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To All Members of the Finance & Policy Committee: Cllrs Dave Biddleston, Deb Cooper, Tony Crouch (Vice Chairman), Alan Greenfield, Clive Fricker, Hal MacFie (Chairman) and Brian Simmons.

Dear Councillor

You are requested to attend a meeting of the **FINANCE & POLICY COMMITTEE** to be held in the **KEY CENTRE (upstairs room) on Wednesday 12<sup>th</sup> June 2019 commencing at 7.30 p.m.**

6<sup>th</sup> June 2019

  
Dr Cheryl Scott  
Town Clerk

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)).

#### **EMERGENCY EVACUATION PROCEDURE**

When the continuous alarm sounds, you must evacuate the building by the exit. You will be directed to safe assembly point

Arrangements are in place for the safe evacuation of disabled people.

#### **AGENDA**

1. **APPOINTMENT OF CHAIRMAN**

To note the appointment of Councillor Hal Macfie as Chairman of the Committee for the Municipal Year 2019-2020, as agreed at the Annual Meeting of the Town Council on 14 May 2019.

2. **APPOINTMENT OF VICE CHAIRMAN**

To note the appointment of Councillor Tony Crouch as Vice-Chairman of the Committee for the Municipal Year 2019-2020, as agreed at the Annual Meeting of the Town Council on 14 May 2019.

3. **MEMBERSHIP**

To note that Councillors Dave Biddleston, Deb Cooper, Tony Crouch, Alan Greenfield Clive Fricker, Hal MacFie and Brian Simmons are appointed members of the Committee for the municipal year 2019-2020, as agreed at the Annual Meeting of the Town Council on 14 May 2019.

4. TERMS OF REFERENCE

To note the Committee's Terms of Reference (attached) as agreed at the Annual Meeting of the Town Council on 14 May 2019

5 APOLOGIES FOR ABSENCE

RECOMMENDATION:

To receive apologies for absence.

6 DECLARATIONS OF INTEREST

To receive any Declarations of Interest under Keynsham Town Council's Code of Conduct (adopted on 16<sup>th</sup> April 2019) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464 and as per Standing Order 3(v)

7 DISPENSATIONS

In accordance with Standing Order 13, 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.

RECOMMENDATIONS

- (a) To consider whether to grant a dispensation for all Cttee Members (as Keynsham taxpayers) to discuss financial matters relating to the Budget and precept for the 4 year term of the Council.

The dispensation would be granted on the basis that there would be insufficient Members to make a decision

- (b) To consider a dispensation for all dual-hatted Town Councillors (i.e. who are also B&NES Ward Councillors) to participate and vote on discussions relating to all Committee matters for the 4 year term; with the exception of specific matters where the Town Council might be in financial or legal dispute with B&NES (However this is on the understanding that any individual dispensations requested on the excluded matters will be reasonably considered by the Town Council as and when they might arise)

This dispensation would be granted on the basis that it is in the interests of the community to enable dual hatted Councillors to participate in any discussion.

- (c) To receive requests for dispensations (for disclosable pecuniary interests) prior to an individual item (s) being discussed, that Members may only become aware of during the meeting itself

8 RECORD OF PREVIOUS MEETINGS

RECOMMENDATIONS:

- (i) That the Minutes of the Finance Cttee meeting held on 12 March 2019 (previously circulated) be confirmed as a true record and signed by the Chairman

9 PUBLIC PARTICIPATION

- (a) In accordance with Standing Order 3(e), 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. This also applies to all Committees of the Council.

RECOMMENDATION

That the Chairman respond to any questions/observations. If the matter is not already tabled on the Agenda, the Council may move a motion to refer the matter to be itemised on the Agenda of a successive meeting, but it cannot make any decisions on any matters raised at this meeting unless considered under a further item on this particular Agenda.

- (b) With the agreement of the Chairman, Members of the Public may also speak on one single item detailed on the Agenda 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.

RECOMMENDATION

To note the members of the public who are wishing to speak on a particular Agenda item immediately before that item is to be discussed at the current meeting

10 JPAG GUIDANCE 2019 (attached)

The Town Council is required in law to follow "proper procedures" in respect of finance and internal control. The proper procedures are laid down in the Guidance issued by the Joint Practitioners Accounting Group. The latest guidance (issued in 2019) is attached

RECOMMENDATION

To note receipt of the Guidance

11 BANK MANDATE

To nominate up to 5 Councillors to act as signatories on the bank mandate for both signing of cheques and authorising BACS payments (Cllrs Fricker and Simmons are currently signatories) for approval by Town Council. BACS payments require Councillors to be issued with an authorisation bank card and PIN. Each BACS run takes approximately two hours and authorisation needs to occur either one or two days following the Town Council meeting

12 BUDGET 2019/20 (attached)

RECOMMENDATION:

To note the budget set by Town Council for 2019/20 together with the year end ACTUAL expenditure for 2018/19 as confirmed by the accountants

## **ANNUAL REVIEW OF RISK MANAGEMENT AND INTERNAL CONTROL**

13 RISK MANAGEMENT

(a) The Town Council generally and Members individually are responsible for risk management. At least annually Members must:

- Take steps to identify and update the record of key risks facing the council;
- Evaluate the potential consequences to the council if an event identified as a risk takes place;
- Decide upon appropriate measures to avoid, reduce or control the risk or its consequences; and
- Record any conclusions or decisions reached.

