



Shipley Town Council

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

Dear All Members of Shipley Town Council (Councillors Connors, Fielding, Hickson, Longhorn, McHugh, Parkinson, Roberts and Watson)

You are hereby summoned to the

ORDINARY FULL MEETING OF SHIPLEY TOWN COUNCIL

to be held at 7.00pm on Thursday 24 June 2021
in the Evans Room, Victoria Hall, Victoria Road, Shipley, BD18 3JS.

Yours sincerely

Joe Ashton, Town Clerk, 20 June 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 Annual Meeting of the Council held 19 May 2021
- 4.2 To confirm, as a correct record for signing by the Chair, the draft minutes of the Annual Meeting of the Council held 19 May 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 – DECISION LOG

- 6.1 To receive the decision log for the Annual Meeting of the Council 2021 (to follow)
- 6.2 To receive the decision log for meeting of the Full Council in the year 2020/21 (to follow)

ITEM 7 – COMMITTEE REPORTS

- 7.1 To receive reports from the committees convened since the Annual meeting of the Council:
 - Management Committee – Councillor Connors
 - Planning & Regeneration Committee – Councillor Watson

ITEM 8 – BANKING

- 8.1 To agree the replacement as a bank signatory of Councillor Longhorn with Councillor Parkinson

ITEM 9 – SCHEME OF DELEGATION

- 9.1 To agree terms of reference for the proposed Community Engagement Committee
- 9.2 To confirm open membership of all committees until each committee has held its first meeting of the year

- 9.3** To agree the membership of the Planning & Regeneration Committee as Councillors Fielding, Longhorn, Parkinson, Roberts and Watson

ITEM 10 – OUTLINE STRATEGIC PLAN

- 10.1** To ratify the Council's Outline Strategic plan adopted by Council on 29 April 2021

ITEM 11 – OUTSIDE BODY REPORTS

- 11.1** To receive reports (if any) from the Council's representatives to outside bodies:
- Bradford Local Council Liaison Meeting
 - Shipley Constituency Area Partners' Advisory Group
 - South Pennine Branch of Yorkshire Local Councils Associations
 - Shipley Town Deal Board
 - Community Arts Umbrella for 39A Kirkgate
- 11.2** To appoint a representative to Fairtrade Shipley

ITEM 12 – INTERNAL CONTROL

- 12.1** To review the effectiveness of the Council's system of internal control

ITEM 13 – INTERNAL AUDIT

- 13.1** To consider the report of the Internal Auditor for the year 2020/21
- 13.2** To review the Council's arrangements for internal audit

ITEM 14 – ANNUAL GOVERNANCE STATEMENT

- 14.1** To consider the Annual Governance Statement for 2020/21

ITEM 15 – ANNUAL ACCOUNTING STATEMENTS

- 15.1** To approve the Accounting Statements for 2020/21
- 15.2** To note the Period for the Exercise of Public Rights

ITEM 16 – CORRESPONDENCE

- 16.1** To note correspondence received by the Town Clerk and which requires the attention of the Council
- 16.2** To agree any actions arising

ITEM 17 – URGENT NOTICES AND REPORTS

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

ITEM 18 – PUBLICITY

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

ITEM 19 – FUTURE BUSINESS

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

ITEM 20 – CALENDAR OF MEETINGS

- 20.1** To note the date of the next ordinary meeting of the Council as Thursday 23 September 2021 at 7.00pm (venue to be confirmed)

ITEM 21 – CONFIDENTIAL SESSION

- 21.1** 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 19 – personal data and staffing matters.

ITEM 22 – STAFFING MATTERS

- 22.1** To agree the recommendations of the Staffing Subcommittee (to follow) regarding the Council's arrangements for workplace pensions
- 22.2** To agree the recommendations of the Staffing Subcommittee (to follow) regarding the Clerk to the Council's contract of employment