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To All Members of the Finance & Policy Committee: Cllrs Dave Biddleston, Clive Fricker, Andy Halliday, Hal MacFie (Vice-Chair), Andy McGuinness (Chair), Brian Simmons and Jonathan Wallcroft.

Dear Councillor

You are summoned to attend a **MEETING OF FINANCE AND POLICY COMMITTEE** to be held in **THE SPACE, MARKET WALK, KEYNSHAM** on **TUESDAY 22ND JUNE 2021** commencing at **6.45pm**.

Signed on 16th June 2021

By Dr Cheryl Scott, Town Clerk and Responsible Financial Officer

EMERGENCY EVACUATION PROCEDURE

If the continuous alarm sounds you must evacuate the building by one of the signed green running persons exits and proceed to the named assembly point.

Assembly point: Grassed area past St Cadoc House, Temple Street.

DO NOT USE THE LIFTS

COVID 19

THIS MEETING IS OPEN TO THE PUBLIC. ATTENDEES WILL BE REQUESTED TO WEAR THE FACEMASKS PROVIDED, USE HAND SANITISER AND FOLLOW SOCIAL DISTANCING/ONE-WAY SYSTEM TO MINIMISE THE RISK OF TRANSMISSION

PLEASE DO NOT ATTEND IF YOU SHOW ANY SYMPTOMS OF COVID OR HAVE BEEN IN CONTACT WITH SOMEONE WHO HAS TESTED POSITIVE FOR COVID WITHIN THE LAST 7 DAYS OR HAVE A POSITIVE LATERAL FLOW TEST OR PCR TEST

ALL ATTENDEES ARE ENCOURAGED TO UNDERTAKE A LATERAL FLOW TEST UP TO 48 HOURS PRIOR TO THE MEETING

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)).

FINANCE & POLICY CTTEE AGENDA 22ND JUNE 2021

1. APPOINTMENT OF CHAIRMAN

To note the appointment of Councillor Andy McGuinness as Chairman of the Committee for the Municipal Year 2021-2022, as agreed at the Annual Meeting of the Town Council on 5 May 2021.

2. APPOINTMENT OF VICE CHAIRMAN

To note the appointment of Councillor Hal MacFie as Vice-Chairman of the Committee for the Municipal Year 2020-2021, as agreed at the Annual Meeting of the Town Council on 5 May 2021.

3. MEMBERSHIP

To note that Councillors Dave Biddleston, Clive Fricker, Andy Halliday, Hal MacFie, Andy McGuinness, Brian Simmons and Jonathan Wallcroft are the appointed members of the Committee for the Municipal Year 2021/2022, as agreed at the Annual Meeting of the Town Council on 5 May 2021.

4. TERMS OF REFERENCE

(attached)

To note the Committee's Terms of Reference (attached) as agreed at the Annual Meeting of the Town Council on 5 May 2021.

5. APOLOGIES FOR ABSENCE

RECOMMENDATION:

To receive apologies for absence.

6. DECLARATIONS OF INTEREST

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

7. 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.

8. RECORD OF PREVIOUS MEETINGS

RECOMMENDATIONS:

- (i) That the Minutes of the Finance Cttee meeting held on **27th April** (previously circulated) be confirmed as a true record and signed by the Chairman.

9. 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.

10. APPROVAL OF RECOMMENDATIONS TO TOWN COUNCIL

To approve the following list of recommendations drawn up by the Town Clerk under delegated powers to be made to the Town Council meeting immediately following this Finance & Policy Cttee meeting.

- (a) INTERNAL AUDITORS FINAL REPORT (2020/2021) AND COMPLETION OF ANNUAL RETURN INTERNAL AUDIT REPORT

RECOMMENDATION BY FINANCE & POLICY COMMITTEE

To approve the Internal Audit report and recommendation.

