



## Shipley Town Council

Town Hall, Kirkgate, Shipley, BD18 3EJ  
www.shipleytowncouncil.wordpress.com  
shipleytownclerk@gmail.com  
Tel. 07517 742566 ~ @ShipleyTC

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Dear Councillors Fielding, Longhorn and Roberts  
(with copy to substitutes Councillors Farren and Roberson)

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

### **FINANCE SUBCOMMITTEE**

to be held at 7.00pm on Tuesday 22 March 2022

in the Miller Room, Town Hall, Kirkgate, Shipley, BD18 3EJ

Yours sincerely

Joe Ashton, Town Clerk

17 March 2022

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### **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*.

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## **AGENDA**

### **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)
- 2.3 To note substitute members (if applicable)

### **ITEM 3 – MINUTES**

- 3.1 To receive the draft minutes of the meeting of the of the Finance Subcommittee held 14 October 2021
- 3.2 To confirm, as a correct record, the draft minutes of the meeting of the Finance Subcommittee held 14 October 2021, 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 complete an Internal Control Check for the period 1 October 2021 to 28 February 2022 (Yorkshire Local Councils Associations model checklist attached)
- 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 2021/22 (list of internal controls attached)

## **ITEM 9 – INTERNAL AUDIT**

- 9.1** To confirm the model internal audit checklist (as updated in January 2021) published by the Yorkshire Local Councils Associations as the basis of the Council's internal audit plan
- 9.2** To review the effectiveness of internal audit (internal audit documents for 2020/21 attached)

## **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 note that the date of the next meeting of the Finance Subcommittee will be agreed by the Annual Meeting of the Town Council (provisional date is Thursday 30 June 2022 at 7.00pm)