
25/10/2022	Total Gas & Power Ltd (Gas)	510	288.87	288.87		500			September bill
25/10/2022	ENGIE power Ltd	510/2	492.83	492.83		500			Electric bill for September
27/10/2022	BACS P/L Pymnt Page 263	BACS Pymnt	7,138.25	7,138.25		500			BACS P/L Pymnt Page 263
28/10/2022	Business Stream	513	7.46	7.46		500			Purchase Ledger DDR Payment
28/10/2022	Vodafone Ltd	513/2	100.44	100.44		500			Purchase Ledger DDR Payment
<b>Total Payments for Month</b>			48,791.67	48,515.78	0.00			275.89	
<b>Balance Carried Fwd</b>			659,407.84						
<b>Cashbook Totals</b>			708,199.51	48,515.78	0.00			659,683.73	

Date: 01/11/2022

## Keighley Town Council 2022 - 2023

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Cashbook 8

User: PC

Charge Card

For Month No: 7

## Receipts for Month 7

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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Banked: 20/10/2022

234.89

505 Treasurers Account

234.89

200

234.89

Transfer

Total Receipts for Month

234.89

0.00

0.00

234.89

Balance Carried Fwd

88.83

Cashbook Totals

323.72

0.00

0.00

323.72

Continued on Page 5

## Payments for Month 7

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>			<b>177.89</b>					<b>177.89</b>	
30/09/2022	Lloyds Bank	PC	32.00			4004	101	32.00	Annual Fee
04/10/2022	Bradford Council	SK	25.00			8000	401	25.00	September Market Fee
07/10/2022	GEN REGISTER OFFICE	PG	14.00			4015	210	14.00	Copy Birth Certificate
07/10/2022	GEN REGISTER OFFICE	PG	14.00			4015	210	14.00	Copy Birth Certificate
24/10/2022	Mind	SK	60.83		10.14	4330	101	50.69	Christmas Cards
<b>Total Payments for Month</b>			145.83	0.00	10.14			135.69	
<b>Cashbook Totals</b>			323.72	0.00	10.14			313.58	

## Purchase Ledger for Month No 7

## Order by Ref No

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
28/09/2022	280922	PCM-0886	ASSURED WASTE REMOVA	1208	220.00	0.00	220.00	4350	310	220.00	Asbestos collection
29/09/2022	9662	PCM-0887	INTERSPORT	1061	530.00	106.00	636.00	5000	401	530.00	Community Awards and engraving
22/09/2022	119	PCM-0888	AB JETTING LTD	1048	380.00	76.00	456.00	4355	350	380.00	Memorial ingrow cenotaph
01/08/2022	73	PCM-0889	CITY TRAVEL YORKSHIR	1221	600.00	0.00	600.00	5003	401	600.00	Coach hire for Yorkshire Day
26/09/2022	70992908399	PCM-0890	BRADFORD PAY	1000	23,319.46	0.00	23,319.46	4000	101	11,166.90	September salaries
								4000	350	1,395.60	September salaries
								4000	106	1,772.42	September salaries
								4000	106	390.17	September salaries
								4000	210	1,703.67	September salaries
								4000	801	1,701.40	September salaries
								4002	101	2,623.64	September salaries
								4002	350	282.97	September salaries
								4002	210	370.61	September salaries
								4002	801	255.88	September salaries
								4006	801	64.89	September salaries
								4001	101	1,492.56	September salaries
								4198	101	98.75	September salaries
29/09/2022	1304076458	PCM-0891	TRADE UK	1100	26.67	5.33	32.00	8035	801	26.67	Adhesive
30/09/2022	14842	PCM-0892	COBLEY	1008	29.47	5.90	35.37	8035	801	29.47	Cavity anchor and setting tool
30/09/2022	14841	PCM-0893	COBLEY	1008	17.50	3.50	21.00	4350	307	17.50	Key cut
02/10/2022	164	PCM-0894	BLAZE FIREWORKS	1222	275.00	55.00	330.00	5015	401	275.00	deposit for christmas firework
29/09/2022	72800835904	PCM-0895	BRADFORD COUNCIL - S	1051	6,400.00	1,280.00	7,680.00	4402	106	3,000.00	Play in Parks and mini bounce
								4405	106	2,200.00	Play in Parks and mini bounce
								5010	401	600.00	Play in Parks and mini bounce
								5003	401	600.00	Play in Parks and mini bounce
22/09/2022	1403698	PCM-0896	BUSINESS STREAM	1009	67.55	0.00	67.55	4353	309	67.55	Dockroyd allotments water
03/10/2022	API21892	PCM-0897	TRADE WASTE	1021	35.49	0.00	35.49	8035	801	35.49	Trade Waste
30/09/2022	41013	PCM-0898	BRONTEL LTD	1096	189.00	37.80	226.80	8035	801	189.00	Service Charges

## Purchase Ledger for Month No 7

## Order by Ref No

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
04/10/2022	90384	PCM-0899	ASK THE OFFICE	1016	281.07	41.26	322.33	4100	101	281.07	Stationery and catering order
30/09/2022	INV-6415	PCM-0900	ROBINSON	1007	1,240.00	248.00	1,488.00	4350	307	310.00	Allotments skip hire
								4350	311	310.00	Allotments skip hire
								4350	307	310.00	Allotments skip hire
								4350	307	310.00	Allotments skip hire
11/10/2022	15728	PCM-0901	COSURICA	1002	1,724.39	344.88	2,069.27	4135	101	1,724.39	Laptop
08/10/2022	278863975/22	PCM-0902	TOTAL GAS AND POWER	1033	240.72	48.15	288.87	8012	801	240.72	September bill
06/10/2022	718518977	PCM-0903	BRITISH GAS	1013	1,327.37	265.47	1,592.84	8011	801	1,327.37	September bill
01/10/2022	221018460857	PCM-0904	PLAN COMMUNICATIONS	1030	39.00	7.80	46.80	4201	101	39.00	Mobile charges
10/10/2022	32080	PCM-0905	COPYCHOICE LTD	1005	72.09	14.42	86.51	4071	101	72.09	Printing
01/10/2022	11022	PCM-0906	CLLR JOHN KIRBY	1183	44.20	0.00	44.20	4120	101	44.20	Expenses
11/10/2022	2-02724182	PCM-0907	ENGIE POWER LTD	1223	410.69	82.14	492.83	8011	801	410.69	Electric bill for September
30/09/2022	272752	PCM-0908	IMPRINT	1027	168.00	0.00	168.00	4330	101	168.00	Order of services for Queen
12/10/2022	174537381-2022-	PCM-0909	AMAZON	1113	69.16	13.83	82.99	8035	801	69.16	Banqueting roll
10/10/2022	T-3637401	PCM-0910	EPOS NOW LTD	1065	39.00	7.80	46.80	4136	101	39.00	Protect Care plan
11/10/2022	T-3639578	PCM-0911	EPOS NOW LTD	1065	29.00	5.80	34.80	4136	101	29.00	Payment Premium
12/10/2022	4828579959	PCM-0913	NATIONAL ASSOCIATION	1184	43.09	8.62	51.71	4103	101	43.09	NALC Membership
11/10/2022	111022	PCM-0914	LUND PARK COMMUNITY	1201	1,164.00	0.00	1,164.00	4302	106	1,164.00	General Grant
11/10/2022	111022/2	PCM-0915	LUND PARK COMMUNITY	1201	3,550.00	0.00	3,550.00	4302	106	3,550.00	General Grant
13/10/2022	131022	PCM-0916	KEIGHLEY LION'S CLUB	1224	780.00	0.00	780.00	4302	106	780.00	General Grant
18/10/2022	15824	PCM-0917	COSURICA	1002	51.37	10.27	61.64	4072	101	51.37	Monthly bill
13/10/2022	1034940485-2022-	PCM-0918	AMAZON	1113	86.64	17.32	103.96	4201	801	86.64	LED Floodlight
17/10/2022	INV -0074	PCM-0919	GASTECH PLUMBING AND	1225	365.00	0.00	365.00	8035	801	365.00	Repair taps and toilet
13/10/2022	131022	PCM-0920	CLLR MICHAEL WESTERM	1172	44.35	0.00	44.35	4120	101	44.35	Expenses
09/10/2022	63802	PCM-0921	ENSERVE CORPORATION	1095	197.73	39.55	237.28	8035	801	197.73	annual service
16/10/2022	BJ443462	PCM-0922	PITNEY BOWES	1012	1.12	0.00	1.12	4101	101	1.12	Postage
05/09/2022	INV-32005	PCM-0923	COPYCHOICE LTD	1005	478.06	95.61	573.67	4071	101	478.06	Printing
12/10/2022	163240331-2022-	PCM-0924	AMAZON	1113	13.29	2.66	15.95	8000	101	13.29	Notebook
25/02/2022	INVSTO191179	PCM-0925	PTSG	1205	202.00	40.40	242.40	8035	801	202.00	Inspection of lighting equipme

## Purchase Ledger for Month No 7

## Order by Ref No

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
21/10/2022	7099291400A	PCM-0926	BRADFORD PAY	1000	22,106.42	0.00	22,106.42	4000	101	11,034.32	October salaries
								4000	350	1,395.60	October salaries
								4000	106	914.80	October salaries
								4000	210	1,703.67	October Salaries
								4000	801	1,861.07	October Salaries
								4001	101	1,437.28	October Salaries
								4002	101	2,585.93	October Salaries
								4002	350	282.97	October Salaries
								4002	106	146.18	October Salaries
								4002	210	370.61	October Salaries
								4002	801	278.23	October Salaries
								4198	101	95.76	Apprentice Levy
21/10/2022	1452128	PCM-0927	BUSINESS STREAM	1009	73.71	0.00	73.71	4353	306	73.71	Granby Drive Allotments
14/10/2022	1441065	PCM-0928	BUSINESS STREAM	1009	7.46	0.00	7.46	4353	307	7.46	Guardhouse allotments invoice
06/10/2022	611	PCM-0929	THE TRILOGIES	1227	3,500.00	0.00	3,500.00	5007	401	3,500.00	Christmas light switch on
27/10/2022	75141191487	PCM-0930	BRADFORD COUNCIL - S	1051	360.00	72.00	432.00	4405	106	360.00	Bin and installation
17/08/2022	170822	PCM-0932	BRADFORD CONCERT BA	1072	100.00	0.00	100.00	5003	401	100.00	Yorkshire Day
24/10/2022	7265	PCM-0933	STEVE THORPE	1014	528.00	105.60	633.60	4360	360	528.00	Town Hall Square
28/10/2022	15896	PCM-0934	COSURICA	1002	290.00	58.00	348.00	4136	101	290.00	3CX License
26/10/2022	112749341-2022-	PCM-0935	AMAZON	1113	114.02	22.80	136.82	4204	101	114.02	Office furniture - welfare
TOTAL INVOICES					71,831.09	3,121.91	74,953.00			71,831.09	