- (b) STATEMENT OF INTERNAL CONTROL

RECOMMENDATION BY FINANCE & POLICY COMMITTEE

That the Statement of Internal Control be approved and signed by the Chairman of Keynsham Town Council.

- (c) ANNUAL RETURN 2020/2021 – ANNUAL GOVERNANCE STATEMENT

RECOMMENDATION BY FINANCE & POLICY COMMITTEE

To individually approve Assertions 1-8.

- (d) 2021/2022 BUDGET WITH ACTUAL 2020/21 END OF YEAR FIGURES

RECOMMENDATION BY FINANCE & POLICY COMMITTEE

To note receipt.

- (e) BUDGET MONITORING REPORT – YEAR END – MONTH 12 (attached)

RECOMMENDATIONS BY FINANCE & POLICY COMMITTEE

(i) To approve the Budget Monitoring Report.

- (ii) That the Town Council (via Planning & Development Cttee and Finance & Policy Cttee) must in future make every effort to monitor existing and proposed s106 agreements agreed between B&NES and developers for larger scale development in Keynsham to ensure the Town Council is consulted and that the best outcomes for Keynsham are obtained from s106 contributions, including before new agreements are signed.

(f) **MOVEMENT TO AND FROM GENERAL & EARMARKED RESERVES**
(attached)

RECOMMENDATIONS BY FINANCE & POLICY COMMITTEE

- (i) To approve the closing balance of earmarked and general reserves as at 31st March 2021 including transfer of surpluses.
- (ii) To note the proposed list of drawdowns to support the current year's expenditure as approved by the Town Council in January 2021.
- (iii) That the preliminary work required to progress the possible office move be expedited as soon as is practically possible in order to be considered at the September Finance & Policy Meeting.

(g) **ANNUAL BANK RECONCILIATION**

The Annual Bank reconciliation is attached for discussion. Individual bank statements and reconciliations for the various accounts throughout the year are available for inspection by appointment with the office.

RECOMMENDATION BY FINANCE & POLICY COMMITTEE

To approve the Annual Bank reconciliation for submission to the External Auditor.

(h) **STATUTORY BALANCE SHEET– 2020/2021**

The Responsible Financial Officer has submitted the Balance Sheet for the year ended 31st March 2021 for submission with the Annual Return.

RECOMMENDATION BY FINANCE & POLICY COMMITTEE

To approve the Balance Sheet 2020/2021 for signing by the Chairman of the Town Council and submission to the External Auditor.

(i) **STATUTORY INCOME/EXPENDITURE STATEMENT 2020/2021**

RECOMMENDATION BY FINANCE & POLICY COMMITTEE

To approve the statement for publication and submission to the External Auditor.

(j) **ANNUAL RETURN 2020/2021 – ACCOUNTING STATEMENTS**

RECOMMENDATION BY FINANCE & POLICY COMMITTEE

To approve the Accounting Statements for 2020/2021 to be signed by the Chairman of the Town Council at the Town Council meeting.

(k) ANNUAL RETURN 2020/2021– ACCOMPANYING SCHEDULES

RECOMMENDATION BY FINANCE & POLICY COMMITTEE

- (i) To approve the Schedule of Significant Variations.
- (ii) To approve the Bank Reconciliation with reference to Box 8.
- (iii) To approve the Reserves Reconciliation with reference to Boxes 7 and 8.
- (iv) To approve the Notice of Public Rights and accompanying s26/27 explanation for submission with the Annual Return.

(l) ANNUAL RETURN 2020/2021– INTERMEDIATE LEVEL REVIEW

The following additional information in support of one of the assertions must accompany the Annual Return

- Evidence that the authority is registered as an employer with HMRC

RECOMMENDATION BY FINANCE & POLICY COMMITTEE

To approve the material to be submitted.

11. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the date for the next meeting of Finance & Policy Cttee is **Tuesday 6th July 2021 at 6.30pm** in The Baptist Church, Keynsham High Street, Keynsham.