



Shipley Town Council

Town Hall, Kirkgate, Shipley, BD18 3EJ
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Dear All Members of Shipley Town Council (Councillors Connors, Farren, Fielding, Hickson, Longhorn, McHugh, North, Parkinson, Roberson, Roberts and Watson)

You are hereby summoned to the

ORDINARY FULL MEETING OF SHIPLEY TOWN COUNCIL

to be held at 7.00pm on Thursday 23 September 2021 in the York Room, Victoria Hall, Victoria Road, Saltaire, Shipley, BD18 3JS.

The meeting will be preceded at 6.00pm by a civic reception for representatives of the Yorkshire Asian Business Association, to be held in the York Room.

Yours sincerely

A handwritten signature in black ink, appearing to read "Joe Ashton".

Joe Ashton, Town Clerk, 19 September 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.

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.

Please note that the meeting will be webcast. A link to the webcast will be published at <https://shipleytowncouncil.wordpress.com/meetings/>.

A G E N D A

ITEM 1 – CHAIR

- 1.1 To receive the Chair's opening remarks
- 1.2 To note the Chair's recent and forthcoming engagements

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 – MEMBERS' INTERESTS

- 3.1 To open the register of pecuniary and other interests
- 3.2 To receive disclosures of members' pecuniary and other interests
- 3.3 To agree dispensations for interests (if applicable)

ITEM 4 – DRAFT MINUTES

- 4.1 To receive the draft minutes of the extraordinary meeting of the full Town Council held 27 July 2021
- 4.2 To confirm, as a correct record for signing by the Chair, the draft minutes of the extraordinary meeting of the full Town Council held 27 July 2021

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 Council

ITEM 6 – PRESENTATIONS

- 6.1 To receive representatives of the Yorkshire Asian Business Association
- 6.2 To receive climate change concerns from 'Love Wycliffe'

ITEM 7 – COMMITTEE REPORTS

- 7.1 To receive reports from the committee meetings held since the previous ordinary meeting of the Full Town Council:
 - Management Committee – Councillor Connors
 - Allotments & Green Spaces Committee – Councillor Hickson
 - Climate Emergency & Environment Committee – Councillor Parkinson
 - Community Engagement Committee – Councillor Fielding
 - Planning & Regeneration Committee – Councillor Watson

ITEM 8 – COMMITTEE RECOMMENDATIONS

- 8.1 To recommendations from committees:
 - a) Management Committee – That the requirements of the Community Wellbeing Grants scheme be amended with immediate effect for applications received from 23 September 2021, as follows:
 - Remove the requirement for three quotes to be provided for items of expenditure below the value of £50
 - Clarify that "audited (checked) accounts" includes the independent

checking of accounts by somebody other than the person(s) responsible for them and does not require a professional audit

- b) Planning & Regeneration Committee – That Full Council should allocate the budget for the provision of Christmas Lights in 2021/22 and the associated events

ITEM 9 – COMMITTEE MEMBERSHIPS

9.1 To agree memberships of the following committees for the remainder of the municipal year 2021/22:

- Allotments & Green Spaces Committee (up to 8 members)
- Climate Emergency & Environment Committee (up to 8 members)
- Community Engagement Committee (up to 8 members)
- Planning & Regeneration Committee (up to 8 members)

ITEM 10 – OUTSIDE BODY REPORTS

10.1 To receive reports (if any) from the Council's representatives to outside bodies:

- Bradford Local Council Liaison Meeting – Councillor Connors and the Town Clerk
- Shipley Constituency Area Partners' Advisory Group – Councillor Fielding
- South Pennine Branch of Yorkshire Local Councils Associations – Councillor Connors and Hickson
- Shipley Town Deal Board (see Item 22) – Councillor Connors
- Community Arts Umbrella for 39A Kirkgate (see Item 22) – Councillor Parkinson