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>1000 Bradford Council - Payroll</b>							
<i>September salaries</i> Authorised: PG031022	26/09/2022	70992908399	1	23,319.46	0.00	23,319.46	0.00
					<b>0.00</b>	<b>23,319.46</b>	
Above paid on 05/10/2022 by Online Payment Ref 1000							
<b>1002 Cosurica Ltd</b>							
<i>Laptop</i> Authorised: JC-121022	11/10/2022	15728	1	2,069.27	0.00	2,069.27	0.00
<i>Monthly bill</i> Authorised: JC271022	18/10/2022	15824	1	61.64	0.00	61.64	0.00
					<b>0.00</b>	<b>2,130.91</b>	
Above paid on 27/10/2022 by Online Payment Ref 1002							
<b>1005 Copychoice Ltd</b>							
<i>Printing</i> Authorised: JC121022	10/10/2022	32080	1	86.51	0.00	86.51	0.00
<i>Printing</i> Authorised: JC271022	05/09/2022	INV-32005	1	573.67	0.00	573.67	0.00
					<b>0.00</b>	<b>660.18</b>	
Above paid on 27/10/2022 by Online Payment Ref 1005							
<b>1007 Allan Burns Ltd (Robinson Bros)</b>							
<i>Allotments skip hire</i> Authorised: PG111022	30/09/2022	INV-6415	1	1,488.00	0.00	1,488.00	0.00
					<b>0.00</b>	<b>1,488.00</b>	
Above paid on 19/10/2022 by Online Payment Ref 1007							
<b>1008 Cobley &amp; Cockshott Ltd</b>							
<i>Key cut</i> Authorised: PG031022	30/09/2022	14841	1	21.00	0.00	21.00	0.00
<i>Cavity anchor and setting tool</i> Authorised: PG031022	30/09/2022	14842	1	35.37	0.00	35.37	0.00
					<b>0.00</b>	<b>56.37</b>	
Above paid on 05/10/2022 by Online Payment Ref 1008							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>1009 Business Stream</b>							
<i>Dockroyd allotments water</i>	22/09/2022	1403698	1	67.55	0.00	67.55	0.00
Authorised: JC051022							
					<b>0.00</b>	<b>67.55</b>	
Above paid on 06/10/2022 by Direct Debit 491							
<b>1009 Business Stream</b>							
<i>Purchase Ledger DDR Payment</i>	14/10/2022	ON ACC 95	1	0.00	0.00	624.89	-624.89
					<b>0.00</b>	<b>624.89</b>	
Above paid on 14/10/2022 by Direct Debit 499							
<b>1009 Business Stream</b>							
<i>Purchase Ledger DDR Payment</i>	28/10/2022	ON ACC 97	1	0.00	0.00	7.46	-7.46
					<b>0.00</b>	<b>7.46</b>	
Above paid on 28/10/2022 by Direct Debit 513							
<b>1012 Pitney Bowes Ltd</b>							
<i>Purchase Ledger DDR Payment</i>	24/10/2022	ON ACC 96	1	0.00	0.00	201.12	-201.12
					<b>0.00</b>	<b>201.12</b>	
Above paid on 24/10/2022 by Direct Debit 509							
<b>1013 British Gas (Electricity)</b>							
<i>September bill</i>	06/10/2022	718518977	1	1,592.84	0.00	1,592.84	0.00
Authorised: JC121022							
					<b>0.00</b>	<b>1,592.84</b>	
Above paid on 20/10/2022 by Direct Debit 505							
<b>1016 Ask The Office Equipment Specialists Ltd</b>							
<i>Stationery and catering order</i>	04/10/2022	90384	1	322.33	0.00	322.33	0.00
Authorised: PG111022							
					<b>0.00</b>	<b>322.33</b>	
Above paid on 19/10/2022 by Online Payment Ref 1016							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>1021</b>	<b>Bradford Council - Trade Waste</b>						
Trade Waste	03/10/2022	API21892	1	35.49	0.00	35.49	0.00
Authorised: <b>JC051022</b>							
					<b>0.00</b>	<b>35.49</b>	
Above paid on 05/10/2022 by Online Payment Ref 1021							
<b>1027</b>	<b>Imprint (Keighley) - Printers &amp; Stationery</b>						
Order of services for Queen	30/09/2022	272752	1	168.00	0.00	168.00	0.00
Authorised: <b>PG191022</b>							
					<b>0.00</b>	<b>168.00</b>	
Above paid on 19/10/2022 by Online Payment Ref 1027							
<b>1030</b>	<b>Plan Communications Ltd (Plan.com)</b>						
Mobile charges	01/10/2022	221018460857	1	46.80	0.00	46.80	0.00
Authorised: <b>JC121022</b>							
					<b>0.00</b>	<b>46.80</b>	
Above paid on 17/10/2022 by Direct Debit 502							
<b>1033</b>	<b>Total Gas &amp; Power Ltd (Gas)</b>						
September bill	08/10/2022	278863975/22	1	288.87	0.00	288.87	0.00
Authorised: <b>JC121022</b>							
					<b>0.00</b>	<b>288.87</b>	
Above paid on 25/10/2022 by Direct Debit 510							
<b>1048</b>	<b>AB Jetting Ltd</b>						
Memorial ingrow cenotaph	22/09/2022	119	1	456.00	0.00	456.00	0.00
Authorised: <b>PG300922</b>							
					<b>0.00</b>	<b>456.00</b>	
Above paid on 19/10/2022 by Online Payment Ref 1048							
<b>1051</b>	<b>Bradford Council - Sundry Income</b>						
Play in Parks and mini bounce	29/09/2022	72800835904	1	7,680.00	0.00	7,680.00	0.00
Authorised: <b>PG031022</b>							
					<b>0.00</b>	<b>7,680.00</b>	
Above paid on 05/10/2022 by Online Payment Ref 1051							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>1054 Vodafone Ltd</b>							
<i>Purchase Ledger DDR Payment</i>	28/10/2022	ON ACC 98	1	0.00	0.00	100.44	-100.44
					<b>0.00</b>	<b>100.44</b>	
Above paid on 28/10/2022 by Direct Debit 513/2							
<b>1061 Dobson &amp; Robinson Ltd (Intersport)</b>							
<i>Community Awards and engraving</i>	29/09/2022	9662	1	636.00	0.00	636.00	0.00
Authorised: <b>PG300922</b>					<b>0.00</b>	<b>636.00</b>	
Above paid on 05/10/2022 by Online Payment Ref 1061							
<b>1065 Epos Now Ltd</b>							
<i>Purchase Ledger DDR Payment</i>	11/10/2022	ON ACC 93	1	0.00	0.00	46.80	-46.80
					<b>0.00</b>	<b>46.80</b>	
Above paid on 11/10/2022 by Direct Debit 496							
<b>1065 Epos Now Ltd</b>							
<i>Purchase Ledger DDR Payment</i>	12/10/2022	ON ACC 94	1	0.00	0.00	34.80	-34.80
					<b>0.00</b>	<b>34.80</b>	
Above paid on 12/10/2022 by Direct Debit 497							
<b>1095 Enserve Corporation Ltd</b>							
<i>annual service</i>	09/10/2022	63802	1	237.28	0.00	237.28	0.00
Authorised: <b>JC271022</b>					<b>0.00</b>	<b>237.28</b>	
Above paid on 27/10/2022 by Online Payment Ref 1095							
<b>1096 Brontel Ltd</b>							
<i>Service Charges</i>	30/09/2022	41013	1	226.80	0.00	226.80	0.00
Authorised: <b>PG111022</b>					<b>0.00</b>	<b>226.80</b>	
Above paid on 19/10/2022 by Online Payment Ref 1096							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>1113 Amazon</b>							
LED Floodlight	13/10/2022	1034940485-2022-21	1	103.96	0.00	103.96	0.00
Authorised: JC271022							
Notebook	12/10/2022	163240331-2022-10276	1	15.95	0.00	15.95	0.00
Authorised: JC271022							
Banqueting roll	12/10/2022	174537381-2022-27589	1	82.99	0.00	82.99	0.00
Authorised: PG191022							
					<b>0.00</b>	<b>202.90</b>	
Above paid on 19/10/2022 by Online Payment Ref 1113							
<b>1172 Cllr Michael Westerman</b>							
Expenses	13/10/2022	131022	1	44.35	0.00	44.35	0.00
Authorised: JC131022							
					<b>0.00</b>	<b>44.35</b>	
Above paid on 27/10/2022 by Online Payment Ref 1172							
<b>1183 Cllr John Kirby</b>							
Expenses	01/10/2022	11022	1	44.20	0.00	44.20	0.00
Authorised: JC071022							
					<b>0.00</b>	<b>44.20</b>	
Above paid on 19/10/2022 by Online Payment Ref 1183							
<b>1184 National Association of Local Councils</b>							
NALC Membership	12/10/2022	4828579959	1	51.71	0.00	51.71	0.00
Authorised: PG191022							
					<b>0.00</b>	<b>51.71</b>	
Above paid on 19/10/2022 by Online Payment Ref 1184							
<b>1201 Lund Park Community Group</b>							
General Grant	11/10/2022	111022	1	1,164.00	0.00	1,164.00	0.00
Authorised: 025/2022 (FA)							
General Grant	11/10/2022	111022/2	1	3,550.00	0.00	3,550.00	0.00
Authorised: 025/2022 (FA)							
					<b>0.00</b>	<b>4,714.00</b>	
Above paid on 27/10/2022 by Online Payment Ref 1201							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>1205</b> <b>PTSG Electrical Services LTD</b>							
<i>Inspection of lighting equipme</i>	25/02/2022	INVSTO191179	1	242.40	0.00	242.40	0.00
Authorised: <b>JC271022</b>							
					<b>0.00</b>	<b>242.40</b>	
Above paid on 27/10/2022 by Online Payment Ref 1205							
<b>1208</b> <b>Assured Waste Removal Ltd</b>							
<i>Asbestos collection</i>	28/09/2022	280922	1	220.00	0.00	220.00	0.00
Authorised: <b>PG300922</b>							
					<b>0.00</b>	<b>220.00</b>	
Above paid on 05/10/2022 by Online Payment Ref 1208							
<b>1221</b> <b>City Travel Yorkshire Ltd</b>							
<i>Coach hire for Yorkshire Day</i>	01/08/2022	73	1	600.00	0.00	600.00	0.00
Authorised: <b>PG300922</b>							
					<b>0.00</b>	<b>600.00</b>	
Above paid on 05/10/2022 by Online Payment Ref 1221							
<b>1222</b> <b>Blaze Fireworks</b>							
<i>deposit for christmas firework</i>	02/10/2022	164	1	330.00	0.00	330.00	0.00
Authorised: <b>PG031022</b>							
					<b>0.00</b>	<b>330.00</b>	
Above paid on 05/10/2022 by Online Payment Ref 1222							
<b>1223</b> <b>ENGIE power Ltd</b>							
<i>Electric bill for September</i>	11/10/2022	2-02724182	1	492.83	0.00	492.83	0.00
Authorised: <b>PG191022</b>							
					<b>0.00</b>	<b>492.83</b>	
Above paid on 25/10/2022 by Direct Debit 510/2							
<b>1224</b> <b>Keighley Lion's Club</b>							
<i>General Grant</i>	13/10/2022	131022	1	780.00	0.00	780.00	0.00
Authorised: <b>013/2022 (FA)</b>							
					<b>0.00</b>	<b>780.00</b>	
Above paid on 27/10/2022 by Online Payment Ref 1224							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>1225</b>							
<b>Gastech Plumbing and Heating Services</b>							
<i>Repair taps and toilet</i>	17/10/2022	INV -0074	1	365.00	0.00	365.00	0.00
Authorised: JC271022							
					<b>0.00</b>	<b>365.00</b>	
Above paid on 27/10/2022 by Online Payment Ref 1225							
<b>Total Purchase Ledger Payments for Month 7</b>					<b>0.00</b>	<b>48,515.78</b>	

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# KEIGHLEY TOWN COUNCIL

## Item 8

### REPORT TO THE FINANCE & AUDIT COMMITTEE



<b>REPORT AUTHOR</b>	Peter Clarke Responsible Financial Officer (RFO)
<b>EMAIL</b>	<a href="mailto:peter.clarke@keighley.gov.uk">peter.clarke@keighley.gov.uk</a>
<b>Date</b>	Monday 21 November 2022

<b>SUBJECT</b>	<b>Grant Applications</b>
----------------	---------------------------

#### PURPOSE:

1. To provide members with details of grant applications received since the last meeting.
2. To seek members decisions on each application.

