



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 Thursday 17 June 2021
in the York Room, Victoria Hall, Victoria Road, Shipley, BD18 3JS

Yours sincerely

Joe Ashton, Town Clerk, 13 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*.

Please note that public participation is restricted to the designated session for that purpose*.

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*.

Subject to availability of an internet connection, the meeting will be webcast via a link at <https://shipleytowncouncil.wordpress.com/meetings/>.

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 27 May 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 27 May 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 – DECISION LOG

- 6.1 To receive the decision log for the previous ordinary meeting of the Management Committee
- 6.2 To receive the decision log for the year 2020/21

ITEM 7 – MEMBERSHIP OF WORKING GROUPS

- 7.1 To confirm the membership of the Public Toilets Working Group
- 7.2 To confirm the membership of the Website Working Group
- 7.3 To confirm the membership of the Publicity Working Group
- 7.4 To confirm the membership of the Shipley Unlocked Working Group
- 7.5 To consider if further working groups are required

ITEM 8 – PUBLIC TOILETS

- 8.1 To receive a verbal update on the ongoing work to re-open the public toilets at Caroline Street, Saltaire
- 8.2 To agree an electricity provider for the Caroline Street public toilets
- 8.3 To receive a verbal update on the potential re-opening of public toilets at other locations including Shipley Town Centre (Market Square), Northcliffe Park and Roberts Park
- 8.4 To agree actions arising (if any)

ITEM 9 – FINANCE

- 9.1** To receive and approve the bank reconciliation for May 2021
- 9.2** To verify the bank reconciliation to the bank statement for May 2021
- 9.3** To approve the schedule of payments to be made by electronic banking for the period 28 May 2021 to 17 June 2021
- 9.4** To receive the updated budget for 2021/22 with delegations
- 9.5** To note Section 137 expenditure for the year 2020/21
- 9.6** To note the Section 137 expenditure limit for 2021/22
- 9.7** To note the VAT reclamation claim for the year 2020/21

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 note the date of the next ordinary meeting of the Management Committee as Thursday 15 July 2021 at 7.00pm in Victoria Hall

ITEM 15 – CONFIDENTIAL SESSION

- 15.1** 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 16.1 – personal data, staffing matters and legal privilege; Item 16.2 – personal data and staffing matters.

ITEM 16 – STAFFING AND ADMINISTRATIVE MATTERS

- 16.1** To further discuss the arrangements for the re-opening of the Town Council office in Shipley Town Hall
- 16.2** To further discuss the matters arising from the induction of the Administrative Officer