



Shipley Town Council

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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 Wednesday 17 March 2021

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, 12 March 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* 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 24 February 2021
- 3.2 To confirm, as a correct record for signing by the Chair, the draft minutes of the meeting of the Management Committee held 24 February 2021

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 – COUNCIL STRATEGY AND PLAN

- 6.1 To receive an update on the preparation of a Council strategic plan
- 6.2 To agree actions arising (if any)

ITEM 7 – FINANCE

- 7.1 To receive and approve the bank reconciliation for February 2021 (to follow)
- 7.2 To verify the bank reconciliation to the bank statement for the period 1 to 28 February 2021 (to follow)
- 7.3 To approve the schedule of payments to be made by electronic banking for the period 25 February 2021 to 16 March 2021 (to follow)
- 7.4 To receive the verbal report of the Chair of the Finance Subcommittee following the completion of:
 - The second check of internal controls for 2020/21
 - The annual review of effectiveness of internal controls
 - The annual review of the effectiveness of internal audit
- 7.5 To receive a verbal update from the Town Clerk about the appointment of Town Parish Audit as internal auditor and the Internal Audit Plan for 2020/21
- 7.6 To receive a budget monitor for the period 1 April 2020 to 17 March 2021 (to follow)

- 7.7** To receive a report from the Town Clerk regarding forecast underspends, commitments and reserves for 31 March 2021 (to follow)
- 7.8** To agree recommendations arising from the Town Clerk's report at Item 7.7

ITEM 8 – PUBLIC TOILETS

- 8.1** To receive a verbal report from the Town Clerk updating the committee on the progress made by the Public Toilets Working Group
- 8.2** To agree actions arising (if any)

ITEM 9 – CORRESPONDENCE

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

ITEM 10 – URGENT NOTICES AND REPORTS

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

ITEM 11 – PUBLICITY

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

ITEM 12 – FUTURE BUSINESS

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

ITEM 13 – CALENDAR OF MEETINGS

- 13.1** To agree the date of the next ordinary meeting of the Management Committee