



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 10 June 2020

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, 5 June 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*.

Members of the press and public requiring to observe and/or record this meeting and/or to speak during the designated Public Participation period should contact the Town Clerk by 6.00pm on Tuesday 2 June 2020, using the above contact details. An electronic link and telephone number will be supplied, providing access to the meeting by video link or telephone.

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 – SUBCOMMITTEE CHAIR

- 1.1 To elect a Chair of the Finance Subcommittee for the municipal year 2020/21
- 1.2 To receive the Chair's opening remarks

ITEM 2 – SUBCOMMITTEE VICE CHAIR

- 2.1 To elect a Vice Chair of the Finance Subcommittee for the municipal year 2020/21

ITEM 3 – QUORUM

- 3.1 To confirm that the meeting is quorate

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ITEM 4 – INTERIM TERMS OF REFERENCE

- 4.1 To receive interim terms of reference for the Finance Subcommittee (contained within the Council's Scheme of Delegation adopted on 28 May 2020)
- 4.2 To note decisions made at the Annual Meeting of the Town Council and at the first meeting of the Town Council's Management Committee and which affect the governance of the Finance Subcommittee

ITEM 5 – MEMBERS' INTERESTS

- 5.1 To receive disclosures of members' pecuniary and other interests
- 5.2 To agree dispensations for interests (if applicable)

ITEM 6 – DELEGATIONS FROM THE FULL COUNCIL

- 6.1 To consider the adopted model Financial Regulations and to make recommendations to Full Council if amendments are required

ITEM 7 – STANDING ITEMS

- 7.1 To receive the Model Internal Control Checklist (attached)
- 7.2 To make recommendations to the Management Committee for amendments to the Model Internal Control Checklist (if required)
- 7.3 To agree a date, in September 2020, for the first of the twice-annual internal control checks
- 7.4 To agree a date, in March 2021, for the Annual Review of the Effectiveness of Internal Controls
- 7.5 To agree a date, in March 2021, for the Annual Review of Internal Audit
- 7.6 To agree a draft Audit Plan for the year ahead, for discussion with the Council's internal auditor (when appointed)

- 7.7** To discuss the procedure for completing bank account and petty cash reconciliations when the Council's bank account(s) has been opened
- 7.8** To discuss the Council's procedure for checking the bank reconciliations against the cash book and the bank statements

ITEM 8 – CORRESPONDENCE

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

ITEM 9 – URGENT NOTICES AND REPORTS

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

ITEM 10 – FUTURE BUSINESS

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

ITEM 11 – CALENDAR OF MEETINGS

- 11.1** To agree a draft calendar of subcommittee meetings for the municipal year 2020/21
- 11.2** To confirm the date of the next meeting of the Finance Subcommittee

END