(b) The Internal Audit Committee conducted a review of the following documentation at its meeting of May 8<sup>th</sup> 2018 and made recommendations to Town Council that were approved at the Town Council meeting of 15<sup>th</sup> May 2018.

- Annual Risk Assessment undertaken by the Town Clerk for the year 2018-2019
- Annual Risk Assessment undertaken by the Town Clerk in the absence of the Senior Youth Worker for the year 2018-2019
- Annual General Health and safety Risk Assessment Inspection Report for 2018 from Ellis Whittam.
- Annual General Health and Safety Risk assessment report for 2018 for TimeOut from Ellis Whittam
- Financial Risk Assessment for 2018/2019

RECOMMENDATIONS:

- (i) To note that the Town Council has already conducted a thorough Risk Management Review during the municipal year 2018/19
- (ii) To schedule a future meeting to conduct the Risk Management review for 2019/2020

14 REVIEW OF COUNCIL'S INTERNAL AUDIT PROCEDURES

It is good practice for local councils to do a review of the effectiveness of their system of internal audit. Any review should balance the councils internal audit needs and usage, it should be designed to provide sufficient assurance for the council that standards are being met and that the work of the internal audit is effective. Councils judge the extent and scope of the review by reference to their own individual circumstances, much depends on the size of the council and arrangements already in place for conducting the review of its system of internal control and risk management.

The Internal Audit specification was reviewed by Finance Committee on 12<sup>th</sup> March 2019 and the revised specification approved by Town Council on 19<sup>th</sup> March 2019.

**RECOMMENDATION:**

To note the Town Council has already conducted a review of the effectiveness of the Town Council's system of internal audit during the municipal year 2018/19

15 STATEMENT OF INTERNAL CONTROL (attached)

**RECOMMENDATION:**

To review/sign the Council's Statement of Internal Control for adoption by Town Council

16 INTERNAL AUDITORS FINAL REPORT (2018/2019) AND COMPLETION OF ANNUAL INTERNAL AUDIT REPORT OF ANNUAL RETURN (attached)

**RECOMMENDATIONS:**

- (i) To consider the Auditors Final report (2018/19) and make any recommendations for consideration by Town Council
- (ii) To note the Internal Auditors completion of the relevant section of the Annual Return.

17 ANNUAL RETURN 2018/2019 – ANNUAL GOVERNANCE STATEMENT (attached)

The Town Council is required to approve the Annual Governance Statement which is then signed by the Chairman and Town Clerk. (Statements 1-8 must be considered and voted on individually by Full Council).

**RECOMMENDATION**

To make recommendations to Town Council in respect of signing the Annual Governance Statement 2018/2019

**END OF YEAR ACCOUNTS AND ANNUAL RETURN**

18. BUDGET MONITORING REPORT – YEAR END – MONTH 12 (attached)

This is the final year end Budget Monitoring Report following the visit from the accountant.

**RECOMMENDATION**

To consider the report, noting surpluses and deficits and make recommendations to Town Council

19. MOVEMENT TO AND FROM GENERAL & EARMARKED RESERVES (attached)

In accordance with the decisions of the Town Council throughout 2018/19, the report shows movement to and from General and ear-marked reserves in respect of surpluses and transfers

RECOMMENDATIONS

(i) To approve the closing balance of earmarked and general reserves as at 31st March 2019 including transfer of surpluses.

(ii) To approve the opening balances of earmarked and general reserves as at 1st April 2019 including any drawdowns to support the current year's expenditure.

20. BANK RECONCILIATIONS

The Annual Bank reconciliation is attached. Individual bank statements and reconciliations for the various accounts are available for inspection by appointment with the office.

RECOMMENDATION

To consider the Bank and cash reconciliation as at 31<sup>st</sup> March 2019

21. BALANCE SHEET/INCOME & EXPENDITURE ACCOUNT - 2018/2019 (attached)

The Responsible Financial Officer has submitted the Balance sheet and Income and Expenditure account for the year ended 31<sup>st</sup> March 2019 for submission with the Annual Return

RECOMMENDATION

To advise Town Council on whether the Balance Sheet and Income & Expenditure Account - 2018/2019 can be approved for signing by the Chairman of the Town Council.

22. ANNUAL RETURN 2018/19 – ACCOUNTING STATEMENT (attached)

The completed Accounting Statement (Part 2 of the Annual Return) is submitted by the Responsible financial Officer for consideration

RECOMMENDATION

To approve the Accounting Statements for 2018/19 to be signed by the Chairman

23. ANNUAL RETURN 2018/19– ACCOMPANYING SCHEDULES (attached)

The Town Council is required to fill in the accompanying schedules as a new addition to submitting the Annual Return. In addition the Town Council has to submit the notice of public rights with correct dates.

RECOMMENDATION

(i) To consider the Schedule of Variance

(ii) To consider the Schedule of Reserves Reconciliation

(iii) To consider the Notice of Public Rights for submission with the Annual Return

24. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the date of the next meeting is Tuesday 9th July 2019 at 7.30 p.m.