

Otley Town Council

Meeting: Audit & Finance Sub

Date: 6th July 2026

Venue: Otley Core Resource Centre, Orchard Gate, Otley

Committee Members Present: Cllr J Allen (Chair)
Cllrs P Carter, P Robinson

In Attendance: Mrs E Bradley (Admin Officer)

Apologies: It was resolved to accept the following apologies:
Cllr M Bradley

69. Declarations of Interest

No declarations of Interest, of any nature, were received.

70. Minutes for approval

Resolved: the minutes of the Audit Committee meeting of 10th March 2026 were approved for accuracy and signed by the Chair

71. Terms of Reference

Resolved:

1. to approve the Committee Terms of Reference subject to minor amendments of the first paragraph
2. To review the Terms of Reference at the next meeting with a view to including the general and earmarked reserves

72. Committee Budget

Resolved: to note the Committee Budget

73. Cash Books

Resolved: that the Cash Book to 31st May 2026 be received

74. Bank Reconciliation and Balance

Resolved:

- 1. that the General Account to 31st May 2026 of the 2026/2027 financial year shows a balance of £104,598.49 be received**
- 2. that the Allotments balance to 31st May 2026 of the 2026/2027 financial year shows a balance of £5,716.10 be received**
- 3. that the CCLA Deposit Fund Statement to 31st May 2026 shows a balance of £859,000.00 be received**
- 4. the overall balance on 31st May 2026 stands at £969,314.59 (General Account - £104,598.49; Allotments Account - £5,716.10; Deposit Fund - £859,000.00)**

75. Invoice Authorisation

Resolved: that Chair will contact Councillors to put in place two new teams for invoice payments

76. Council Contracts with Suppliers

Resolved: that in the absence of the Executive Officer Committee has noted that contracts due for renewal will need to be discussed with the EO in a timely manner

77. Agenda Items for next meeting

Resolved: it was noted that Members should contact the Executive Officer for matters for inclusion on the agenda of the next meeting

- 1. Reserves**
- 2. Town Council Investments**

78. Next Meeting

Resolved: to confirm the date of the next meeting of the Audit & Finance Committee as the 30th November 2026

Chair