

# KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Tuesday 10<sup>th</sup> September 2019 at 7.30pm in the Key Centre, Charlton Road, Keynsham

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PRESENT: Councillors D Cooper, T Crouch (Vice-Chairman), A Halliday (substitute for A Greenfield) and B Simmons

NOT PRESENT: Councillor D Biddleston

IN ATTENDANCE: Cheryl Scott – Town Clerk

43. ACTING CHAIRMAN

Councillor Crouch took the Chair in the absence of the Chairman and opened the meeting.

44. APOLOGIES FOR ABSENCE

RESOLVED:

To receive apologies for absence from Cllrs Fricker and MacFie.

45. DECLARATIONS OF INTEREST

There were none.

46. DISPENSATIONS

There were none.

47. RECORDS OF PREVIOUS MEETINGS

RESOLVED:

That the Minutes of the meeting held on 9<sup>th</sup> July 2019 be confirmed as a true record and signed by the acting Chairman.

48. PUBLIC PARTICIPATION

There was none.

49. APPOINTMENT OF YEAR END ACCOUNTANT

The Committee considered the performance of the two companies, both of whom had performed year end for the Council before.

**RECOMMENDATION TO TOWN COUNCIL**

**To approve the appointment of Company A, Rialtas Business Solutions, as year end accountants for the financial year 2019/2020 at a cost of £540 plus mileage.**

50. APOLOGIES POLICY

- (a) The Committee discussed at length the merits of accepting apologies rather than receiving and noting apologies and the implications to the application of the 6 month rule.
- (b) Council could not approve apologies if it was not provided with reasons but reading these out could create privacy and security issues for Members.

- (c) The Committee agreed the reasons should be expressed as Ill Health, Personal Commitments, Family Commitments, Work Commitments and Statutory Commitments.
- (d) The Committee also discussed the process for tendering apologies/nominating substitutes and felt that best practice as indicated in the Clerk's report should be included in the policy.
- (e) The Committee also felt that Councillors who did not tender apologies properly in advance of the meeting should be listed in the minutes as "not present".

RECOMMENDATIONS (TOWN COUNCIL AGENDA ITEM)

The Town Clerk to draft an Apologies Policy to present to Town Council to contain the preferences expressed by the Committee.

51. REPORT OF COMMITTEE REVIEW WORKING PARTY

The Committee considered the report together with the proposed Terms of Reference and Schedule of Meetings for 2020/2021. It was pointed out that February 16<sup>th</sup> 2021 was B&NES budget meeting so the Town Council meeting would need to be moved to the following week of 23<sup>rd</sup> February. The Committee specifically reviewed the proposal to delegate authority to spend up to £5000 to Finance Committee and felt the clause should be amended to clarify that it was money already budgeted for. The implementation of the changes to the Committees was also considered and it was felt the new Standing Committee including Arts and Winter Festival should not commence until after delivery of this year's Winter Festival in December.

RECOMMENDATIONS (TOWN COUNCIL AGENDA ITEM)

That the proposed changes/Terms of Reference and Schedule of Meetings be approved subject to the following:

- a) New Standing Committee does not commence until December 2019
- b) The proposed Town Council meeting be rescheduled from 16<sup>th</sup> to 23<sup>rd</sup> February 2021
- c) To amend the following clause in the ToR as follows  
*The Finance & Policy Committee should be given delegated powers to approve any expenditure **that has been already budgeted for** up to the value of £5,000.*

52. RISK MANAGEMENT REVIEW

RESOLVED:

To defer this item to the next meeting.

53. CAPITAL PROJECTS REVIEW

- a) The Committee considered the report and list of projects provided by the Town Clerk including cost estimates and details of monies that had been budgeted for the projects either in the revenue budget or in ear marked reserves.
- b) The Clerk explained that there was insufficient capacity to complete all projects that had been budgeted for this year and new projects had also been suggested/ identified so the Committee were being asked to prioritise the list which would then inform the drafting of the budget for 2020/2021.
- c) It was felt that the practice of allocating specific amounts from the revenue budget or transferring surpluses at the end of the year to build specific ear marked reserves to cover the Town Council's longer term financial liabilities should continue.

d) The Committee then discussed each existing project in turn, identifying those they felt were most urgent which focused on undertaking repairs to existing assets (Chapel, Cemetery and Manor Rd Pavilion) to prevent further damage. New projects discussed included improvement to existing allotments with s106 monies – which was accompanied by a letter from the Allotments Association; the possible acquisition and re-opening of Ashton Way public toilets; the aspiration for a circular bus service around Keynsham, High Street Markets and the relocation of the Town Council offices. The Committee felt that Ashton Way toilets should not be added as a project owing to the considerable financial undertakings associated with such a service. High Street markets fitted well with the other options already considered in respect of taking over the licensing of Market Walk and Riverside Plaza and therefore should be added to the list but did not require immediate attention.

e) In respect of Chalfield Close play area, the Committee felt that the Town Council should not consider adoption as it already had more than sufficient liabilities in respect of refurbishing the play areas it currently leased.

f) In respect of office accommodation the Clerk advised that a new alternative to the current options being considered had been received in confidence from a third party which could affect the prioritisation of the various projects.

