



Shipley Town Council

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

MANAGEMENT COMMITTEE

to be held at 7.00pm on Thursday 19 May 2022
in the Council Chamber, Town Hall, Kirkgate, Shipley, BD18 3EJ

Yours sincerely

Joe Ashton, Town Clerk, 15 May 2022

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.

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 extraordinary meeting of the Management Committee held 26 April 2022
- 3.2 To confirm, as a correct record for signing by the Chair, the draft minutes of the extraordinary meeting of the Management Committee held 26 April 2022

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 updated decision log for the Management Committee

ITEM 7 – SUBCOMMITTEES

- 7.1 To receive an update from the Chair of the Staffing Subcommittee (if any)
- 7.2 To receive an update from the Chair of the Finance Subcommittee (if any)
- 7.3 To agree any actions arising

ITEM 8 – REPORTS FROM COMMITTEES

- 8.1 To receive reports, for information, from committee chairs/vice chairs (if any)
 - a) Allotments & Green Spaces Committee
 - b) Climate Emergency & Environment Committee
 - c) Community Engagement Committee
 - d) Planning & Regeneration Committee

ITEM 9 – RECOMMENDATIONS FROM COMMITTEES

- 9.1 To discuss the representations made to the Planning & Regeneration Committee, from a member of the public, regarding the potential for a "community gift card" covering the Baildon, Bingley and Shipley town council areas and the potential for Shipley Town Council to fund a share of the costs associated with this (see attached for details of the scheme)

9.2 To agree a recommendation from the Planning & Regeneration Committee that the Management Committee considers the use of the Council's 2022/23 budget line of £8,000 for "economic and social issues" and makes proposals to the meeting of Full Council for its allocation and delegation as required

ITEM 10 – FINANCE

10.1 To approve the schedule of payments to be made by electronic banking for the period 27 April 2022 to 19 May 2022

ITEM 11 – INSURANCE

11.1 To note the change in provider for the "Parish Protect" scheme of insurance supplied to Shipley Town Council by Community Action Suffolk: Ansvar, part of the Benefect Group, replaces The Military Mutual, which has discontinued its offer to parish councils from the 2022 renewal date

11.2 To receive an updated quote from Community Action Suffolk/Ansvar, with a premium of £1,172.97 (see attached)

11.3 To note that the increase in premium from May 2021 (£187.25) is caused by:

- A hardening market for insurance generally
- Changes in the methodology for assessing risk between the previous and new schemes (now considering income and payroll)
- An increase to the fixed limit for legal expenses insurance
- The increased number of employees, volunteers and assets requiring to be insured at Shipley Town Council

11.4 To agree that Shipley Town Council will accept the one-year quote Community Action Suffolk/Ansvar, starting 30 May 2022 and will then seek three further quotes in advance of the insurance renewal date in May 2023

ITEM 12 – REVIEW OF CORE GOVERNANCE DOCUMENTS

12.1 To note the adopted Financial Regulations for the Town Council, as reviewed and amended in March 2022

12.2 To recommend any amendments to the Town Council's Standing Orders (including Standing Orders for Contracts) to the Annual Meeting of the Town Council – the Town Clerk will highlight proposed changes to the meeting

Note: The Town Council's Financial Regulations will require cross-referencing with the Standing Orders for consistency following any additional amendments.

12.3 To recommend any amendments to the Town Council's Code of Conduct to the Annual Meeting of the Town Council – no amendments are proposed by the Town Clerk

12.4 To recommend any amendments to the Town Council's Scheme of Delegation to the Annual Meeting of the Town Council

Note: The Town Council's Scheme of Delegation, Standing Orders and Financial Regulations require cross-referencing for consistency following any amendments

ITEM 13 – POLICIES REVIEW 2022/23

13.1 To consider an updated schedule of policies and review dates (to follow)

13.2 To assign a councillor(s) to lead the review for each policy

ITEM 14 – PUBLIC TOILETS

14.1 To receive an update on the outcomes of the second meeting of expanded Public Toilets Working Group including options for the re-opening of public toilets in Shipley Town Centre (Councillor Connors to report)

14.2 To receive an update from the Public Toilets Working Group following the meeting with Shipley College regarding the proposed provision of public toilets within a new college-managed building in Saltaire

ITEM 15 – CORRESPONDENCE

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

15.2 To agree any actions arising

ITEM 16 – URGENT NOTICES AND REPORTS

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

16.2 To receive any urgent notices and reports, for information only, Members of the Council

ITEM 17 – PUBLICITY

17.1 To agree the publicity statements arising from this meeting

ITEM 18 – FUTURE BUSINESS

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

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

ITEM 19 – CALENDAR OF MEETINGS

19.1 To note the date of the next ordinary meeting of the Management Committee will be agreed by the Annual Meeting of the Town Council. The provisional date is Thursday 16 June 2022 at 7.00pm.

ITEM 20 – CONFIDENTIAL SESSION

20.1 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 21 – personal data and staffing matters.

ITEM 21 – STAFFING MATTERS

21.1 To receive an update from the Chair of the Staffing Subcommittee regarding any confidential staffing matters

21.2 To receive an update from the Town Clerk regarding any confidential staffing matters not covered by the Chair of the Staffing Subcommittee