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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 summoned to attend a **MEETING OF FINANCE & POLICY COMMITTEE** to be held in the Town Council offices **on Tuesday 8 January 2019 (Budget Meeting) commencing at 7.30 p.m.**

Dr. Cheryl Scott – TOWN CLERK

3 January 2019

**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 19<sup>th</sup> 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 (attached)

RECOMMENDATION:

That the Minutes of the Finance & Policy Committee held on Tuesday 4 December 2018 (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. SWINGS AT UPPER MEMORIAL PARK (attached)

The metal frame structure of the 4 bay swing in Upper Memorial Park has sheared owing to corrosion and cannot be repaired. This expenditure has not been budgeted for this year and will impact on the draft budget in respect of reducing the level of reserves. Options are provided in the report.

RECOMMENDATION:

To consider the attached report and make a recommendation to Town Council.

7. KELSTON PARK PLAY AREA REFURBISHMENT (attached)

Following the public consultation by B&NES, (report available from the Town Clerk) a stakeholder engagement workshop was held on 13<sup>th</sup> December. The recommendations from the meeting are contained in the attached report in respect of how B&NES plan to allocate s106 monies towards improvements to the Park. The Town Council needs to determine if it wishes to make a "conditional funding" contribution towards the cost of refurbishing the play area that the Town Council currently leases from B&NES and how it wishes to work with B&NES and the community on this project going forwards.

RECOMMENDATION:

To make recommendations to the Town Council.

8. COMMUNITY ASSET TRANSFER CONSULTATION (attached)

B&NES have launched a consultation on their proposed Community Asset Transfer Policy. Community Asset transfer enables the transfer of public land to a community organisation/local Authority for less than market price. This is of relevance to the Town Council in respect of play areas etc currently leased from B&NES including Manor Rd, Skatepark, Bandstand and Tennis Courts It is also of relevance in respect of the land at Fox and Hounds Lane and other public areas currently owned/managed by B&NES.

RECOMMENDATION:

To recommend a response to the consultation

9. COMMUNITY INFRASTRUCTURE LEVY – SUGGESTIONS REGISTER (attached)

The Town Council has been receiving Community Infrastructure Levy payments since 2016. Some has been allocated against expenditure on e.g. CCTV and boundary improvements to Manor Road and the Cemetery.

The Neighbourhood Development Plan, once complete, will inform an “Infrastructure Development Plan” that will be used in future by the Town Council to identify/agree uses for CIL funding. Until then, the Town Council is receiving suggestions from community organisations and these need to be officially recorded and considered according to the Town Council’s CIL policy (attached).

RECOMMENDATION:

To make recommendations to Town Council in respect of operation of a suggestions register.

10. FINAL DRAFT 2019/20 TOWN COUNCIL BUDGET (attached)

The Town Council made no changes to the budget recommended by the Finance Committee in December. However additional items of expenditure are required this current year that will impact on the forecast expenditure for 2018/19 and thus the draft budget/reserves for 2019/20. Revised spreadsheets are attached detailing the changes.

RECOMMENDATION:

To make recommendations to Town Council on the Final Budget.

11. 2019/20 PRECEPT (attached)

Following the recommendation to approve the draft budget, the Finance Committee need to make a recommendation to Town Council on the level of precept that should be set for 2019/20 based upon the tax base figure received from B&NES.

RECOMMENDATION:

To recommend to Town Council the level of precept to set for 2019/20.

12. DATE OF NEXT MEETING

**It is proposed to add an additional meeting to consider the annual reviews of Standing Orders/Financial Regulations and other policies. The date of the next meeting of the Committee is proposed for Tuesday 12<sup>th</sup> March 2019 at 7.30pm.**