**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 involves commercially and legally sensitive information.

The Committee felt that the alternative option was worth investigating and that a recommendation should be made to Council as such to enable the Clerk to undertake some preliminary research.

**RESOLVED:**

That the press and public be re-admitted to the meeting.

**RECOMMENDATIONS (TOWN COUNCIL AGENDA ITEM)**

- (a) That the priorities for the remainder of this year in respect of existing projects, which were considered as urgent, should be as follows:
- (i) Project 4(b): Repair (or replacement if required) of Manor Road Pavilion flat roof which is now leaking
  - (ii) Project 8: Complete works already approved to the Chapel Spire – to prevent further water damage
  - (iii) Project 7(a) Issue/award the tender for the Chapel Quinquennial Survey, identifying possible Diocese-approved contractors who will act in a timely fashion to progress existing/future works to the Chapel
  - (iv) Project 6: Town Clerk to continue to negotiate with B&NES on the terms for surrender of the Upper Memorial Park MUGA (Tennis Court) lease
  - (v) Project 20: Identification of alternative premises to replace Burnett when lease expires next year.
- (b) The following new projects be considered a priority for completion this year:
- (i) NEW Project 12: Decontamination/Repairs to existing office so staff can relocate
  - (ii) NEW Project 7(b): Investigate cause (suspected drainage issues) and make repairs to the subsiding Chapel wall – money will need to be met from EMR, (and insurance if covered). Grant may be available – Clerk to investigate
  - (iii) If necessary – NEW project 33 - source free trees from Woodland Trust for planting in November at Holmoak as part of Northern boundary.

- (c) Research on the following NEW projects should be commenced this year with a view to ensuring any budget identified during the research process is made available to progress the projects in 2020/2021 and 2021/2022, subject to approval by Town Council:
- (i) NEW Project 19B - Alternative Office Accommodation
  - (ii) NEW Project 30: Community Transport - Feasibility of a circular shuttle bus service around Keynsham – this is part of ongoing work by the NDP and is necessary for the completion of the plan document prior to submission.
- (d) The following projects should be put on hold whilst awaiting the outcome of consultations or further information:
- (i) Project 5: Manor Road Boundary – now to include/be replaced by possible provision for additional parking – await outcome of consultation
  - (ii) Project 3: Cemetery Archaeological excavations – awaiting input from Archaeologists when they wish to commence future works
  - (iii) Project 9: Satellite streaming – delete from list. If project is resurrected, application to be made to Town Council for funding.

#### **Next Financial Year 2020/2021**

- (e) Existing projects intended to be completed this year should be budgeted to be completed next year as follows:
- (i) Project 1: Cemetery dry stone wall – Faculty to be applied for from Diocese and subsequent tree/hedge clearance to be completed this financial year. Dry stone wall to be budgeted to be re-built next financial year when the dry stone wall season commences in April
  - (ii) Project 2: Cemetery railings – budget for next year – already approved that CIL receipts should be used
  - (iii) Project 4A: Changes to Manor Road Pavilion changing rooms
  - (iv) Project 13: Cemetery records – preservation of historic documents to be completed this year but electronic records to be carried over to next year.
- (f) **The following projects should not be considered owing to the financial liabilities that would be associated with upkeep, and ongoing maintenance**
- (iii) **Ashton Way toilets**
  - (iv) **Adoption of Chalfield Close play area**

#### 54. RESPONSIBLE PROCURMENT – REQUEST FOR QUOTATION TEMPLATES

The Committee considered the report with accompanying templates.

#### RECOMMENDATION (TOWN COUNCIL AGENDA)

To approve the procurement templates.

#### 55. DATE OF NEXT MEETING

RESOLVED:

To note the date of the next meeting was Tuesday 8<sup>th</sup> October 2019 at 7.30pm

#### 56. 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.

#### 57. HOLMOAK PLAY AREA

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

**RECOMMENDATION TO TOWN COUNCIL**

**To consider the recommendations from the Committee to be presented in confidential session owing to the legally and commercially sensitive nature of the information presented.**

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