

# KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Tuesday 9<sup>th</sup> July 2019  
at 7.30 pm in the Key Centre, Charlton Rd, Keynsham.

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PRESENT: Councillors D Biddleston, D Cooper, T Crouch (Vice-Chairman), A Greenfield, H MacFie (Chairman) and B Simmons

IN ATTENDANCE: Cheryl Scott – Town Clerk

25. APOLOGIES FOR ABSENCE

RESOLVED:

To receive apologies for absence from Cllr Fricker.

26. DECLARATIONS OF INTEREST

There were none.

27. DISPENSATIONS

There were none.

28. RECORDS OF PREVIOUS MEETINGS

RESOLVED:

That the Minutes of

(i) the Extraordinary meeting of the Finance Cttee meeting held on 8 April 2019  
and

(ii) the Ordinary meeting held on 12 June 2019

be confirmed as a true record and signed by the Chairman.

29. PUBLIC PARTICIPATION

There was none.

30. CIL RECEIPTS ANNUAL STATEMENT

The Annual Statement for CIL receipts received/spent/committed was considered by the Committee for publication. The Clerk advised that the Town Council had already spent/committed all CIL receipts for 2016/17 and 2017/18 and had now committed some of the CIL receipts received during the last financial year. She urged caution and careful consideration before deciding to commit further CIL receipts to projects during the present financial year.

**RECOMMENDATION TO TOWN COUNCIL**

**To approve the annual CIL statement for publication as required by S62A Community Infrastructure Levy (Amendment) Regulations 2013.**

31. ANNUAL REVIEW OF DIRECT DEBITS

**RECOMMENDATION TO TOWN COUNCIL**

**To approve the list of Direct Debits.**

32. Cllr Biddleston joined the meeting apologising for his late arrival.

33. **BUSINESS DIRECTORY**

- (a) £1500 was budgeted for in last year's budget but was not physically produced so the money allocated was transferred back into General Reserves. The Town Council had allocated £1500 in this year's budget for the Directory as part of £5000 in 4103 (Business and Tourism)
- (b) The Directory would be produced in-house by the staff, 3 quotations for printing from a print-ready pdf file were considered and Company C was selected at a cost of £1929 on the basis of price, specification and references
- (c) This combined with the cost of distribution (estimated at £800 by the company who distribute Keynsham News) brought the total cost of the Directory to £2729, which was £1229 above the £1500 allocation.

**RECOMMENDATIONS TO TOWN COUNCIL**

- (i) That Company C are selected to print the Directory at a total cost of £2729**
- (ii) That this additional expenditure above £1500 be taken from General Reserves.**

34. **APPOINTMENT OF INTERNAL AUDITOR 2019-2022**

The Committee considered 4 quotations which were evaluated on the basis of price, specification, number of visits and whether the suppliers had experience of auditing Town Councils.

**RECOMMENDATION TO TOWN COUNCIL**

**That Company 1 be appointed as Internal Auditors for the next 3 years.**

35. **UPGRADING OF RIALTAS ACCOUNTS SYSTEM**

- (a) Currently the Council only records completed income and expenditure transactions, so purchase orders, sales invoices or supplier invoices are processed manually/individually with resulting paper copy records. The Internal Auditors final report for 2018/19 recommended that these functions be incorporated into the accounting system as part of improving the Council's Internal Control measures
- (b) Both the Internal Auditor and Year End Accountants had recommended that the Town Council add on sales and purchase ledgers and purchase order processing to the existing accounts package rather than look at other alternative accounts software packages which they felt were not suitable for the Town Council's requirements given the sheer number of transactions
- (c) The Town Council has allocated a budget of £1700 this year for payroll and accounts software costs (nominal code 4088) against running costs of £1679.72, but not made any allocation for the capital cost of purchase/installation of the modules which amounted to £1221
- (d) As this was bespoke software, the modules were only available from one supplier so it would not be possible to get 3 quotes. This situation was covered under Financial Regulations 11.1(a) (iv) and (vi)
- (e) The Committee considered the importance of the Internal Auditors recommendations and costings for the new modules.

**RECOMMENDATIONS TO TOWN COUNCIL**

- (i) That the Council purchase the software as quoted from the single supplier in accordance with Financial Regulations**
- (ii) That the cost to purchase the additional Rialtas software modules (£1221) be taken from General Reserves.**

36. RISK MANAGEMENT

(a) The Committee considered the following documentation as part of its review of the Town Council's Internal Controls relating to Risk Management.

- Risk Management Strategy approved by Town Council March 2019
- Town Council's Insurance Schedule - the Town Council is about to enter the third year of a 3-year contract (25<sup>th</sup> August). However, each year the schedule is reviewed for changes/amendments in cover and index linking.
- Annual Health & Safety Risk Assessment Inspection Report from Ellis Whittam 2019-20
- Schedule of individual Risk Assessments reviewed/completed annually or more frequently as required by the Town Council's staff.

