



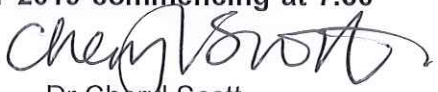
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To All Members of the Finance & Policy Committee: Cllrs Dave Biddleston, Deb Cooper, Tony Crouch (Vice Chairman), Alan Greenfield, Clive Fricker, Hal MacFie (Chairman) and Brian Simmons.

Dear Councillor

You are requested to attend a meeting of the **FINANCE & POLICY COMMITTEE** to be held in the **KEY CENTRE (upstairs room) on Tuesday 8 October 2019 commencing at 7.30 p.m.**

1 October 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. APOLOGIES FOR ABSENCE

RECOMMENDATION:

To receive apologies for absence.

2. DECLARATIONS OF INTEREST

To receive any Declarations of Interest under Keynsham Town Council's Code of Conduct (adopted on 16 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)

3. 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

4. RECORDS OF PREVIOUS MEETINGS

RECOMMENDATION:

That the Minutes of the meeting held on 10 September 2019 (previously circulated) be confirmed as a true record and signed by the Chairman.

5. 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.

6. CONCLUSION OF EXTERNAL AUDIT YEAR END 31 MARCH 2019 (attached)

The Town Council has now received the report from the External Auditors PKF Littlejohn. The Council has fulfilled its legal obligations and already publicised the notice of Conclusion of Audit, together with Sections 1-3 of the Annual Return by the required date of 30<sup>th</sup> September.

RECOMMENDATION:

To consider the External Auditors Report.

7. TIMES OF MEETINGS OF THE COMMITTEE

On resolution of the Town Council, for each Committee and Working Party to consider what preferred time(s) are suitable for members to meet in future with a view to reducing the number of evening meetings. The Finance & Policy Committee currently meets monthly on Tuesdays at 7.30pm.

RECOMMENDATION:

For Members to decide the most suitable time(s) to hold meetings of the Committee.

8. ANNUAL RISK MANAGEMENT REVIEW (attached)

As per minute no.36 of the July meeting the Committee will conduct a full review of the insurance schedule and type/account of cover in tandem with the asset register and annual risk assessment.

RECOMMENDATION:  
To consider the report.

9. NATIONAL CODE OF AUDIT PRACTICE CONSULTATION (attached)

NALC have issued a briefing document requesting all Councils issue a response to the consultation, especially in respect of how this may impact on smaller authorities such as Town and Parish Councils.

RECOMMENDATION:  
To consider a response.

10. B&NES CODE OF CONDUCT – CHANGES TO HOSPITALITY/GIFTS (attached)

B&NES Standards Committee have changed the Code of Conduct and reduced the limit on gifts/hospitality from £50 to £25. The Committee is asked to consider whether to recommend that the Town Council's own Code of Conduct is changed accordingly to reflect that of B&NES.

RECOMMENDATION:  
To consider whether to amend the Town Council's Code of Conduct.

11. DATE OF NEXT MEETING

RECOMMENDATION:  
To note that the date of the next meeting is Tuesday 12 November 2019 at 7.30 p.m.

12. EXCLUSION OF PRESS AND PUBLIC

RECOMMENDATION:  
In accordance with Standing Order 3(d) to RESOLVE that pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted.  
Item 13 involves commercially and legally sensitive information.

13. HOLMOAK UPDATE

