

SHIPLEY TOWN COUNCIL

Town Hall, Kirkgate, Shipley, BD18 3EJ

www.shipleytowncouncil.wordpress.com shipleytownclerk@gmail.com

@ShipleyTC ~ Tel. 07517 742566

Dear Councillors Connors, Fielding, Hickson, Parkinson and Watson,
You are hereby summoned to the meeting of the Shipley Town Council

MANAGEMENT COMMITTEE

to be held at 7.00pm on Thursday 16 September 2021
in the York Room, Victoria Hall, Victoria Road, Shipley, BD18 3JS

Yours sincerely

Joe Ashton, Town Clerk, 12 July 2021

PUBLIC NOTICE

Meetings of Shipley Town Council are open to the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960. Please note that public participation is restricted to the designated session for that purpose*.

Meetings of Shipley Town Council may be recorded and reported upon in accordance with the Public Bodies (Admission to Meetings) Act 1960 and the Openness of Local Government Regulations 2014. Subject to availability of an internet connection, the meeting will be webcast via a link at <https://shipleytowncouncil.wordpress.com/meetings/>.

A G E N D A

ITEM 1 – COMMITTEE CHAIR

1.1 To receive the Chair's opening remarks

ITEM 2 – APOLOGIES FOR ABSENCE

2.1 To receive and note apologies for absence

2.2 To approve reasons for absence (if provided)

ITEM 3 – DRAFT MINUTES

3.1 To receive the draft minutes of the meeting of the Management Committee held 15 July 2021

3.2 To confirm, as a correct record for signing by the Chair, the draft minutes of the meeting of the Management Committee held 15 July 2021

ITEM 4 – MEMBERS' INTERESTS

4.1 To receive disclosures of members' pecuniary and other interests

4.2 To agree dispensations for interests (if applicable)

ITEM 5 – PUBLIC PARTICIPATION*

5.1 To adjourn the meeting for a period of public participation

5.2 To invite district councillors and other guests to address the committee (if applicable)

ITEM 6 – DECISION LOG

6.1 To receive the decision log for the previous ordinary meeting of the Management Committee

ITEM 7 – COMMUNITY WELLBEING GRANTS

7.1 To agree a recommendation from the Town Clerk that the application to the Community Wellbeing Grants scheme from Nifty Sustainability (£500 for landscaping and associated works on public open space between Springhurst Road, Scarborough Road and Avondale Mount, Shipley) be approved

ITEM 8 – FINANCE

8.1 To receive and approve the bank reconciliation for July 2021

8.2 To verify the bank reconciliation to the bank statement for July 2021

8.3 To receive and approve the bank reconciliation for August 2021

8.4 To verify the bank reconciliation to the bank statement for August 2021

8.5 To approve the schedule of payments to be made by electronic banking for the period 16 July 2021 to 16 September 2021

8.6 To agree a revised date for the first ordinary meeting of the Finance Subcommittee in 2021/22

8.7 To appoint an additional substitute(s) member of the Finance Subcommittee

8.8 To agree the budget-setting process for the budget year 2022/23

8.9 To consider the review of Financial Regulations and make recommendations to Full Council

ITEM 9 – DISPLAY BOARD FOR STATUTORY NOTICES

9.1 To note that the Town Council is required by law to display certain notices in hard copy, in a conspicuous place within the civil parish.

9.2 To agree the installation of a new display board for the Town Council's statutory notices, to be erected on the principal external elevation of Shipley Library at Number 2 Well Croft, in consultation with Bradford Council Libraries Service as the owner and operator of the building; and in so doing, to agree that this constitutes a conspicuous place for the display of such notices.

Note: The Town Council has purchased the new board, which will be fitted by Bradford Council. The Town Council will retain responsibility for insuring and maintaining the board. The proposed new board will replace the current notice board opposite Number 29 Market Square, which is unfit for purpose. The current notice board is owned by Bradford Council and will be retained for displaying market and event posters until such a time as it is replaced or removed as part of the Streets for People scheme. Planning permission for the proposed notice board is not required under local authority permitted development rights.

ITEM 10 – STORAGE FOR ASSETS

10.1 To consider options for the storage of the Town Council's larger fixed assets

ITEM 11 – CORRESPONDENCE

11.1 To note correspondence received by the Town Clerk and which requires the attention of the committee under its terms of reference

11.2 To agree any actions arising

ITEM 12 – URGENT NOTICES AND REPORTS

12.1 To receive urgent notices and reports, for information only, from the Town Clerk

12.2 To receive urgent notices and reports, for information only, from Members of the Council

ITEM 13 – PUBLICITY

13.1 To agree the publicity statements arising from this meeting

ITEM 14 – FUTURE BUSINESS

14.1 To note the items of business arising for consideration at future meetings (Town Clerk to report)

14.2 To receive advance notice from Members as to tabled future business

ITEM 15 – CALENDAR OF MEETINGS

15.1 To note the date of the next ordinary meeting of the Management Committee as Thursday 16 September 2021 at 7.00pm in Victoria Hall

ITEM 16 – CONFIDENTIAL SESSION

16.1 To agree, under the provisions of the Public Bodies (Admission to Meetings) Act 1960, that exclusion of the press and public is required, during consideration of business of a confidential nature and in recognition that the disclosure of the confidential business to be transacted would be prejudicial to the public interest, for the following reasons:

Item 17 – commercial confidentiality and legal privilege.

Item 18 – personal data and staffing matters.

ITEM 17 – PUBLIC TOILETS

17.1 To receive an update from the Chair of Council regarding the Town Council's sponsorship of the public toilet element of the Shipley Town Deal "Project B" (Town Centre Regeneration & Accessibility)

17.2 To receive an update from the Town Clerk regarding proposals for improving public toilet provision in Shipley town centre, Saltaire village, Northcliffe Park and Roberts Park

17.3 To appoint a representative to work with Shipley College and partners on the plans for future public toilet provision in Saltaire

17.4 To agree actions arising (if any)

ITEM 18 – STAFFING AND ADMINISTRATIVE MATTERS

18.1 To further discuss the arrangements for the re-opening of the Town Council office in Shipley Town Hall

18.2 To consider any confidential matters arising from meetings of the Staffing Subcommittee (Chair of Council to report)