



Shipley Town Council

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

Dear Councillors Connors, Hickson, Parkinson 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 December 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 December 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 12 November 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 12 November 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 – COMMITTEE RECOMMENDATIONS

- 6.1 To consider a recommendation from the meeting of the Planning & Regeneration Committee, held 1 December 2020, that –
 - a) In view of the urgency and time constraints, the question of the use of the budget for Business/Local Economic Support, previously delegated to the Planning & Regeneration Committee, is referred to the Management Committee for consideration and determination.
 - b) The budget of £3,000 should be made available for the provision of food, meals or vouchers for the same, to families in receipt of Free School Meals, during the school Christmas holidays, on condition that food is procured from suppliers headquartered or operating within Shipley civil parish.
 - c) The Town Clerk has delegated authority to administer the allocation and distribution of the money in consultation with Councillors Connors, Watson and Grady.
 - d) The Full Council is requested to ratify this amendment to the scheme of delegation and the budget allocation, when it meets on 17 December 2020, should the Management Committee resolve to agree the recommendation.

ITEM 7 – FINANCE AND POLICIES

- 7.1** To note the receipt of the local element of the Community Infrastructure Levy for the first semester of 2020/21
- 7.2** To note the receipt of a £500 grant from Bradford Council for the improvement of woodland at Red beck Allotments
- 7.3** To receive and approve the bank reconciliation for November 2020
- 7.4** To verify the bank reconciliation to the bank statement for the period 1 to 30 November 2020
- 7.5** To approve the schedule of payments to be made by electronic banking for the period 13 November 2020 to 10 December 2020
- 7.6** To receive a budget monitor for the third financial quarter of 2020/21
- 7.7** To agree a draft Financial Risk, Assessment for the Town Council
- 7.8** To agree a draft Risk management Policy for the Town Council

ITEM 8 – COMMUNITY WELLBEING GRANTS

- 8.1** To approve an application to the Community Wellbeing Grants Fund, from Shipley Rotary Club, for a £500 contribution to the Christmas Toy Appeal

ITEM 9 – STAFFING SUBCOMMITTEE

- 9.1** To agree a recommendation from the Staffing Subcommittee that –
 - The contract with Headway Recruitment for an agency minute taker is working well and should be continued to 31 March 2020, following which the creation of a post on the Shipley Town Council payroll is recommended.
 - The scope of the existing contract with Headway Recruitment for an agency minute-taker is expanded to include up to four hours per week of additional general administrative support.

ITEM 10 – FINANCE SUBCOMMITTEE

- 10.1** To note the completion of the checks on bank reconciliation for the period to 31 October 2020 and that there were no matters arising of concern (Councillor Parkinson, Chair of the Finance Subcommittee, to report).

ITEM 11 – TOWN COUNCIL BUDGET 2021/22

- 11.1** To recommend the draft budget and precept requirement of the Town Council, for the budget year 2021/22, to Full Council for approval.

ITEM 12 – PUBLIC ENGAGEMENT

- 12.1** To receive an update from the Public Engagement Working Group regarding the printing and distribution of the poster entitled “What have we been up to?”.
- 12.2** To discuss options for future public engagement and make recommendations to Full Council if required.

ITEM 13 – CORRESPONDENCE

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

ITEM 14 – URGENT NOTICES AND REPORTS

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

ITEM 15 – PUBLICITY

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

ITEM 16 – FUTURE BUSINESS

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

ITEM 17 – CALENDAR OF MEETINGS

- 17.1** To confirm the date of the next meeting of the Management Committee as Thursday 10 December 2020 at 7.00pm via Zoom