



Shipley Town Council

Town Hall, Kirkgate, Shipley, BD18 3EJ
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@ShipleyTC

Dear Councillors Longhorn, Parkinson, Roberts and Robison,

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

FINANCE SUBCOMMITTEE

to be held at 7.30pm, or upon the rising of the meeting for the Internal Controls
Check, whichever is the later, on Wednesday 3 March 2021

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, 26 February 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* 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 – 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 – MINUTES

- 3.1 To receive the draft minutes of the meeting of the of the Finance Subcommittee held 2 September 2020
- 3.2 To confirm, as a correct record, the draft minutes of the meeting of the Finance Subcommittee held 2 September 2020, for signing by the Chair

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 – BANK ACCOUNT RECONCILIATION

- 6.1 To check the completion of monthly bank account reconciliations for the period 1 November 2020 to 28 February 2021
- 6.2 To check the completed bank reconciliations against the cash book and bank statements for the period 1 November 2020 to 28 February 2021

ITEM 7 – INTERNAL CONTROLS CHECK

- 7.1 To receive the report of the Internal Control Checks meeting for the period 1 September 2020 to 28 February 2021 (Chair of the Subcommittee to report)
- 7.2 To agree any actions arising and make recommendations if required

ITEM 8 – EFFECTIVENESS OF INTERNAL CONTROLS

- 8.1 To review the effectiveness of internal controls for the year 2020/21

ITEM 9 – INTERNAL AUDIT

- 9.1 To agree replacing the adopted provisional internal audit plan with the model internal audit checklist (as updated in January 2021) published by the Yorkshire Local Councils Associations
- 9.2 To review the effectiveness of internal audit for the year 2020/21

ITEM 10 – CORRESPONDENCE

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

ITEM 11 – URGENT NOTICES AND REPORTS

- 11.1** To receive urgent notices and reports, for information only, from the Town Clerk
- 11.2** To receive urgent notices and reports, for information only, from Members of the Council

ITEM 12 – FUTURE BUSINESS

- 12.1** To note the items of business arising for consideration at future meetings (Town Clerk to report)
- 12.2** To receive advance notice from Members as to tabled future business (if applicable)

ITEM 13 – CALENDAR OF MEETINGS

- 13.1** To confirm the date of the next meeting of the Finance Subcommittee (if applicable)