10.2 To appoint a representative to Fairtrade Shipley

ITEM 11 – SALT FOUNDATION

11.1 To receive information from Molly Kenyon, Chair of the Salt Foundation, regarding the purpose and governance of the Foundation and the potential for Shipley Town Council to appoint board members

11.2 To arrange a briefing for town councillors

11.3 To agree any other actions arising

ITEM 12 – COMMUNITY WELLBEING GRANTS

12.1 To agree a recommendation from the Town Clerk that an application to the Community Wellbeing Fund for £500, from Shipley Salvation Army, for the purpose of purchasing new tables and chairs for the Toddler Group, be approved, subject to the completion of the grant application form and related requirements to his satisfaction*

* **Note:** The grant is required urgently for the Toddler Group to meet in a COVID-secure environment. A positive decision at Item 12.1 will constitute agreement in principle.

ITEM 13 – FINANCIAL REGULATIONS

- 13.1** To agree any amendments to the Town Council's Financial Regulations.

ITEM 14 – EXTERNAL AUDIT

- 14.1** To consider the External Auditor's Report and Certificate for the Town Council's accounts in the year 2020/21

- 14.2** To note the requirements to:

- *Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements.*
- *Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website.*
- *Keep copies of the Annual Governance and Accountability Return (AGAR) available for purchase by any person on payment of a reasonable sum.*
- *Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.*

ITEM 15 – CHRISTMAS LIGHTS SWITCH-ON

- 15.1** To confirm that Shipley Town Council will co-ordinate a fun day, including a special open-air market, in Shipley Town Centre, on Saturday 4 December 2021, to celebrate the switching on of the Christmas Lights at 4.00pm on that day

- 15.2** To agree an overall budget for the Christmas Lights Switch-On event

- 15.3** To delegate the final allocation of the Christmas Lights Switch-On budget to the Town Clerk, in consultation with the Chair of Council, Chair of the Planning & Regeneration Committee and Chair of the Community Engagement Committee

- 15.4** To confirm that the Town Council will act as event manager, in partnership with other participating organisations and individuals

- 15.5** To agree that the partner organisations and individuals will be invited to join a working group to inform the planning and implementation of the event#

ITEM 16 – REMEMBRANCE 2021

- 16.1** To confirm the arrangements for Remembrance 2021, including Remembrance Sunday

- 16.2** To delegate any further consideration to the Management Committee

ITEM 17 – CORRESPONDENCE

- 17.1** To note correspondence received by the Town Clerk and which requires the attention of the Council

- 17.2** To agree any actions arising

ITEM 18 – URGENT NOTICES AND REPORTS

- 18.1** To receive urgent notices and reports, for information only, from the Town Clerk

- 18.2** To receive urgent notices and reports, for information only, from Members of the Council

ITEM 19 – PUBLICITY

- 19.1** To agree the publicity statements arising from this meeting

ITEM 20 – FUTURE BUSINESS

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

ITEM 21 – CALENDAR OF MEETINGS

- 21.1** To note the date of the next ordinary meeting of the Council as Tuesday 21 December 2021 at 7.00pm in the Council Chamber at the Town Hall, Kirkgate, Shipley, BD18 3EJ

ITEM 22 – CONFIDENTIAL SESSION

- 22.1** 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 23 – commercial confidentiality
 - Item 24 – commercial confidentiality
 - Item 25 – personal data and staffing matters

ITEM 23 – SHIPLEY TOWN DEAL FUND

- 23.1** To receive an update from Councillor Connors (as the Town Council's representative to the Town Deal Board) regarding the Shipley Town Deal Fund
- 23.2** To appoint one or more town councillors to serve on each the project teams for projects A to G of the Town Deal

ITEM 24 – COMMUNITY ARTS UMBRELLA

- 24.1** To receive an update from Councillor Parkinson regarding the work of the Community Arts Umbrella for 39A Kirkgate

ITEM 25 – STAFFING MATTERS

- 25.1** To agree the Town Council's policy on exercising its employer discretions in relation to membership of the West Yorkshire Pension Fund