#### NOTES:

3. At the previous meeting the committee deferred the following applications requesting the applicants provide further information:
  - a. Ref. 6010 - Sensei Sheikh Shito Ryu Karate & Kickboxing Academy
  - b. Ref. 6015 - Holden Park Bowling Club
4. Further information has been requested but at the time of writing no further information has been received.

#### RECOMMENDATIONS:

5. Members approve the £10,000 Grant application from Keighley District Scouts Council for costs towards the construction of a toilet and shower building at Low Wood Scout Camp Site in Riddlesden.
6. Members approve the £1,000 Grant application from Ma Kelly's Kitchen for the purchase of 1,000 selection boxes.
7. Members approve the £100 internal Ward Development Grant submitted by Cllr Julie Adams to provide sweets for the Christmas Lights switch on event.

8. Members approve the £100 internal Ward Development Grant submitted by Cllr Emanuele Bernardini to put on a children's disco event at the Sue Belcher Centre, the Good Shepherd Centre and the Civic Centre.
9. Members approve the £400 internal Ward Development Grant submitted by Cllr Allan Clark to put on a children's disco event at the Sue Belcher Centre, the Good Shepherd Centre and the Civic Centre
10. Members approve the £900 internal Ward Development Grant submitted by Cllr Julie Adams to put on a children's disco events at the Sue Belcher Centre, the Good Shepherd Centre and the Civic Centre.

#### **REASONS FOR RECOMMENDATION:**

11. To provide oversight of the council's grant programme.

#### **SUMMARY OF KEY POINTS:**

##### **Keighley District Scouts – General Grant**

12. Keighley District Scouts is a Scout Group district in Keighley under Keighley Scout as part of the Scout Association, an organisation incorporated in 1912 under Royal Charter.
13. The first application requests £10,000 of funding. The total cost of the project is £40,000.
14. The application for funding to develop the Low Wood Scout Campsite in Riddlesden.
15. The funding requested is for £25k for building of the toilet block, £5k for sewer connections & £10k for installation of showers and sinks.
16. As the organisation has provided accounts for the Low site separate to the organisation's main accounts. In the financial year 2021/2022 the organisation received income of £41k and expenditure of £43k. The organisation has funds of £43k.
17. Officers have reviewed the applications and supporting documentation. Officers are satisfied the applications are in line with the council grant criteria and recommends the grant is approved.

##### **Ma Kelly's Kitchen – General Grant**

18. Ma Kelly's is an unincorporated association based in Keighley whose aim is to improve nutrition in the most deprived parts of Keighley.
19. The application requests £1,000 to provide 1,000 selection boxes for distribution in Keighley. The total cost of the project is £1,000.
20. Officers have reviewed the application and supporting documentation, Officers are satisfied the application is in line with the council grant criteria and recommends the grant is approved.

### **Christmas Lights Switch On – Internal Ward Development Grant**

21. Cllr Adams has submitted a Ward Development Application to support the main Christmas Lights Switch on event in Keighley.
22. Application requests £100 for the purchase of sweets to be distributed at the event. The total cost of the project is £100.
23. The sweets will be purchased by the Council using internal processes.
24. Officers have reviewed the application. Officers are satisfied the application is in line with the council grant criteria and recommends the grant is approved.

### **Children's Disco – Internal Ward Development Grant**

25. Cllr Emanuele Bernardini, Cllr Allan Clark and Cllr Julie Adams have submitted a joint Ward Development Application to put on a children's discos to be held at the Sue Belcher Centre, The Good Shephard Centre and the Civic Centre. The event is to be run by Laura Kelly and a group of volunteers.
26. The combined application requests £1,400 with £100, £400 and £900 requested from Cllr Emanuele Bernardini, Cllr Allan Clark and Cllr Julie Adams respectively. The applications request £100 for venue hire, £500 for hire of a DJ over the four events, £400 for refreshments and food, & £400 for selection boxes.
27. The materials and costs for the event will be purchased by the Council using internal processes.
28. Officers have reviewed the application. Officers are satisfied the application is in line with the council grant criteria and recommends the grant is approved.

### **FINANCIAL IMPLICATIONS AND BUDGET PROVISION:**

29. The committee currently has £12,879 remaining in its grant budget line. The Committee has spent 68% of the Grant budget.
30. Cllr Julie Adams has £1,000 remaining in their Ward Improvement Fund.
31. Cllr Alan Clark has £1,000 remaining in their Ward Improvement Fund.
32. Cllr Emanuele Bernardini has £1,000 remaining in their Ward Improvement Fund.

### **TOWN PLAN IMPLICATIONS:**

33. Meets the Town Plan Key Objectives: CP016

### **CLIMATE CHANGE IMPLICATIONS:**

34. N/A.

### **COMMUNITY IMPACT:**

35. N/A.

**POLICY IMPLICATIONS:**

36. N/A

**DETAILS OF CONSULTATION:**

37. N/A

**BACKGROUND PAPERS:**

38. Appendix A – Keighley District Scouts Application (Ref. 6019)  
Appendix B – MA Kelly's Kitchen Application (Ref. 6020)  
Appendix C – Cllr Adams WDG Application (Ref. 7030)  
Appendix D – Cllr Bernadini WDG Application (Ref. 7031)  
Appendix E – Cllr Clark WDG Application (Ref. 7032)  
Appendix F – Cllr Adams WDG Application (Ref. 7033)

**FURTHER INFORMATION PLEASE CONTACT:** Peter Clarke,  
[peter.clarke@keighley.gov.uk](mailto:peter.clarke@keighley.gov.uk), 01535 872126



## Community Grants Application Form

Please refer to the 'Grants Policy' to assist you with this form

Date of Application: 27.10.2022		Reference Number: 6019 (office use only)	
Name of Organisation: Keighley District Scouts REDACTED		Contact Number:	
Project Title: (in one sentence describe your project): Toilet and shower building on camp site			
Name of Applicant: REDACTED			
Address of Organisation: REDACTED			
Postcode: REDACTED		Email address: REDACTED	
What type of organisation are you: <input type="checkbox"/> Unregistered community group/club/society <input checked="" type="checkbox"/> Registered charity <input type="checkbox"/> Community Interest Company: <input type="checkbox"/> Other (please state)			
Do you have a constitution or a set of rules? (please provide a copy of your constitution) <input type="checkbox"/> Yes (Please note grants will not be awarded if you don't have a written governing document)			
VAT Number: (if applicable)		N/A	
Total Cost of Project: £ 40.000		Grant Requested: £ 10.000	
Bank Details: Bank Account Name (as it appears on your cheque book):		Account Number: REDACTED Sort Code: REDACTED	
Are you part of a larger organisation? If yes, please give details		<input type="checkbox"/> Yes Scout Association	
Short description of the project and how the project meets the Council's grant criteria and the objectives outlined in the Keighley Town Plan 2020/2023 (use a separate sheet if necessary). The project should also embed climate change considerations as outlined in the Climate Change Action Plan. max 500 words  We are developing the former Riddlesden Golf course into a scout outdoor activity centre; this will directly benefit the whole community especially young people in the Keighley and Bradford area. The centre will cater for both scouts and young people in the local and wider community ensuring that it is accessible to young people with disabilities. In Keighley it is unfortunate that there are large areas with			

significant social deprivation. Young people from deprived areas of our community often don't get access to green open space or to explore the countryside. The chance to experience these spaces can make a huge difference to their mental and physical wellbeing. We aim to change the lives of these young people by offering fun and challenging activities, unique experiences, everyday adventure, and the chance to help them make a positive impact in all communities across the area. We are totally inclusive irrespective of ability, gender, race, religious beliefs, and social background. To this end our aim is to build a toilet block installing a solar system generating hot water and lighting with a battery backup. It will be built further up the site to enable easier access to facilities when camping and taking part in activities. This will also give disabled access to toilet facilities enabling any one with a disability the experience of the outdoors.

What are the projected outcomes of your project? (for example, how many people will take part)

Our projected outcome is:

We will be able to accommodate far more on the camp site, we will also be able to accommodate any disabled person to camp or take part in any activities, an experience they would not be able to take part in without the facilities we hope to provide.

Our young people in scouting in the Keighley district amount to approx. 1000 with a new toilet block we will be able to offer far more camping and activities not only to scouting but to the whole community.

## ABOUT YOUR ORGANISATION

How long has your organisation been operating? | 110 years |

How many trustees, volunteers and service users are there in your organisation? | Approx. 100

What is the main activity of your organisation?

Scouting is our main activity developing young people in life skills offering challenging activities promoting teamwork and friendship offering unique experiences in a safe environment all impacting on the community across our area.

<p>If your group is being set-up or has been running for less than one year, applicants must supply one business and one personal reference. You must also provide a copy of your latest bank statement with a statement of income and expenditure or other financial information which indicates your financial position.</p>	
<p>Business Reference:</p> <p style="text-align: center;">N/A</p>	<p>Personal Reference:</p> <p style="text-align: center;">N/A</p>
<p>Please supply details and costings (Attach separate sheets if required)</p>	
<p>Budget: This budget should be for the total cost of the activity you are applying to do. Please be as accurate as you can, as you may be asked to explain any amount which is unclear. Attach a separate budget sheet if you have done this work already. Please also provide quotations of the proposed items of expenditure you may use.</p>	
A Expenditure items	Cost (£)
Building of toilet block	£25.000
Sewer Connections	£5.00
Installing toilets showers and sinks	£10.000
B Total Expenditure (must be sum of A above)	£ 40.000
C Other Income sources (please include from whom and whether confirmed), including from your own resources, such as fundraising efforts.	
All by fund raising	£30.000
C Total Other Income Sources	Total £
D Sum requested from Keighley Town Council (B-C=D)	£ 10.000
E Total Project Cost (C+D should = B)	£ 40.000
When will the project commence?	November 2022
When will the project finish?	April 2023
<p>Please attach any other relevant information that you may think is appropriate for this project, eg quotes/estimates for goods/services.</p>	
<p>Have you discussed this application with a member of the Town Council staff/Town Councillor? <input type="checkbox"/></p>	

Yes			
If so who?   Julie Adams			
How will the funding benefit the community or residents of Keighley project? <div style="border: 1px solid black; padding: 10px; margin-top: 5px;">           Scouting is our main activity developing young people in life skills offering challenging activities promoting teamwork and friendship offering unique experiences in a safe environment all impacting on the community across our area. We offer an environment of great beauty where the individual can take part in group activities ,camps, and walks all that the site can offer and more.         </div>			
If applying for running costs; please tell us how this funding will lead to greater self-sufficiency and lessen the need for future applications <div style="border: 1px solid black; padding: 10px; margin-top: 5px;">           The grant would certainly help to support the community in many ways both spiritually mentally and economically offering nights away and activities in an environment of great beauty and calm at extremely low prices if any at all.         </div>			
The Town Council will ask to see evidence that the grant has been used in a manner for which it was intended. Do you agree to provide such evidence? <input type="checkbox"/> Yes			
Signature of Applicant:	REDACTED	Date: 30.10.2022	

Checklist - Please enclose the following with your application. We will only process your application once we have received them.

