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To All Members of the Finance & Policy Committee: (Cllrs K Baker, T Crouch (Vice-Chair), R Elcome (Chair), C Fricker, H MacFie, B Simmons, A Sinclair).

Dear Councillor

You are requested to attend an **Extraordinary** meeting of the **FINANCE & POLICY COMMITTEE** to be held in the Town Council offices **on Monday 8 April 2019 commencing at 7.00 p.m.**

1 April 2019

Cllr R Elcome Cttee Chairman

EMERGENCY EVACUATION PROCEDURE

**If the continuous alarm sounds you must evacuate the building by one of the signed green running person exits and proceed to the named assembly point.
Assembly point: Grassed area past St. Cadoc House, Temple Street.**

DO NOT USE THE LIFTS

THIS MEETING MAY BE FILMED OR RECORDED (PLEASE REFER TO THE TOWN COUNCIL'S PROTOCOL ON THE FILMING AND RECORDING OF LOCAL COUNCIL AND COMMITTEE MEETINGS (adopted August 2014).

AGENDA

1. **APOLOGIES FOR ABSENCE**

RECOMMENDATION:

To receive apologies for absence.

2. **DECLARATIONS OF INTEREST**

To receive any Declarations of Interest (Personal and Pecuniary, Disclosable and Non-disclosable) under Standing Order 38 and Keynsham Town Council's Code of Conduct (adopted on 19th September 2017) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464.

3. **DISPENSATIONS**

In accordance with Standing Order 37(a), to consider any requests for dispensations (for disclosable pecuniary interests) prior to the item (s) being discussed, that Members may only become aware of during the meeting itself and;

To receive any disclosures of decisions as per item 7 of Keynsham Town Council's Dispensations Policy and Procedure Guide.

4. RECORDS OF PREVIOUS MEETINGS

RECOMMENDATION:

That the Minutes of the Finance & Policy Committee held on Tuesday 12 March 2019 (previously circulated) be confirmed as a true record and signed by the Chairman.

5. PUBLIC PARTICIPATION

In accordance with Standing Order 40, Members of the Public will have the opportunity to ask the Chairman any question concerning, or make observations upon, the business of the Council, at the start of the meeting, provided notice of the question along with the name and address of the member of public has been given to the Town Clerk at least four clear days before the meeting where possible, and in any case to the Chairman before the meeting and this applies to all committees of the Council. Members of the Public may also speak on one single item, unless otherwise agreed by the Chair, or Chair of a committee, only per meeting, just prior to that item being discussed. Each person may speak for not more than two minutes, with a maximum of two speakers per item in favour and two speakers per item against or at the Chairman's discretion. To facilitate the smooth running of the meeting, Members of the Public will be asked to register their interest with the Town Clerk prior to the start of the meeting.

6. REVIEW OF CODE OF CONDUCT (attached)

To review the above document for approval by the Town Council.

7. REVIEW OF PRINCIPLES OF GOOD PRACTICE AND MEMBERS & OFFICERS PROTOCOL (attached)

To review the above document for approval by the Town Council.

8. REVIEW OF STANDING ORDERS (attached)

To review the above document for approval by the Town Council.

9. RISK MANAGEMENT ARRANGEMENTS– ANNUAL REVIEW 2018-19 (attached)

The External Auditor has requested that the minutes of the meeting which undertook the annual review of risk management arrangements for 2018-19 to be sent with the Annual Return.

RECOMMENDATION

To undertake the annual review of risk management arrangements.

10. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the date of the next ordinary meeting is Tuesday 30th April 2019 at 7.30 p.m. (Annual Return).