



Shipley Town Council

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Dear Councillors Longhorn, Roberts and Robison,
and Councillor Parkinson (substitute),

You are hereby summoned to the meeting of the Shipley Town Council

FINANCE SUBCOMMITTEE

to be held at 7.00pm on Wednesday 2 September 2020 or upon the rising of the
Internal Control Checks meeting, whichever is the later.

The meeting will be held remotely, in accordance with the *Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*.

An electronic link and telephone number to join the meeting will be sent to your electronic mail address, providing access to the meeting by video link or telephone.

Yours sincerely

Joe Ashton, Town Clerk, 27 August 2020

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* and the *Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*.

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*.

Members of the press and public requiring to view, listen to or participate in the meeting should use the video link or telephone number provided on the Shipley Town Council website at <https://shipleytowncouncil.wordpress.com/meetings/>. Please note that public participation is restricted to the designated session for that purpose*.

A G E N D A

ITEM 1 – SUBCOMMITTEE CHAIR

- 1.1 To elect a Chair of the Finance Subcommittee for the remainder of the municipal year 2020/21
- 1.2 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 – TERMS OF REFERENCE

- 3.1 To receive confirmed terms of reference for the Finance Subcommittee (contained within the Council's Scheme of Delegation adopted on 28 May 2020 and unamended)

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 – INTERNAL CONTROL CHECKS

- 5.1 To receive the report of the Internal Control Checks meeting for the period 1 April 2020 to 31 August 2020
- 5.2 To agree any actions arising and make recommendations as required

ITEM 6 – BANK ACCOUNT RECONCILIATION

- 6.1 To receive the Council's bank statements to date
- 6.2 To receive an update on arrangements for bank reconciliation

ITEM 7 – CORRESPONDENCE

- 7.1 To note correspondence received by the Town Clerk and which requires the attention of the Finance Subcommittee under its terms of reference
- 7.2 To agree any actions arising

ITEM 8 – URGENT NOTICES AND REPORTS

- 8.1 To receive urgent notices and reports, for information only, from the Town Clerk
- 8.2 To receive urgent notices and reports, for information only, from Members of the Council

ITEM 9 – FUTURE BUSINESS

- 9.1 To note the items of business arising for consideration at future meetings (Town Clerk to report)
- 9.2 To receive advance notice from Members as to tabled future business

ITEM 10 – CALENDAR OF MEETINGS

- 10.1 To confirm the date of the next meeting of the Finance Subcommittee