



Shipley Town Council

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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 10 September 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, 6 September 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 9 July 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 9 July 2020

ITEM 4 –TERMS OF REFERENCE

- 4.1 To consider if the Terms of Reference for the Management Committee should be expanded to include a wider governance resources remit

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 – PUBLIC PARTICIPATION*

- 6.1 To adjourn the meeting for a period of public participation
- 6.2 To invite district councillors and other guests to address the committee (if applicable)

ITEM 7 – STAFFING POLICIES

- 7.1 To receive and adopt the following policies as required by the Town Clerk's contract of employment:
 - a) Anti-bullying and anti-harassment policy
 - b) Disciplinary policy
 - c) Equality, diversity and inclusion policy
 - d) Employee expenses policy
 - e) Grievance policy
 - f) Health and safety at work policy
 - g) Sickness absence policy
 - h) Stress policy

ITEM 8 – STAFFING

- 8.1 To receive the approved minutes of the meeting of the Staffing Subcommittee held 21 July 2020

- 8.2** To receive the draft minutes of the meeting of the Staffing Subcommittee held 1 September 2020 (to follow)
- 8.3** To ratify arrangements made by the Staffing Subcommittee for the procurement of a temporary agency worker to provide minute-taking support at council and committee meetings, for an initial period of twelve weeks, commencing Thursday 10 September, to a maximum cost of £943 to be taken from the remaining delegated budget of £1,961 for postage, stationery and Town Clerk's expenses.

ITEM 9 – FINANCE

- 9.1** To receive the approved minutes of the meeting of the Finance Subcommittee held 3 July 2020
- 9.2** To receive the draft minutes of the meeting of the Finance Subcommittee held 2 September 2020 (to follow)
- 9.3** To receive a budget monitor, including material variances and review of virements/reserves, for the first financial quarter of 2020/21
- 9.4** To recommend to Full Council the inclusion of the following banking controls, to be added to the Financial Regulations:
- *Unless urgent, electronic payments shall only be scheduled following approval by the Management Committee*
 - *All signatories to the bank account shall have viewing access to the electronic payments system*
 - *Electronic payments shall be scheduled by the Town Clerk*
 - *Electronic payments shall be authorised by at least two signatories and unless urgent, the signatories shall be two councillors*
 - *Councillors authorising electronic payments shall sign the invoice/order to which the payment relates, having checked the authorising minute reference(s).*
 - *Urgent payments scheduled without Management Committee approval and/or authorised by the Town Clerk, shall be reported the Management Committee at the earliest opportunity.*
- 9.5** To receive and approve bank reconciliation for July 2020
- 9.6** To receive and approve bank reconciliation for August 2020
- 9.7** To verify the bank reconciliation to the bank statement for the period 1 to 31 July 2020
- 9.8** To verify the bank reconciliation to the bank statement for the period 1 to 31 August 2020
- 9.9** To approve the schedule of payments to be made by electronic banking for the period 1 April 2020 to 10 September 2020
- 9.10** To receive an update on opening an investment arrangement for Council funds not covered by the Unity Trust Bank under the Financial Services Compensation Scheme (funds exceeding £85,000)

- 9.11** To agree the application for a Unity Corporate MultiPay Card (a charge card designed for customer of Unity Trust Bank and operated by Lloyds Bank and MasterCard)

ITEM 10 – COUNCIL PRIORITIES AND PUBLIC ENGAGEMENT

- 10.1** To receive a report from the Town Clerk updating the committee on progress to date against the Town Council's budget headings
- 10.2** To receive feedback from town councillors with regards to the ongoing relevance of councillors' initial priorities
- 10.3** To receive a recommendation from the Planning Committee that consultation about the concept of a Neighbourhood Plan should be included alongside other consultation to be undertaken about the priorities for the Town Council generally
- 10.4** To agree an outline plan for a public engagement exercise and to delegate detailed consideration to the Town Clerk in consultation with a working group of councillors and others appointed for the purpose.

ITEM 11 – CORRESPONDENCE

- 11.1** To note correspondence received by the Town Clerk and which requires the attention of the committee under its terms of reference
- 11.2** To agree any actions arising

ITEM 12 – URGENT NOTICES AND REPORTS

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

ITEM 13 – PUBLICITY

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

ITEM 14 – FUTURE BUSINESS

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

ITEM 15 – CALENDAR OF MEETINGS

- 15.1** To agree a calendar of committee meetings for the remaining municipal year 2020/21
- 15.2** To confirm the date of the next meeting of the Management Committee