(b) The Clerk reported that

- the Annual General/Financial Risk management Assessment for the year 2019-2020 with the new template has not yet been completed
- the insurance brokers had offered an opportunity to rescind the contract with the current insurer for a new 3-year contract with another company. The Council had been informed that the pending claim for office disruption should not affect the premium/cover with the new company
- The Clerk was mindful that the insurance schedule had not been reviewed in conjunction with either the Risk Assessment or the Asset register and that this should occur as a matter of best practice prior to the Town Council completing the Annual Risk Assessment.

(c) The Committee considered the documentation provided including the action plan arising from the Ellis Whittam Annual Health and Safety review. They discussed the inter-relationships between the asset register, insurance schedule and Risk Management review and how this related to the Annual Governance assertions the Town Council were required to approve as part of the Annual Return submission each year.

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RESOLVED:

- (i) That the Health and Safety action plan arising from the Annual Review by Ellis Whittam be brought back to the Committee in November with all high priority and as many medium priority actions points as possible addressed.

**RECOMMENDATIONS TO TOWN COUNCIL**

- (i) That the final year of the 3-year contract continue with Aviva**  
**(ii) That a full review of the insurance schedule and type/account of cover in tandem with the asset register and annual risk assessment be conducted in September.**

37. CORPORATE GOVERNANCE REVIEW TIMETABLE

The Town Council is required to review a large amount of documentation as part of the Governance and Internal Control processes each year. Most of this work historically has been performed at a single, long and somewhat arduous, meeting in May in advance of approving the Annual Return. A new timetable which allocated elements of the total work required to specific months during the year was considered.

**RECOMMENDATION TO TOWN COUNCIL**

**To approve the Corporate Governance Review timetable as proposed below.**

## Proposed Corporate Governance Review Timetable

	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Statement of Internal Control	Blue			Grey								
AGAR		Blue		Grey								
Internal Audit review	Blue			Grey								
Appt Int Auditor		Blue		Grey								
Annual Risk Mgt			Blue	Grey								
Insurance Review			Blue	Grey								
Capital Projects				Grey	Blue							
Financial Risks And Reserves				Grey		Blue						
Investments Review				Grey			Blue					
Budget				Grey				Green	Green			
Financial Regulations Standing Orders				Grey						Blue		
H & S Risk Assessments				Grey							Blue	
Asset Register				Grey								Blue
Internal Control review (all)				Grey								Blue

### 38. OFFICE DEEP CLEANING AND ASSOCIATED WORKS

(a) The Committee considered a report that included

- A phased programme of works with estimated prices in advance of issuing procurement documentation to obtain 3 quotations for each works package
- An anticipated timetable for the works with a view to returning to the office in early September
- A list to date of expenditure and matters to be addressed as part of any claim to either the insurance company, contractors or landlord as appropriate.

(b) The Clerk advised that an ingress of water had occurred over the weekend of 17<sup>th</sup> June which had necessitated several courses of action and additional rectification work. Furthermore, the contractors had just advised the Clerk that day that the air conditioning units would now require replacement/re-siting which meant more works in the ceiling void to route the new pipework.

### RECOMMENDATIONS TO TOWN COUNCIL

- (i) To ratify ratification of Clerks actions to relocate items to storage under delegated powers
- (ii) To approve the proposed programme of works including re-painting of walls and replacement of carpets
- (iii) That the Council's Financial Regulation 10.3 in respect of 3 quotations should be suspended for items under £1000
- (iv) To approve the current list of items to be reclaimed (either from insurance/B&NES/contractors)
- (v) That Cllr Crouch accompany the Town Clerk and Deputy Town Clerk to the meeting with all parties once a date has been arranged.

39. RESPONSIBLE PROCUREMENT

The Committee discussed a report in respect of introducing proper procurement procedures and templates for the various levels of procurement undertaken by the Council paying due regard to the Town Council's Standing Orders, Financial Regulations and the Public Contracts Regulations 2015. This included standard Terms and Conditions of purchase to be attached to all purchase orders and the additional documentation required for requests for quotation (RFQ) for under £25k and Invitations to Tender (ITT) for values above £25k.

The Clerk advised that documentation would need to be prepared in stages for review by the Committee owing to pressure of work but as a first step, Terms and Conditions of Purchase were presented for consideration which had been signed off by the Council's solicitors.

**RECOMMENDATION TO TOWN COUNCIL**  
**To approve the Terms and Conditions of Purchase.**

40. RESOLVED:

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 16 involves commercially and legally sensitive information.

41. HOLMOAK PLAY AREA

The Committee discussed the implications of an updated report from the Clerk

**RECOMMENDATION TO TOWN COUNCIL**  
**To approve the recommendations to be presented in confidential session owing to the legally and commercially sensitive nature of the information presented.**

42. The Chairman reminded the Committee that the next meeting was on Tuesday 10<sup>th</sup> September at 7.30pm and closed the meeting at 9.05pm.

SIGNED:..... (Chairman)                      Dated: .....