- ☐ **Latest annual accounts** (If your organisation is less than 12 months old please provide your latest bank statement with a statement of income and expenditure or other financial information which indicates your financial position. You are also required to supply one personal and one business reference)
- ☐ Copies of your organisations most **recent bank statement**
- ☐ Copies of your organisations **constitution or set of rules**
- ☐ Copies of **quotes/estimates for any goods/services** that funding is being sought for
- ☐ **Evidence of any other awards** towards the project e.g. lottery funding, other bodies

If you are unable to supply this information, please contact the Town Council for advice before submitting this application



## CRITERIA OF APPLICATIONS

1. To be eligible for funding, applicants must:

- A written governing document (for example, a constitution, memorandum and articles of association, set of rules or trust deed)
- Have at least three members on your management committee/board
- Have a bank or building society account in the name of the organisation
- Be a community, voluntary or charitable organisation, community interest company (CIC) that works within the Keighley Town Council Parish boundary.
- Have an appropriate safeguarding policy – if you are working with children and young people or vulnerable adults.
- Have an adopted equal opportunities policy or statement.
- Show evidence that the service you provide is needed by the community and that it has community support.

2. The Town Council operates two grant schemes. The Community Grants Scheme and the Ward Development Funds:

**Community Grant Scheme:**

- Up to £40,000 available in the current financial year
- Grants are considered on a monthly basis by the Finance & Audit Committee
- Available to eligible groups/organisations

3. The Town Council provides grants to support the following aims: -

- To enable local people to participate in voluntary groups and activities.
- To help the Town's voluntary groups to improve their effectiveness.
- To support organisations which meet the needs of people experiencing social exclusion or economic difficulties.
- To ensure there is equality of access and opportunity for all residents of Keighley to the services it provides and funds.
- To improve or enhance the local environment.
- In all its considerations, Keighley Town Council will aim to ensure value for money on behalf of all residents of Keighley.
- At the Council's discretion, it may consider groups and organisations out of the town providing the service or activity is of direct benefit to any residents in Keighley.

4. Grants will not be made to:

- Organisations that discriminate on the grounds of race, religion, age, gender, trans-gender, sexual orientation, marital status, pregnancy, or any disability.
- Private organisations operated as a business to make a profit or surplus.

- “Upward funders”, i.e., local groups whose fund raising is sent to their central HQ for redistribution.
  - Organisations who wish to pass on money to other individuals or groups.
  - Individuals
  - Organisations whose function is primarily undertaken by the health authority or Bradford District Metropolitan Council’s Social Services.
  - Political organisations or projects.
  - Activities that are completely funded from another funding source
  - Any expenditure incurred or committed before we confirm our grant
  - Loans or interest payments
  - General funding for your organisation or others
5. Grants will not normally be made for ongoing running costs. Where an application is for running costs, the applicant should detail the plans to find future running costs from alternative sources. Where grants for running costs are made, no guarantee of future funding is implied.
6. What can the grant be used for?
- Funding for a new project, setting up a new group or local forum, this can include costs associated sessional, casual staffing costs required to specifically support the delivery of the aims of the grant application being submitted. *(For example, a new trampoline club, would require a qualified coach to oversee its training sessions).*
  - Funding for capital items that will help your organisation e.g., equipment
  - Events, training and/or capacity building.
  - The Town Council will only provide funding to assist organisations that are not based in the area, pro-rata for local residents using that service.
7. The Town Council will normally only consider grant applications for £10,000 or less. In exceptional circumstances where a significant and wide-ranging community benefit are clearly demonstrated in the application form, grants for higher amounts may be considered.
8. The Town Council will only consider an application if accompanied by the required financial and organisational information.
9. Grants are awarded for one year only and you should not rely on a grant in future years.
10. The Town Council welcomes application that demonstrate how one-off grant funding will lead to greater self-sufficiency and lessen the need for future applications.
11. For applications for funds for security measures, applicants must seek the support of the local police or crime reduction officer.
12. Community grant applications are reviewed by Town Council staff, reporting formally to the Finance & Audit Committee for a decision.
13. Where requested by the Town Council, grants will only be paid following receipt of appropriate invoices.

14. You will need to complete an End of Grant Report. Evidence of the use of the full grant amount for the agreed purpose must be provided to the Town Council within 6 months of the funding being transferred. Evidence must include the completed End of Grant Form and may also include receipts, photos, reports. Councillors would welcome an invite to see what was achieved with the funding as part of the report. **Should the evidence not be received the Town Council will request the return of the funds.**
15. If awarded a grant, Keighley Town Council will require recognition of the grant. This includes in any press coverage, social media posts, newsletters, etc. The Council would welcome an invitation for the Mayor to visit the project and attend any official opening.
16. If awarded a grant, you will be **REQUIRED** to attend the annual Community Showcase organised by Keighley Town Council. Failure to attend the Community Showcase could result in future funding applications being refused.

FOR INTERNAL OFFICE USE ONLY									
1.	Date application received: 31/10/22								
2.	All Supporting Documents?	Yes		No		Reason for Rejection:			
3.	Application meets criteria:			Yes		No			
4.	Refer to Finance Committee on:								
5.	Reference checks satisfactory?	Yes		No		N/A			
6.	Committee Approved?	Yes		No		Reason for Rejection:			
7.	Town Clerk's Signature:					Date			





## **The Constitution Of the Scout District of Keighley**

Charity Number: 525125

**Introduction:** The following represents the Constitution for the Scout District of Keighley in the County of West Yorkshire. It is the body to which the District Executive Committee is accountable. This document shall supersede any previous constitution document.

(\*) Indicates the relevant chapter reference in Policy Organisation and Rules (POR).

### **(a) The District Scout Council (\*4.21.a)**

- (i) The District Scout Council is the electoral body which supports and encourages the development of Scouting in the District. It is the body to which the District Executive Committee is accountable.
- (ii) The District Scout Council consists of:
  - The District President and Vice-Presidents;
  - The District Chairperson;
  - Commissioners;
  - Scouters;
  - Section Assistants;
  - Skills Instructors;
  - Advisers;
  - Administrators;
  - Chairpersons of Troop leadership Forums in the District;
  - Explorer Scout Council
  - Persons elected or reselected annually by the District Scout Council on the recommendation of the District Commissioner and the District Executive Committee:
  - Members and Associate members of the Movement registered in the Scout District, including members of the Scout Fellowship;
  - The County Commissioner and County Chairperson are ex officio member of the District Scout Council.
- (iii) Membership of the District Scout Council ceases upon:
  - The resignation of the member;
  - The dissolution of the council;
  - The termination of membership by Headquarters following a recommendation by the County Executive Committee or the District Executive Committee.
- (iv) The District Scout Council must hold an Annual general Meeting within six months of the financial year end to:
  - Approve the annual report of the District Executive Committee, including the annual statement of accounts;
  - Approve the District Commissioner's nomination of the District Chairperson and nominated members of the District Executive Committee;
  - Elect a District Secretary;
  - Elect a District Treasurer;



- Elect certain members of the District Executive Committee;
- Elect Group Scouters to represent the District on the County Scout Council;

#### **(b) The District Executive Committee (\*4.21.b)**

- (i) The District Executive Committee exists to support the District Commissioner in meeting the responsibilities of the appointment and to provide support for Scout Groups and Explorer Scout Units in the District.
- (ii) The District Executive Committee consists of:

##### **Ex Officio members**

- The District Chairperson;
- The District Commissioner;
- The Deputy District Commissioner;
- The District Secretary;
- The District Treasurer;

##### **Nominated members**

- Persons nominated by the District Commissioner.
- The nominations must be approved at the District Annual General Meeting.
- The nominations must be confirmed or otherwise at the District Annual General Meeting.
- Persons nominated need not be members of the District Scout Council and their number must not exceed that of the elected members.

##### **Elected members (\*4.21.b.ii)**

- Up to six persons elected at the District Annual General Meeting

##### **Co-opted members (\*4.21.b.ii)**

- Persons co-opted annually by the District Executive Committee.
- Chairperson of all sub-committees are automatically co-opted if they are not already members of the District Executive Committee.
- Also if there is not a member by other means who is between the ages of 18-25 then a Young Person of that age is also to be co-opted.
- The number of co-opted members must not exceed the number of members who may be elected.

##### **Right of Attendance**

- The County Commissioner
- The County Chairperson

### **(C) Sub-Committees of the District Executive Committee**

- (i) The District Executive Committee may establish any sub-Committees that it deems necessary. Sub-Committees consist of members nominated by the Committee.
- (ii) The District Commissioner, Deputy District Commissioner and District Chairperson will be ex officio members of any sub-Committee of the District Executive Committee.
- (iii) Any fund raising committee must include at least two members of the District Executive Committee, in addition to the ex officio members. No Section Leader or Assistant Leader should serve on such a fund raising sub-Committee.
- (iv) The Scout District is an educational charity. Members of the District Executive Committee are the charity trustees of the Scout District.
- (v) Only persons aged 18 and over may be full voting members of the District Executive Committee because of their status as charity trustees.
- (vi) Certain people are disqualified from being charity trustees by virtue of the Charities Acts.
- (vii) Charity trustees are responsible for complying with all the legislation applicable to charities.
- (viii) The District Executive is required to make an annual return to the Charity Commission (\*13.3).
- (ix) The District Executive Committee is responsible for:
  - Promoting the development of Scouting in the District and arranging for harmonious co-operation with other organisations;
  - Administration of the District's finance and property.
  - Appointing a District Appointments sub-Committee and a Chairperson of such a sub-Committee;
  - Appointing other sub-Committees and their chairperson as the Committee may require;
  - To advise on the administration of Groups and the Explorer Scout Section, particularly in relation to finance and the trusteeship of property;
  - Attending to District administration, particularly:
    - ❖ Matters relating to Leader Warrants;
    - ❖ The appointment of Section Assistants and Skills Instructors, Administrators and Advisers;
    - ❖ Registrations, membership of the movement, appointing an Assistant Secretary as Badge Secretary for the District;
    - ❖ The presentation of an Annual Report and annual statement of accounts to the Annual General Meeting of the District Scout Council.
    - ❖ The appointment of an Auditor or independent examiner as required.

