



Shipley Town Council

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

Dear Councillors Connors, Hickson and Watson,
You are hereby summoned to the meeting of the Shipley Town Council

MANAGEMENT COMMITTEE

to be held at 7.00pm on Thursday 8 October 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, 4 October 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*.

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 – COMMITTEE 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 – DRAFT MINUTES

- 3.1 To receive the draft minutes of the meeting of the Management Committee held 10 September 2020
- 3.2 To confirm, as a correct record for signing by the Chair, the draft minutes of the meeting of the Management Committee held 10 September 2020

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 – POLICIES

- 6.1 To adopt the following policies required to meet statutory and audit requirements – decision required:
 - a) Complaints Policy/Procedure
 - b) Data Protection Privacy notice (public)
 - c) Data Protection Privacy notice (employees, councillors, role holders and volunteers)
 - d) Financial Risk Assessment
 - e) Publication Scheme
 - f) Risk Assessment/Management Policy

ITEM 7 – FINANCE

- 7.1 To receive a budget monitor, including material variances and review of virements/reserves, for the first and second financial quarters of 2020/21
- 7.2 To receive and approve bank reconciliation for September 2020
- 7.3 To verify the bank reconciliation to the bank statement for the period 1 to 30 September 2020
- 7.4 To approve the schedule of payments to be made by electronic banking for the period 10 September 2020 to 8 October 2020

ITEM 8 – TOWN COUNCIL BUDGET 2021/22

- 8.1** To receive notice from the Billing Authority (City of Bradford Metropolitan District Council) of the timetable for the confirmation of the Council Tax Base for 2020/21 and for the receipt of the notification of the Town Council's precept requirement
- 8.2** To agree a process for setting the Town Council's budget for 2020/21 (the Town Clerk will supply a recommendation on 7 October 2020)

ITEM 9 – PUBLIC ENGAGEMENT

- 9.1** To receive an update from the Public Engagement Working Group regarding the production of a newsletter and community survey
- 9.2** To agree any further actions (if required)

ITEM 10 – CORRESPONDENCE

- 10.1** To note correspondence received by the Town Clerk and which requires the attention of the committee 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 – PUBLICITY

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

ITEM 13 – FUTURE BUSINESS

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

ITEM 14 – CALENDAR OF MEETINGS

- 14.1** To agree a draft calendar of committee meetings for the municipal year 2020/21
- 14.2** To confirm the date of the next meeting of the Management Committee