



Otley TOWN COUNCIL

Core Resource Centre
Unit 11, Orchard Gate, Otley, LS21 3NX,
Dr Jason Knowles, Executive Officer,
email: eo@otleytowncouncil.gov.uk
Tel: 01943 466335

To All Members of the Town Council

You are summoned to attend the meeting of the Audit & Finance Committee
to be held in

**The Wharfedale Room, Otley Core Resource Centre, Orchard Gate, Otley
At 7.00pm on
Monday 6th July 2026**

Emma Bradley

Emma Bradley

**Authorised Signatory in the absence of the Executive Officer
30th June 2026**

PUBLIC PARTICIPATION

Notice is given that at the start of this meeting 15 minutes will be set aside for members of the public to address the committee on matters relevant to the town or the committee within the following rules:

- (a) Members of the public wishing to speak are to have given prior notice to the Executive Officer
- (b) Any member of the public invited to speak will be permitted to speak for no more than 5 minutes
- (c) In the event of more than 3 members of the public wishing to address the committee then priority will be determined by subject matter



www.otleytowncouncil.gov.uk



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AGENDA

- 1. Apologies:** Members will be asked to receive apologies
- 2. Declarations of Interest:** To receive any declarations of interest not already declared under the Council's Code of Conduct or Members Register of Disclosable Pecuniary Interests and to consider and decide upon any applications for dispensation
- 3. Minutes for approval:** Members are asked to approve for accuracy only the Minutes of the Meeting of: 10th March 2026
- 4. Terms of Reference:** Members are asked to review and confirm the committee Terms of Reference
- 5. Committee Budget:** Members will receive an update on the budget available for the financial year
- 6. Cash Books:** Members to receive the cashbook to 31st May 2026
- 7. Bank Reconciliation and Balance:** Members to receive the Bank Reconciliation and balance to 31st May 2026
- 8. Invoice Authorisation:** Members to agree the list of Councillors to authorise invoice payments
- 9. Council Contracts with Suppliers:** Members to receive an update with regards to current Council contracts
- 10. Agenda Items for next meeting:** Members to notify the Executive Officer of matters for inclusion on the agenda of the next meeting
- 11. Next Meeting:** To confirm the date of the next meeting of Audit and Finance Committee as 30th November 2026