#### **(d) The District Appointments Advisory Sub-Committee (\*4.21.c)**

- (i) The District Appointments sub-Committee is a mandatory sub-Committee of the District Executive Committee.
- (ii) The District Chairperson may be the Chairperson of the District Appointments sub-Committee.
- (iii) The sub-Committee must maintain links with the County Training Manager.
- (iv) The responsibilities of the Appointments sub-Committee are;
  - To interview and satisfy themselves as to the suitability of applicants for appointment as Assistant District Commissioners, District Explorer Scout Commissioner, District Explorer Scout Leader, District Explorer Scout Administrator, Explorer Scout Leaders and Assistants, District Scouters; Group Scouters; Section Assistants; Skills Instructors; Group and District Administrators; and those seeking Adventurous Activity Authorisations who do not hold a Warrant or Appointment elsewhere in the Movement;
  - To consider applications for changes in appointments in Groups or in the District;
  - With the District Commissioner, to review appropriate Warrants and Certificates of Appointment;
  - Following the suspension of an adult within the District, to recommend continuation of suspension, re-instatement, or modification or cancellation of appointment.
  - To support the District Commissioner in the resolution of disagreements

See also the publication *The Appointment of Adults in Scouting*.

- (v) In addition to the functions listed above, the District Appointments Advisory sub- Committee must consider, jointly with the District Commissioner, the report of any Arbitrator appointed by the Chief Commissioner.
- (vi) Any recommendation to cancel or not renew a Leader Warrant or Appointment must be agreed with the District Commissioner and a report submitted to Headquarters.
- (vii) In the event of agreement not being reached the matter must be considered by the District Executive Committee. If the District Commissioner does not agree with that committee's decision, the matter must be referred to the County Commissioner, whose decision must be accepted as final by all parties.
- (viii) The District Executive Committee may appoint an Assistant District Secretary to be the Secretary of the District Appointments sub-Committee.
- (ix) The District Commissioner, The Deputy District Commissioner and the District Chairperson are ex-officio members of all sub-Committees.



**(e) The District Team Meeting (\*4.21.d)**

- (i) The District Team Meeting is held as frequently as necessary and is lead by the District Commissioner. Its purpose is to review the progress, standards and effectiveness of the training of Members of the Movement in the District; to plan the District's support to Groups in the District; to plan the support and development of the Training Sections; to plan any programme of District events deemed to be necessary to supplement Scouting in the District and Groups; and to keep the District Executive Committee advised of the financial requirements of the District's programmes.

**(f) Conduct of Meetings in the Scout District (\*4.21.e)**

- (i) In meetings of the District Scout Council and the District Executive Committee only members specified in section (a) and (b) above as appropriate may vote. Decisions are made by a majority of votes. In the event of a tied vote on either side in any issue the Chairperson does not have a casting vote and the matter is taken not to be carried.
- (ii) The quorum for meetings of the Council and the District Executive Committee and its sub-Committee shall be 5 members, who must include ex-officio member of the Committee or sub-Committee that is meeting.

**(g) Roles within the Scout District (\*4.33.e-l)**

- (i) **The District President** is appointed annually by the District Scout Council in consultation with the District Commissioner and with the approval of the County Commissioner to encourage the well-being of Scouting in the District.
- (ii) **District Vice-Presidents** will be appointed by the District Executive Committee in consultation with the District Commissioner annually to perform specific duties identified by the District Executive Committee and District Commissioner in consultation with the District President to encourage the well being of Scouting in the District.
- (iii) **The District Chairperson** will work in partnership with the District Commissioner. Therefore the District Commissioner nominates the District Chairperson and the District Scout Council at its Annual General Meeting approves the appointment. The duties of the District Chairperson is to be Chair of the District Scout Council and the District Executive Committee and to promote their effective working; to work closely with the District Commissioner to encourage the development of Scouting in the District; to maintain contact with all Group Chairperson in the District and to promote and encourage the effective working of their Councils and Committees.
- (iv) **The District Secretary** is elected by the District Scout Council at its Annual General Meeting. The office of District Secretary may not be combined with that of District Chairperson or District Treasurer. The office of District Secretary may not be held by a Warranted Leader.
- (v) **The District Treasurer** is elected by the District Scout Council at its Annual General Meeting. The office of District Treasurer may not be combined with that of District Chairperson or Secretary. The office of District Treasurer may not be held by a Warranted Leader.



- (vi) **Other Administrators and Advisers** Other District Administrators may be appointed by the District Executive Committee in consultation with the District Commissioner. District Advisers may be appointed by the District Executive committee with approval of the District Commissioner.

## **(h) The District Scout Fellowship**

- (i) POR Rule 4.10 applies in full

The trustees names can be found on the Charity Commission website

This Constitution was proposed Seconded and accepted by the Keighley District Scout Council on 2<sup>nd</sup> July 2013

Signed Chairperson:

Secretary:

Treasurer:

District Commissioner:

### **Policies of the Keighley District Scout Council**

A.	Financial Policy	Approved 3 <sup>rd</sup> July 2007
B.	Mileage Policy	Approved 1 <sup>st</sup> May 2012
C.	Advantage Fund Policy	Approved 6 <sup>Th</sup> November 2012
D.	Data Protection Policy	Approved 2 <sup>nd</sup> August 2009
E.	Fund Raising Committee TOR	Approved 2 <sup>nd</sup> July 2013



## **Keighley District Scout Council**

### **A. Statement of Financial Policy**

#### **1. Background**

- 1.1. As a registered charity Keighley District Scout Council has a statutory obligation to prepare an Annual Report and Accounts complying with the Charities Act 1993.
- 1.2. The District Scout Council must also comply with Policy, Organisation and Rules of the Scout Association. These Rules incorporate the financial obligations of the Charities Act 1993, explaining them and giving guidance on their implementation within the Scout Association.
- 1.3. The District Scout Council has an obligation to produce a statement of the financial policies necessary to comply with its statutory obligations and assist the Auditor in his duties.

#### **2. Bank Accounts**

- 2.1. All monies received on behalf of Keighley District Scout Council shall be paid without delay into an approved bank account as described below. Under no circumstances shall such monies be paid into a private bank account.
- 2.2. All bank accounts, which title also includes Building Society accounts or National Savings accounts, operated for/or on behalf of Keighley District Scout Council shall:
  - a. incorporate KDSC and the registered charity number 525125 within its title
  - b. be operated on the basis of two signatures from at least three authorised signatories
  - c. have the District Treasurer as one of the authorised signatories
- 2.3. Banks shall be instructed to send to the District Treasurer a copy of monthly statements for all accounts, in addition to any statements sent to the account holder.
- 2.4. Banks shall be instructed to certify the balance(s) at the end of the financial year direct to the District Auditor.

#### **3. Special Events**

- 3.1. It may be considered prudent to appoint a specific treasurer for certain large scale events and/or projects. The appointment of a treasurer for an event/project must be approved in every case by the District Executive, who will ensure that the appropriate enquiries have been carried out.
- 3.2. A specific bank account for the event/project will be opened and operated in accordance with Section 2 above.
- 3.3. The title of the account shall be "KDSC (\*\*\*\*) Registered Charity 525125" where \*\*\*\* is the name of the special event/project.
- 3.4. The District Treasurer will report on all such special event/project accounts at every normal meeting of the District Executive.

#### **4. Expenses**

- 4.1. The policy of the District Executive is that District officeholders should not be financially disadvantaged when carrying out their duties on behalf of Keighley District Scout Council.
- 4.2. All District Officeholders are entitled, and encouraged, to reclaim any expense incurred in carrying out their duties for the District. In addition a mileage rate for private vehicles used on District duties is agreed from time to time.
- 4.3. Claims for expenses, which must be supported by receipts for expenditures and what the expenditure was for and should be signed and submitted to the District Treasurer for payment no less frequently than quarterly.
- 4.4. Claims for expenses more than four months old will be refused without exception.

#### **5. Cash Floats**

- 5.1. Where the District Treasurer agrees cash floats they will not exceed £100



## **B. Mileage Rates Policy**

### **1. Introduction**

District Office holders using a vehicle to carry out official Scouting business on behalf of the District is able to reclaim from District a portion of the costs of such a vehicle.

### **2. Payment Structure**

The “one rate” structure is adopted as the method of delivery due to the variety of vehicles, sizes of engines and fuel types. This payment structure is easily understood, simple to administer and provides some contribution towards vehicle running costs.

### **3. Mileage Rates**

The District rate for cars will be 35p per mile with effect from 1<sup>st</sup> May 2012. These rates are linked to the west Yorkshire County Rate and will be linked to the county policy annually.

### **4. Mileage Rate Revision**

It is recommended that the District mileage rates be revised each April using the principle stated in 3 above.

## **C. Advantage fund**

### **Remit:**

- A. Receiving members of Keighley District Scout Association's applications for funding toward special activities not normally available through the programmes provided in the District or Groups.
- B. To determine the funding requirements for each activity, but not to exceed 50% of the full amount required.
- C. To ensure fair distribution of the money available and to not exceed the allocated Funds.

### **The Advantage Fund Rules**

- 1 The scheme is only open to members of the Keighley District Scout Association
- 2 Applications will only be accepted from participants selected to take part in approved activities.
- 3 Any activity or event where funding is applied for must be recognised by Keighley District Scout Council.

- 4 Applications to the fund must be made in writing and addressed to the Keighley District Secretary.
- 5 The application will be considered by the Advantage Fund Committee. This committee will be formed from Scout association members who do not have a link to any of the applicants. These would be chosen from a panel (Minimum 3 members) and the Chairperson who would be a member of the District Exec
- 6 The advantage fund committee will report their decision direct to the District Exec
- 7 Applicants should state reasons for application (Transport expenses, equipment costs, etc)
- 8 Applicants must supply full details of activity/event to include what the applicant/s hope to gain for participating in the activity/event.
- 9 The Advantage fund committee may ask for additional information in support of the application.
- 10 All Applicants must supply full contact details.
- 11 Applicants will only normally be allowed to make one application for funding in any financial year additional applications may be considered under exceptional circumstances.
- 12 The decisions made by the Advantage Fund Committee regarding applications to the fund are final. Should the application be unsuccessful then the reasons for this will remain confidential and will not be communicated to the applicant
- 13 In the eventuality of a participant being unable to take part in and event/activity all monies granted will be returned to the fund (Exceptional circumstances may be considered on an individual basis) (Rule 12 applies)
- 14 It is expected that the applicant will have made an effort to raise a substantial amount towards the cost of the event/activity.
- 15 Certain activities will require funding release prior to the end of the participants fund raising activities. This can be arranged but the committee must be notified of this requirement in the application for funding This is to ensure that the fundraising activities take place
- 16 The amount of funding will be based on the projected amount to be raised by the applicant
- 17 Proof of the amount raised by the individual will need to be supplied after all the fund raising activities have been completed.



