



Acting Town Clerk: Dawn Drury
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To All Members of the Finance & Policy Committee: Cllrs Dave Biddleston, Clive Fricker, Andy Halliday, Hal MacFie, Andy McGuinness (Chairman), Brian Simmons and Jonathan Wallcroft

Dear Councillor

REMOTE CONSULTATION – TUESDAY 6TH JULY 6.30PM

In accordance with the Schedule of Delegation approved by Town Council on April 22nd 2021 the Town Clerk/Deputy Town Clerk is required to exercise delegated power (in consultation with the members of the cttee) to make decisions on the following items:

1. Items 1 – 10 to prioritise order of importance and produce a realistic timeline to act upon the items listed.
2. The lease of a new photocopier.
3. The installation, insurance, addition to Town Council asset register and maintenance of three possible new benches.
4. The appointment of grounds maintenance workers and/or freelance grounds maintenance worker

You are therefore invited to a consultation with the Acting Town Clerk on Tuesday 6th July 2021 at 6.30pm

Join the consultation.

<https://us02web.zoom.us/j/82776098922?pwd=RDVIZ2ZmMWp3djlj2S20zTkNFbEE1dz09>

Meeting ID: **827 7609 8922**

Passcode: **207690**

Signed on 29th June 2021.

By Dawn Drury (Acting Town Clerk)

1. Update on Office Disruption/Insurance Claim

ACTING TOWN CLERK'S PROPOSED RECOMMENDATION

To advise the Town Council on the best course of action to get this matter resolved.

2. Annual CIL Statement for Publication

ACTING TOWN CLERK'S PROPOSED RECOMMENDATION

To review the Annual CIL statement for 2020/21. To be approved at the Finance and Policy Committee meeting on 22nd July and signed off by the Chair of Council at the 22nd July Town Council meeting.

3. Teviot Road and S106

ACTING TOWN CLERK'S PROPOSED RECOMMENDATION

To gather necessary information for a report to be considered at a future Finance and Policy consultation/meeting.

4. Annual Health & Safety Audit Report

ACTING TOWN CLERK'S PROPOSED RECOMMENDATION

To gather necessary information to be presented at a future Finance and Policy consultation/meeting.

5. Internal Audit Review

ACTING TOWN CLERK'S PROPOSED RECOMMENDATION

To gather necessary information to be presented at a future Finance and Policy consultation/meeting.

6. Annual Risk Assessment (to be completed by the Acting Town Clerk)

ACTING TOWN CLERK'S PROPOSED RECOMMENDATION

To gather necessary information to produce an Annual Risk Assessment 2021 – 2022 to be presented at a future Finance and Policy consultation/meeting.

7. Asset Register and Insurance Review

ACTING TOWN CLERK'S PROPOSED RECOMMENDATION

To gather necessary information to be presented at a future Finance and Policy consultation/meeting – Insurance expires 26th August 2021 (review July 2021)

8. Review of Standing Orders

ACTING TOWN CLERK'S PROPOSED RECOMMENDATION

To set a date for review of Standing Orders.

9. Capital Projects Review

ACTING TOWN CLERK'S PROPOSED RECOMMENDATION

To gather necessary information to be presented at a future Finance and Policy consultation/meeting.

10. 3 Year Financial Projections

ACTING TOWN CLERK'S PROPOSED RECOMMENDATION

To gather necessary information to be presented at a future Finance and Policy consultation/meeting.

11. Photo copier lease (report to be circulated before the consultation)

ACTING TOWN CLERK'S RECOMMENDATION

To advise the Town Council on the report and best options in respect of a replacement photocopier.

12. Three new benches

ACTING TOWN CLERK'S RECOMMENDATION

To advise the Town Council of the possible installation of three new Benches (to be purchased from Ward Councillor funding). These benches will require seeking permissions from landowners for the installation, installation by Town Council Grounds staff, adding to the Town Council asset register and insurance schedule. Future upkeep and maintenance to be undertaken by the Town Council.

13. Grounds Maintenance posts & freelance Grounds Maintenance worker.

ACTING TOWN CLERK'S RECOMMENDATION

To receive information and advise in respect of vacant Grounds Maintenance posts and possible freelance Grounds Maintenance worker appointment.