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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 10 September 2019 commencing at 7.30 p.m.**

3 September 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<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)

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

RECOMMENDATIONS:

That the Minutes of the Ordinary meeting held on 9<sup>th</sup> July 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. APPOINTMENT OF YEAR END ACCOUNTANTS 2019-2020 (attached)

RECOMMENDATION

The Committee is asked to make recommendations to Town Council on the appointment of the year end accountants for 2019-2020.

7. APOLOGIES POLICY (attached)

As requested by Town Council at its meeting of 18 June 2019.

RECOMMENDATION

To consider the report.

8. REPORT OF COMMITTEE REVIEW WORKING PARTY (attached)

The Committee Review Working Party have made recommendations to Town Council on re-structuring some of the Committees and Working parties with associated changes to the terms of reference. Those changes include delegation of authority to Finance Committee to approve items of expenditure up to a value of

£5,000 and altering the schedule of meetings to provide a two week gap between Finance Committee and Town Council meetings in 2020/2021

RECOMMENDATION

To consider the proposals and Terms of Reference

9. RISK MANAGEMENT REVIEW (to follow)

As per minute no. 36 of the last 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 review

10. CAPITAL PROJECTS REVIEW (attached)

The Corporate Governance timetable approved by the Town Council provides for consideration and review of capital projects by the Finance Committee in the month of September as preparation for the start of the annual budgeting process.

However the considerable number of existing capital projects will also need to be weighed against new projects and ideas proposed by Members of the new Council. for consideration in October as part of a 4 year plan and budgeting process.

RECOMMENDATION

To review and prioritise the list of Capital Projects.

11. RESPONSIBLE PROCUREMENT – REQUEST FOR QUOTATION FOR TEMPLATE (to follow)

As part of the introduction of responsible procurement procedures to accord with the Financial Regulations, a draft Template for requesting quotations is presented for review.

RECOMMENDATION:

To consider the Template.

12. DATE OF NEXT MEETING

RECOMMENDATION:

To note the date of the next meeting is Tuesday October 8 2019 at 7.30pm

13. 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 14 involves legally sensitive information.

14. HOLM OAK