- 18 Any funds raised that exceed the amount required will be subject to a refund to the advantage fund of the surplus. (up to the amount granted by the Advantage Fund)
- 19 The Advantage fund committee reserve the right to apply additional conditions to the grant relevant to the activity /event.
- 20 All applicants will be advised in writing of the decision of the advantage fund committee regarding the application and of any additional conditions being applied to the grant.
- 21 Applicants must advise the Advantage fund committee in writing with supporting evidence once all the grant conditions have been met. Once received then payment arrangements will be made unless rule 15 is invoked.
- 22 The District Executive and the Advantage fund committee would like to receive feedback from all successful applicants as to how the activity that the funding was granted for has benefited the individual taking part in the activity. The feedback should be sent to the District Executive and the Advantage fund committee shortly after the applicants have returned from the activity.

## **D. Data Protection Policy**

Keighley District Scout Council take the issue of privacy very seriously and we are committed to protecting and respecting our users' privacy. This Data Protection Policy sets out our current data processing practices and should be read in conjunction with our Constitution and Policies.

### **1. The Information we collect**

The only circumstances in which we will provide any of your personal data to a third party for non commercial purposes are those contained in this Privacy Policy. We will never share your details for commercial reasons.

### **2. Sharing of data**

We may share data supplied by you (or collected about you) with other parts of The Scout Association e.g. County and National headquarters.

### **3. Legal jurisdiction.**

All personal information and details held on and processed by computers situated in the United Kingdom.

### **4. Further information.**

Keighley District Scout Council will as part of it's normal operation send out information emails. Members can opt out of these emails by contacting [communications@keighleyscouts.org.uk](mailto:communications@keighleyscouts.org.uk) .

### **5. Disclosure of data by order of a Court and Security**

We reserve the right to communicate a Member's personal information as we hold to third parties who are empowered by regulation, statute or order of a court.

We have security measures in place to protect our customer database. Access to this database is restricted internally. However, it remains each Member's responsibility to:

- keep their password secret
- protect against unauthorised access to your personal Details
- log off from iScout Portal whilst not using it.
- ensure against use by anyone else of the iScout portal.



#### **6. The Data Protection act**

You can obtain further information about data protection laws by visiting the Information Commissioner's website at [www.dataprotection.gov.uk](http://www.dataprotection.gov.uk).

#### **7. Contacting [www.scouts.org.uk](http://www.scouts.org.uk)**

If you want to contact us to raise any questions about this privacy statement, or any general matters relating to Keighley District Scout Council you can contact us using this email address [chairman@keighleyscouts.org.uk](mailto:chairman@keighleyscouts.org.uk).

Please use the email address above if you wish to request from us a copy of the personal data we hold about you. Please note that under English law we are entitled to charge you a fee for providing this service. However all data is available in your iScout portal profile.

### **E. Fundraising Committee**

#### **Terms of reference:**

- To provide oversight, guidance and participation in raising funds, primarily through bids for funding on behalf of the Keighley District Executive Committee.
- To develop and oversee the implementation of an annual fundraising plan for approval by the District Executive Committee.
- To oversee and coordinate all specific district wide fundraising projects and to manage these projects on behalf of the District Executive Committee e.g. Low Wood.
- To ensure all fundraising activities are in harmony with the District Executive Committees values and policy and in line with POR.
- To seek and complete relevant bids to secure funding to further Scouting in Keighley.
- To manage the finances associated with specific grants/ projects reporting regularly to the District Executive Committee.
- To oversee general "District wide" general fundraising activities not related to the application for grants bids.

**Reports to:** The fund raising committee will report to the District Executive at each meeting and will be responsible to the District Chairman.

**Frequency of Meetings:** As and when required.

**Membership:** membership will be drawn from the District Executive Committee with the ability to "co-opt" members of the general public when necessary.



## Key Policies of the Scout Association

### A. Equal Opportunities Policy

#### Young People

The Scout Association is part of a world-wide educational youth movement. The values which underpin and inspire its work are embodied in the Scout Promise and Law and in the Aim of the Association. Within this framework, the Association is committed to equality of opportunity for all young people.

Accordingly:

- ◆ The Scout Association is committed to extending Scouting, its Aim and Method to young people in all parts of society.
- ◆ No young person should receive less favourable treatment on the basis of, nor suffer disadvantage by reason of:
  1. class;
  2. ethnic origin, nationality (or statelessness) or race;
  3. gender;
  4. marital or sexual status;
  5. mental or physical ability;
  6. political or religious belief.
- ◆ All Members of the Movement should seek to practice that equality, especially in promoting access to Scouting for young people in all parts of society.

*Note with reference to gender: Membership of the training section of the Association is open to girls and young women of the appropriate ages subject to a process of local self-determination in each Scout Group as to whether existing single-sex provision should become co-educational.*

#### Leaders and other Volunteers

To carry out its work the Association seeks to appoint effective and appropriate Leaders, and to involve other volunteers in supporting roles, all of whom are required to accept fully the responsibilities of their commitment. Within the constraints imposed by the need to ensure:

- ◆ the safety and security of young people;
- ◆ the continued development of young people; and
- ◆ equal opportunities for all;

no person volunteering their services should receive less favourable treatment on the basis of, nor suffer disadvantage by reason of:

1. class;
2. ethnic origin, nationality (or statelessness) or race;
3. gender;
4. marital or sexual status;
5. mental or physical ability;
6. political or religious belief.

*Note :Paedophilia is a bar to any involvement in the Scout Movement.*



From: Simon Turfrey

Sent: 13 October 2022 07:12

To: lowwood@keighleyscouts.org.uk

Subject: Toilet Block

Good Morning

We have been passed your enquiry via our agents Arch Leisure

We manufacture unisex wet-room type toilet & shower blocks

For a 4 room type (4 separate rooms with W/C & hand basin in plus a small maintenance/plant room) would be @ £27,250.00 + VAT

This is a timber framed building on a static caravan type chassis

The internal would be vinyl floor and hygienic wall board

Externally UPVC clad with a tile effect pitched roof

UPVC Doors

Plant Room – Water heaters & electric consumer unit

Manufacturing Time – 12/16 weeks

Regards

**Simon Turfrey – Managing Director**

**OIP Leisure Ltd**

The Old Power Station

Calder Road

Dewsbury

WF12 9EA

West Yorkshire

Tel: 01924 430007

[www.oipleisure.co.uk](http://www.oipleisure.co.uk)

Static Caravan & Lodge Refurbishments

Vinyl/Canexel Cladding – Tile Effect Pitched Roofs – Double Glazing – Central Heating

Manufacture of Mobile Buildings

Toilet & Shower Blocks

From: Marcus Heaney

Sent: 05 October 2022 13:03

To: lowwood@keighleyscouts.org.uk

Cc: Marcus Heaney

Subject: Toilet Block Enquiry

Hello Joanne

Good to speak to you earlier.

I have attached a plan for a toilet block with an extra room for a water tank, I have also attached a few images of units we have recently supplied.

The cost to supply this unit with solar powered lighting would be £27995.00 plus vat plus delivery.

To install a solar system which would generate hot water & power the lighting with battery back up would be around another £6000.00 plus vat.

Let me know if this is of interest to you or if you require any further information.

Kind Regards

Marcus Heaney

Arkem Leisure Ltd

High Ash Grange, Mereash Lane,

Hammerwich, Nr Lichfield, Staffs, WS7 0LG

e: marcus@arkemleisure.com

PLEASE VISIT OUR WEBSITE AT: <https://arkemleisure.com>

PLEASE TAKE TIME TO LOOK AT OUR BROCHURE <https://indd.adobe.com/view/d6c32028-d2c4-4e97-b916-85e1c02c5b71>

Mob: +44 (0) 7973 898079

Office: +44 (0) 1543 471 179





## Community Grants Application Form

Please refer to the 'Grants Policy' to assist you with this form

Date of Application: 7th November 2022		Reference Number: 6020 (office use only)	
Name of Organisation: MA Kelly's Kitchen		Contact Number: 07940460903	
Project Title: (in one sentence describe your project): Bring Christmas Cheer to the Kids of Keighley			
Name of Applicant: [REDACTED]			
Address of Organisation: [REDACTED]			
Postcode: BD22 7AH		Email address: [REDACTED]	
What type of organisation are you:  Unregistered community group/club/society			
Do you have a constitution or a set of rules? (please provide a copy of your constitution) Yes (Please note grants will not be awarded if you don't have a written governing document)			
VAT Number: (if applicable)			
Total Cost of Project:	£ 1000.00	Grant Requested:	£ 1000.00
Bank Details: Bank Account Name (as it appears on your cheque book): MA'KELLY'S KITCHEN		Account Number: [REDACTED] Sort Code: [REDACTED]	
Are you part of a larger organisation? If yes, please give details		No	
Short description of the project and how the project meets the Council's grant criteria and the objectives outlined in the Keighley Town Plan 2020/2023 (use a separate sheet if necessary). The project should also embed climate change considerations as outlined in the Climate Change Action Plan. max 500 words  Our aim is to buy selction boxes for the kids in Keighley and to give them some Christmas Cheer. We will be going round every estate the team will be dressed as Santa and his Elves and giving out Selection Boxes . Times are hard for families with the Cost of Living and some families will not even be able to afford anything for their children .			

With the help and support of Keighley Town Council , Ma Kelly's will take Christmas Cheer to the Kids of Keighley .

What are the projected outcomes of your project? (for example, how many people will take part)

We are a small team of 3 local Keighley Ladies and hope to take out over 1000 Selection Boxes wrapped with gift tags on saying "Merry Christmas from Keighley Town Council & Ma Kelly's Kitchen"

We will also have help from family and friends who are willing to help us with this project and young people From Keighley to help give out the selection boxes .

#### **ABOUT YOUR ORGANISATION**

How long has your organisation been operating? 3 years

How many trustees, volunteers and service users are there in your organisation? 3

What is the main activity of your organisation? To help prevent poverty by delivering food parcels and hot meals to needy residents of Keighley.

If your group is being set-up or has been running for less than one year, applicants must supply one business and one personal reference. You must also provide a copy of your latest bank

statement with a statement of income and expenditure or other financial information which indicates your financial position.

Business Reference:	Personal Reference:
---------------------	---------------------

Please supply details and costings (Attach separate sheets if required)

Budget: This budget should be for the total cost of the activity you are applying to do. Please be as accurate as you can, as you may be asked to explain any amount which is unclear. Attach a separate budget sheet if you have done this work already. Please also provide quotations of the proposed items of expenditure you may use.	
A Expenditure items	Cost (£)
1000 x Selection Boxes	1000.00
B Total Expenditure (must be sum of A above)	£ 1000.00
C Other Income sources (please include from whom and whether confirmed), including from your own resources, such as fundraising efforts.	
C Total Other Income Sources	Total £
D Sum requested from Keighley Town Council (B-C=D)	£ 1000.00
E Total Project Cost (C+D should = B)	£ 1000.00

When will the project commence? 23rd December 2022

When will the project finish? 23rd December 2022

Please attach any other relevant information that you may think is appropriate for this project, eg quotes/estimates for goods/services.


