



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 27 May 2021
in the Kirkgate Centre, 39A Kirkgate, Shipley, BD18 3EH

Yours sincerely

Joe Ashton, Town Clerk, 23 May 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/>.

AGENDA

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 April 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 April 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 – TERMS OF REFERENCE

- 6.1 To note the Committee's terms of reference as agreed by the Annual Meeting of Council
- 6.2 To make recommendations to Full Council for any amendments to the terms of reference

ITEM 7 – SUBCOMMITTEES

- 7.1 To elect one additional member to the Staffing Subcommittee
- 7.2 To elect a substitute member(s) to the Staffing Subcommittee
- 7.3 To elect three members to the Finance Subcommittee
- 7.4 To elect a substitute member(s) to the Finance Subcommittee
- 7.5 To elect three members to the Appeals Subcommittee
- 7.6 To elect a substitute member(s) to the Appeals Subcommittee

ITEM 8 – ASSETS, INSURANCE AND RISK

- 8.1 To adopt an updated Asset Register for the Council
- 8.2 To appoint a working group of the Town Clerk and councillors to review financial and general risk management and risk assessment arrangements in consultation with the appointed consultants, to report back to the Committee by 1 August 2021

- 8.3** To receive an update from the Town Clerk about the appointment of Terrain Safety as health and safety consultants (including responsible person) to Shipley Town Council
- 8.4** To ratify the appointment of Terrain Safety and agree any actions arising
- 8.5** To agree the renewal of the Town Council's insurance with "Parish Protect" (Community Action Suffolk backed by the Military Mutual) at a cost of £187.25, plus any additional cost associated specifically with the buildings and contents of the public toilets at Caroline Street, Saltaire under the terms of the tenancy at will with Bradford Council
- 8.6** To delegate to the Town Clerk the addition of further insurance cover as required to ensure the Town Council is insured against new and arising risks and liabilities

ITEM 9 – POLICIES

- 9.1** To agree a schedule for the review of all Council policies and to identify a councillor(s) to lead on each
- 9.2** To consider the preparation of additional policies

ITEM 10 – FINANCE

- 10.1** To receive and approve the bank reconciliation for April 2021
- 10.2** To verify the bank reconciliation to the bank statement for the period 1 to 30 April 2021
- 10.3** To approve the schedule of payments to be made by electronic banking for the period 28 April 2021 to 27 May 2021
- 10.4** To delegate budgets to committees and officers with reference to the adopted Council budget and the adopted Scheme of Delegation
- 10.5** To appoint a working group of the Town Clerk and councillors to review the Financial Regulations and report back to the next ordinary meeting of the Committee with recommendations
- 10.6** To consider the allocation of the £10,000 Markets Support/Events budget and delegate arrangements to the Town Clerk

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 note the date of the next ordinary meeting of the Management Committee as Thursday 17 May 2021 at 7.00pm (venue to be confirmed)

ITEM 16 – CONFIDENTIAL SESSION

- 16.1** 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 14 – personal data, staffing matters and legal privilege.

ITEM 17 – STAFFING AND ADMINISTRATIVE MATTERS

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