Have you discussed this application with a member of the Town Council staff/Town Councillor?

No

If so who?

How will the funding benefit the community or residents of Keighley project?

The kids of Keighley will know that Keighley Town Council care about them and want to bring some Christmas Cheer on all Keighley Estates.

If applying for running costs; please tell us how this funding will lead to greater self-sufficiency and lessen the need for future applications			
The Town Council will ask to see evidence that the grant has been used in a manner for which it was intended. Do you agree to provide such evidence? Yes			
Signature of Applicant:		Date:	7th November 2022

Checklist - Please enclose the following with your application. We will only process your application once we have received them.

**Latest annual accounts** (If your organisation is less than 12 months old please provide your latest bank statement with a statement of income and expenditure or other financial information which indicates your financial position. You are also required to supply one personal and one business reference)

Copies of your organisations most **recent bank statement**

Copies of your organisations **constitution or set of rules**

Copies of **quotes/estimates for any goods/services** that funding is being sought for

**Evidence of any other awards** towards the project e.g. lottery funding, other bodies

If you are unable to supply this information, please contact the Town Council for advice before submitting this application

**CRITERIA OF APPLICATIONS**

1. To be eligible for funding, applicants must:

- A written governing document (for example, a constitution, memorandum and articles of association, set of rules or trust deed)
- Have at least three members on your management committee/board
- Have a bank or building society account in the name of the organisation
- Be a community, voluntary or charitable organisation, community interest company (CIC) that works within the Keighley Town Council Parish boundary.
- Have an appropriate safeguarding policy – if you are working with children and young people or vulnerable adults.



- Have an adopted equal opportunities policy or statement.
  - Show evidence that the service you provide is needed by the community and that it has community support.
2. The Town Council operates two grant schemes. The Community Grants Scheme and the Ward Development Funds:
- Community Grant Scheme:**
- Up to £40,000 available in the current financial year
  - Grants are considered on a monthly basis by the Finance & Audit Committee
  - Available to eligible groups/organisations
3. The Town Council provides grants to support the following aims: -
- To enable local people to participate in voluntary groups and activities.
  - To help the Town's voluntary groups to improve their effectiveness.
  - To support organisations which meet the needs of people experiencing social exclusion or economic difficulties.
  - To ensure there is equality of access and opportunity for all residents of Keighley to the services it provides and funds.
  - To improve or enhance the local environment.
  - In all its considerations, Keighley Town Council will aim to ensure value for money on behalf of all residents of Keighley.
  - At the Council's discretion, it may consider groups and organisations out of the town providing the service or activity is of direct benefit to any residents in Keighley.
4. Grants will not be made to:
- Organisations that discriminate on the grounds of race, religion, age, gender, trans-gender, sexual orientation, marital status, pregnancy, or any disability.
  - Private organisations operated as a business to make a profit or surplus.
  - "Upward funders", i.e., local groups whose fund raising is sent to their central HQ for redistribution.
  - Organisations who wish to pass on money to other individuals or groups.
  - Individuals
  - Organisations whose function is primarily undertaken by the health authority or Bradford District Metropolitan Council's Social Services.
  - Political organisations or projects.
  - Activities that are completely funded from another funding source
  - Any expenditure incurred or committed before we confirm our grant
  - Loans or interest payments
  - General funding for your organisation or others
5. Grants will not normally be made for ongoing running costs. Where an application is for running costs, the applicant should detail the plans to find future running costs from alternative sources. Where grants for running costs are made, no guarantee of future funding is implied.
6. What can the grant be used for?

- Funding for a new project, setting up a new group or local forum, this can include costs associated sessional, casual staffing costs required to specifically support the delivery of the aims of the grant application being submitted. *(For example, a new trampoline club, would require a qualified coach to oversee its training sessions).*
  - Funding for capital items that will help your organisation e.g., equipment
  - Events, training and/or capacity building.
  - The Town Council will only provide funding to assist organisations that are not based in the area, pro-rata for local residents using that service.
7. The Town Council will normally only consider grant applications for £10,000 or less. In exceptional circumstances where a significant and wide-ranging community benefit are clearly demonstrated in the application form, grants for higher amounts may be considered.
  8. The Town Council will only consider an application if accompanied by the required financial and organisational information.
  9. Grants are awarded for one year only and you should not rely on a grant in future years.
  10. The Town Council welcomes application that demonstrate how one-off grant funding will lead to greater self-sufficiency and lessen the need for future applications.
  11. For applications for funds for security measures, applicants must seek the support of the local police or crime reduction officer.
  12. Community grant applications are reviewed by Town Council staff, reporting formally to the Finance & Audit Committee for a decision.
  13. Where requested by the Town Council, grants will only be paid following receipt of appropriate invoices.
  14. You will need to complete an End of Grant Report. Evidence of the use of the full grant amount for the agreed purpose must be provided to the Town Council within 6 months of the funding being transferred. Evidence must include the completed End of Grant Form and may also include receipts, photos, reports. Councillors would welcome an invite to see what was achieved with the funding as part of the report. **Should the evidence not be received the Town Council will request the return of the funds.**
  15. If awarded a grant, Keighley Town Council will require recognition of the grant. This includes in any press coverage, social media posts, newsletters, etc. The Council would welcome an invitation for the Mayor to visit the project and attend any official opening.
  16. If awarded a grant, you will be **REQUIRED** to attend the annual Community Showcase organised by Keighley Town Council. Failure to attend the Community Showcase could result in future funding applications being refused.

FOR INTERNAL OFFICE USE ONLY									
1.	Date application received:								
2.	All Supporting Documents?	Yes		No		Reason for Rejection:			
3.	Application meets criteria:			Yes		No			
4.	Refer to Finance Committee on:								
5.	Reference checks satisfactory?	Yes			No		N/A		
6.	Committee Approved?	Yes		No		Reason for Rejection:			
7.	Town Clerk's Signature:					Date			

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**Ma Kelly's Kitchen  
Small Charity Constitution**

**1.0 NAME**

The charity's name is *Ma Kelly's Kitchen* herein referred to as the *Charity*

**2.0 THE PURPOSES OF THE CHARITY ARE:-**

- (1) The relief of poverty and the preservation and promotion of good nutrition, good health and social improvement among people who are suffering from social, economic or emotional distress
- (2) The advancement of the education of the public in reclamation of waste food and the planning preparing healthy meals
- (3) The conservation, protection and improvement of the environment for public benefit through the promotion of food waste reduction, use of recycled products and the use of surplus food.
- (4) Such other objects, as shall be exclusively charitable the law of England and Wales and as the Trustees shall decide.

**3.0 TRUSTEES**

The charity shall be managed by a committee of trustees who are appointed at the Annual General Meeting (AGM) of the charity.

**4.0 CARRYING OUT THE PURPOSES**

In order to carry out the charitable purposes, the trustees have the power to:

- (1) raise funds, receive grants and donations
- (2) apply funds to carry out the work of the charity
- (3) co-operate with and support other charities with similar purposes
- (4) do anything which is lawful and necessary to achieve the purposes

**5.0 MEMBERSHIP**

The charity shall have a membership. People who support the work of the charity and are aged 18 or over, can apply to the trustees to become a member. Once accepted by the trustees, membership lasts for 3 years and may be renewed. The trustees will keep an up-to-date membership list.

The trustees may remove a person's membership if they believe it is in the best interests of the charity. The member has the right to be heard by the trustees before the decision is made and can be accompanied by a friend.

**6.0 ANNUAL GENERAL MEETING - AGM**

- (1) The AGM must be held every year, with 14 days' notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM.
- (2) There must be at least 30% of the members present at the AGM.
- (3) Every member has one vote.
- (4) The trustees shall present the annual report and accounts.
- (5) Any member may stand for election as a trustee.
- (6) Members shall elect between 3 and 10 trustees to serve for the next year. They will retire at the next AGM but may stand for re-election.

**7.0 TRUSTEE MEETINGS**

- (1) Trustees must hold at least 3 meetings each year. At their first meeting after the AGM they will elect a chair, treasurer and secretary. Trustees may act by majority decision.
- (2) At least 3 trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.

- (3) If trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
- (4) During the year, the trustees may appoint up to 2 additional trustees. They will stand down at the next AGM.
- (5) The trustees may make reasonable additional rules to help run the charity. These rules must not conflict with this constitution or the law.

#### 8.0 MONEY AND PROPERTY

- (1) Money and property must only be used for the charity's purposes.
- (2) Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.
- (3) Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses.
- (4) Money must be held in the charity's bank account. All cheques must be signed by 2 trustees.

#### 9.0 GENERAL MEETINGS

If the Trustees consider it is necessary to change the constitution, or wind up the charity, they must call a General Meeting so that the membership can make the decision. Trustees must also call a General Meeting if they receive a written request from the majority of members. All members must be given 14 days notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.

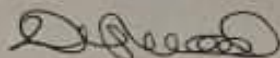
- (1) **Winding up** - any money or property remaining after payment of debts must be given to a charity with similar purposes to this one.
- (2) **Changes to the Constitution** - can be made at AGMs or General Meetings. No change can be made that would make the organisation no longer a charity.
- (3) **General Meeting** - called on written request from a majority of members.
- (4) Trustees may also call a General Meeting to consult the membership

#### 10.0 SETTING UP THE CHARITY

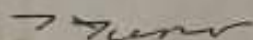
This constitution was adopted on 19<sup>th</sup> November 2020 by the people whose signatures appear below. They are the first members of the charity and will be the trustees until the AGM, which must be held within one year of this date.

Signed

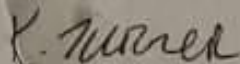
Print name and address



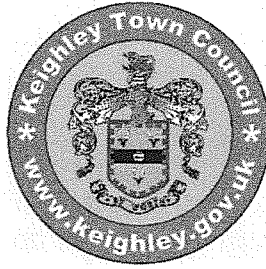
Dean Isherwood  
14 Dawson Place  
Keighley BD21 5PL



Tracey Turner  
114 Bracken Bank Ave  
Keighley  
BD22 7AH



Kelly Turner  
2 Red Holt Crescent  
BD21 5AT



### Internal Ward Development Grant Application Form

Form only to be used when Ward Development Funds are being used to fund internal project and not providing a grant to external groups or organisations.

Date of application:	19/10/2022	Reference:	
Project Title:	support for Christmas Lights Event		
Councillor:	Julie Adams	Ward:	Whole Town

Short description of the project and how the project meets the objectives outlined in the Keighley Town Plan 2020/2023. Your project will be required to embed climate change considerations as outlined in the Climate Change Action Plan. (use a separate sheet if necessary) max 500 words.

Cllr Adams would like to use £100 to support the Keighley Christmas Lights Switch on event. The funding would be used to provide small sweet treats for children during the light switch on event.

The Council, via Cllr Adams, contributed £100 to the event last year.

What are the projected outcomes of the project? (for example, how many people will take part)

Over 500 people are expected to attend the event from across the Keighley Parish.

Details of any groups/organisations involved in the project:

Airedale Shopping Centre

<b>FOR INTERNAL OFFICE USE ONLY</b>							
1.	Date application received:						
2.	Signed by Councillor	Yes		No			
3.	Application meets criteria:			Yes		No	
4.	Refer to Finance Committee on:						
5.	Committee Approved	Yes		No		Reason for Rejection:	
6.	Cost Centre Set up	Yes		No		Cost Centre Number:	
7.	Town Clerk's Signature:					Date	





### Internal Ward Development Grant Application Form

*Form only to be used when Ward Development Funds are being used to fund internal project and not providing a grant to external groups or organisations.*

Date of application:	11/11/22	Reference:	7031
Project Title:	Christmas Children's Disco		
Councillor:	Emanuele Bernardini	Ward:	Guardhouse

Short description of the project and how the project meets the objectives outlined in the Keighley Town Plan 2020/2023. Your project will be required to embed climate change considerations as outlined in the Climate Change Action Plan. (use a separate sheet if necessary) max 500 words.

The disco's will run across 4 evenings Friday 2 December, Friday 9 December, Friday 16 December and 23 December at the Civic Centre. The aim is for approximately 400 children to attend across all events.

What are the projected outcomes of the project? (for example, how many people will take part)

Providing and enjoyable experience for all those attendees and providing a warm space along with food, refreshments and a visit from Father Christmas.

Details of any groups/organisations involved in the project:

The project will be overseen by local volunteers

<b>Budget:</b> This budget should be for the <b>total cost</b> of the activity you are applying to do. Please be as accurate as you can. In line with the council procurement policy several quotes may be sought from the council approved suppliers.	
<b>A</b> Expenditure items - all items should exclude VAT	<b>Cost (£)</b>
Venue hire for Christmas Discos	100
<b>B</b> Total Expenditure (must be sum of A above)	<b>100</b>
<b>C</b> Other Income Sources (state from whom, and whether confirmed)	<b>Total £</b>
Cllrs Clark and Adams are providing funding for entertainment and food	1,300
<b>D</b> Sum requested from Ward Improvement Fund	<b>£100</b>

Amount available in Councillors Ward Development Fund	£1,000
Minus total in Section D	£100
Amount remaining in Councillors Ward Development Fund	£9,00

When will the project commence?	2 December
When will the project finish?	23 December

Signature of Councillor:	Emanuele Bernardini	Date:	14/11/22
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<b><u>FOR INTERNAL OFFICE USE ONLY</u></b>							
1.	Date application received:						
2.	Signed by Councillor	Yes		No			
3.	Application meets criteria:			Yes		No	
4.	Refer to Finance Committee on:						
5.	Committee Approved	Yes		No		Reason for Rejection:	
6.	Cost Centre Set up	Yes		No		Cost Centre Number:	
7.	Town Clerk's Signature:					Date	





### Internal Ward Development Grant Application Form

Form only to be used when Ward Development Funds are being used to fund internal project and not providing a grant to external groups or organisations.

Date of application:	11th Nov 2022	Reference:	7032
Project Title:	VIP Childrens Christmas Disco		
Councillor:	Allan Clark	Ward:	Bracken Bank.

Short description of the project and how the project meets the objectives outlined in the Keighley Town Plan 2020/2023. Your project will be required to embed climate change considerations as outlined in the Climate Change Action Plan. (use a separate sheet if necessary) max 500 words. The VIP childrens disco will run on 4 evening Friday 2nd Dec at Sue Belcher centre, Friday 9th + 16th Dec at Good Shepards centre and 23rd Dec at Civic Centre, 400 children will be offered free places to attend VIP Disco

What are the projected outcomes of the project? (for example, how many people will take part) Kids disco with visit from Santa claus, all children will be offered a warm safe place and hot food will be served, The aim to provide the children in the community fun without putting financial pressure on struggling parents

Details of any groups/organisations involved in the project: The project will be run by Laura Kelley and a large group of volunteers

<b>Budget:</b> This budget should be for the <b>total cost</b> of the activity you are applying to do. Please be as accurate as you can. In line with the council procurement policy several quotes may be sought from the council approved suppliers.	
<b>A</b> Expenditure items - all items should exclude VAT	<b>Cost (£)</b>
Party food, selection boxes, cups, plates refreshments, sweet for tuck shop.	£400
<b>B</b> Total Expenditure (must be sum of A above)	
<b>C</b> Other Income Sources (state from whom, and whether confirmed)	<b>Total £ 400</b>
<b>D</b> Sum requested from Ward Improvement Fund	£ 400

Amount available in Councillors Ward Development Fund	£ 1,000
Minus total in Section D	£ 8,004.00
Amount remaining in Councillors Ward Development Fund	£ 6,995.60

When will the project commence?	2nd Dec 2022
When will the project finish?	23rd Dec 2022.

Signature of Councillor:		Date:	
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**From:** Joe Cooney  
**Sent:** 14 November 2022 11:22  
**To:** Peter Clarke  
**Subject:** FW: Laura Kelly support

**Joe Cooney**  
**Town Clerk**  
Keighley Town Council  
Civic Centre  
North Street  
Keighley  
BD21 3RZ

Tel No: 01535 872126  
[www.keighley.gov.uk](http://www.keighley.gov.uk)



***Please think before printing***

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**From:** Allan Clark <[nalla105c@yahoo.co.uk](mailto:nalla105c@yahoo.co.uk)>  
**Sent:** 11 November 2022 14:37  
**To:** Joe Cooney <[joe.cooney@keighley.gov.uk](mailto:joe.cooney@keighley.gov.uk)>  
**Subject:** RE: Laura Kelly support

Thanks Joe  
Cheers  
Allan

[Sent from Yahoo Mail on Android](#)

On Fri, 11 Nov 2022 at 13:25, Joe Cooney  
<[joe.cooney@keighley.gov.uk](mailto:joe.cooney@keighley.gov.uk)> wrote:

Hi Allan,

Thanks for the email – I will add it as authorisation of £400 towards the Christmas Parties.

Cheers,

**Joe Cooney**

**Town Clerk**

Keighley Town Council

Civic Centre

North Street

Keighley

BD21 3RZ

Tel No: 01535 872126

[www.keighley.gov.uk](http://www.keighley.gov.uk)



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**From:** Allan Clark <[nalla105c@yahoo.co.uk](mailto:nalla105c@yahoo.co.uk)>  
**Sent:** 11 November 2022 13:04  
**To:** Joe Cooney <[joe.cooney@keighley.gov.uk](mailto:joe.cooney@keighley.gov.uk)>  
**Subject:** Laura Kelly support

Hi Joe, spoken with Laura and Julie re Ward support for her Xmas discos and have agreed to £400 from my pot. In Harrogate at present so won't be able to get back to sign anything. Can you take this email as confirmation please.

Cheers

Allan

[Sent from Yahoo Mail on Android](#)

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### Internal Ward Development Grant Application Form

Form only to be used when Ward Development Funds are being used to fund internal project and not providing a grant to external groups or organisations.

Date of application:	11th Nov 2022	Reference:	7033
Project Title:	VIP Childrens Christmas Disco		
Councillor:	JULIE ADAMS	Ward:	FELL LANE + WESTBURN

Short description of the project and how the project meets the objectives outlined in the Keighley Town Plan 2020/2023 (use a separate sheet if necessary) max 500 words.

The VIP childrens christmas disco will run on 4 evenings Friday 2nd Dec at the Sue Belcher Centre, Friday 9th and 16th Dec at the Good Shepherd Centre, and 23rd Dec at the Civic Centre, 400 children will be offered free places.

What are the projected outcomes of the project? (for example, how many people will take part)

Kids Disco with visit from Santa claus  
All children will be offered a warm safe place  
and hot food will be served, The aim  
to offer the children in the community to  
have fun without putting financial pressure  
on struggling parents.

Details of any groups/organisations involved in the project:


This project  
is run by Laura Kelly and a large group  
of volunteers.

**Budget:** This budget should be for the **total cost** of the activity you are applying to do. Please be as accurate as you can. In line with the council procurement policy several quotes may be sought from the council approved suppliers.

A Expenditure items - all items should exclude VAT	Cost (£)
Cost of DJ 4 evening	500
selection boxes	400
<b>B Total Expenditure (must be sum of A above)</b>	
<b>C Other Income Sources (state from whom, and whether confirmed)</b>	<b>Total £ 900</b>
<b>D Sum requested from Ward Improvement Fund</b>	<b>£ 900</b>

Amount available in Councillors Ward Development Fund	£ 900
Minus total in Section D	£ 900
Amount remaining in Councillors Ward Development Fund	£ <del>400</del> ML

When will the project commence?	2nd Dec 2022
When will the project finish?	23rd Dec

Signature of Councillor:		Date:	9/11/22
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# KEIGHLEY TOWN COUNCIL

## Item 9

### REPORT TO THE FINANCE & AUDIT COMMITTEE



<b>REPORT AUTHOR</b>	Peter Clarke Responsible Financial Officer (RFO)
<b>EMAIL</b>	<a href="mailto:peter.clarke@keighley.gov.uk">peter.clarke@keighley.gov.uk</a>
<b>Date</b>	Monday 21 November 2022

<b>SUBJECT</b>	<b>Ward Development Grant Underspend</b>
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#### PURPOSE:

1. To provide members with options about how to handle underspend in the Ward Development Grants Budget and make recommendations to full council as part of the budget setting process

#### RECOMMENDATIONS:

2. Members choose Option C.

#### OPTIONS:

3. **OPTION A** - Underspent provision in the Ward Development Grant revenue budget is used to create an earmarked reserve which can be drawn down by the Finance & Audit Committee. Two or more councillors can bid to use the fund as a joint project up to the limit of the fund.
4. **OPTION B** - Underspent provision in the Ward Development Grant revenue budget is used to create an earmarked reserve which can be drawn down by the Finance & Audit Committee. Councillors who have spent their allocation of Ward Development funding can bid for use of the fund up to the limit of the fund.
5. **OPTION C** – Underspent provision in the Ward Development Grant revenue budget is used to create an earmarked reserve which can be drawn down by the Finance & Audit Committee to be spent on General Grants.

**REASONS FOR RECOMMENDATION:**

6. Officers believe that option C gives the best flexibility for the funding to be used for the maximum benefit.

**SUMMARY OF KEY POINTS:**

7. The report makes provision for the creation of an earmarked reserve that can ensure that unspent provision in the ward development grant budget.
8. If there is no underspend no earmarked reserve will be created.

**FINANCIAL IMPLICATIONS AND BUDGET PROVISION:**

9. The recommendation would create an earmarked reserve which can be drawn down by the Finance & Audit committee.

**TOWN PLAN IMPLICATIONS:**

10. Meets the Town Plan Key Objectives: CP016

**CLIMATE CHANGE IMPLICATIONS:**

11. N/A.

**COMMUNITY IMPACT:**

12. N/A.

**POLICY IMPLICATIONS:**

13. N/A

**DETAILS OF CONSULTATION:**

14. N/A

**BACKGROUND PAPERS:**

**FURTHER INFORMATION PLEASE CONTACT:** Peter Clarke,  
[peter.clarke@keighley.gov.uk](mailto:peter.clarke@keighley.gov.uk), 01535 872126