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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 **WEDNESDAY 28TH JULY 2021 commencing at 7.00PM.**

Signed on 21st July 2021

By Dawn Drury Acting Town Clerk

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 COMMITTEE AGENDA 28th JULY 2021

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 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).

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. RECORD OF PREVIOUS MEETINGS

RECOMMENDATIONS:

- (i) That the Minutes of the Finance Cttee meetings held on **27th April** and **22nd June** (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.

6. APPROVAL OF RECOMMENDATIONS TO TOWN COUNCIL

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

7. PRIORITY ORDER OF ITEMS 1 – 10 FROM THE CONSULATATION WITH THE ACTING TOWN CLERK ON 6TH JULY 2021.

RECOMMENDATIONS TO TOWN COUNCIL

To approve the order of items to be actioned on as follows: -

(i) Update on Office Disruption/Insurance Claim

RECOMMENDATION

To approve that the Acting Town Clerk source all related paperwork and finalise the insurance claim.

(ii) Previous Employee Insurance Claim

RECOMMENDATION

To approve that the Acting Town Clerk source all related paperwork and liaise with Town Council insurers in respect of the same.

(iii) Annual CIL Statement 2020/2021 for Publication

RECOMMENDATION

Annual CIL Statement to be approved at the Finance and Policy Committee meeting on 28th July and signed off by the Chair of Council at the 28th July Town Council meeting.

(iv) Asset Register and Insurance Review

RECOMMENDATION

To approve that the Acting Town Clerk gather necessary information to be presented at a future Finance and Policy consultation/meeting – Insurance expires 26th August 2021 (review 3rd August 2021)

(v) Annual Health & Safety Audit Report

RECOMMENDATION

To approve that the Acting Town Clerk present the Annual Health and Safety Audit Report at the Finance and Policy consultation/meeting on 7th September 2021.

(vi) Capital Projects Review

RECOMMENDATION

To undertake a Capital Projects Review at the Finance and Policy consultation/meeting on 7th September 2021.

To progress the possible relocation of the Town Council office. Appoint necessary professionals and apply for Public Works Loan.

Tour (on Dial-A-Ride bus) for Councillors to view Council building assets to be arranged after 19th July 2021. Priority order of capital projects (Cemetery Chapel and grounds, Manor Road Pavilion and Burnett Lock Up) to be reviewed at an Extra Ordinary Finance and Policy consultation (in August date to be confirmed).

(vii) Annual Risk Assessment

RECOMMENDATION

To approve that the Acting Town Clerk gather necessary information to be presented at Finance and Policy consultation/meeting on 5th October 2021.

(viii) 3 Year Financial Projections

RECOMMENDATION

To approve that the Acting Town Clerk gather necessary information to be presented at Finance and Policy consultation/meeting on 9th November 2021.

(ix) Interim Internal Audit Review

RECOMMENDATION

To approve that the Acting Town Clerk gather necessary information to be presented at Finance and Policy consultation/meeting on 9th November 2021.

(x) Draft Budget

RECOMMENDATION

To approve that the Acting Town Clerk to gather necessary information to be presented at Finance and Policy consultation/meeting on 8th December 2021.

(xi) Teviot Road and S106

RECOMMENDATION

To approve that the Acting Town Clerk gather necessary information for a report to be considered at a future Finance and Policy consultation/meeting (date to be confirmed).

(xii) Review of Standing Orders

RECOMMENDATION

To approve that Standing Orders and Financial Regulations to be reviewed at meeting on 11th January 2022 for presentation at the Town Council meeting on 22nd January 2022.

8. PHOTOCOPIER LEASE

The Finance and Policy Committee in consultation with the Acting Town Clerk considered quotes from three companies in respect of a five-year renewal lease of the office photocopier and a delegated decision was made to accept company A's quote of 18,643 mono pages @ £0.00019 and 25,044 colour pages @ £0.019, free booklet (staple, hole punch, saddle sticker finisher) - up to 64 pages – V fold and quarterly service cost totaling £839.30 per quarter. Annual saving of £1,805.36.

RECOMMENDATION

That company A be the selected photocopier supplier details to be signed off at Finance and Policy Committee meeting and Town Council meeting on 28th July 2021.

9. THREE NEW BENCHES

RECOMMENDATION

Town Council staff seek a quote for three benches and ground extension fixings from David Ogilvie Engineering (to be funded by Ward Councillor Initiative Funding). This matter, together with insurance cover costs, to be dealt with at a later date.

10. GROUNDS MAINTENANCE POSTS

RECOMMENDATION

Interviews to be arranged, as soon as possible. Advertise through Indeed and for a shorter period. Cllr Simmons, Grounds Maintenance Supervisor and Acting Town Clerk to short list. Cllr Wait, Grounds Maintenance Supervisor and Acting Town Clerk to interview. Closing date and interviews dates to be arranged.

N.B. Interviews have now taken place and 2 new appointments made to the Grounds Maintenance Team.

11. UNPAID INVOICES 2019/20

Two historic invoices from 2019/20 are still outstanding despite numerous requests for payment and now need to be written off by the Council. One is for sponsorship of the 2019 Winter Festival in the sum of £25 (inc VAT) and one is a Manor Road football booking for one match in the sum of £78.80 inc. VAT).

RECOMMENDED:

To approve the above two invoices to be written off in the Town Council accounts during the financial year 2021/2022.

12. MANOR ROAD FOOTBALL INVOICE – 2020/2021

An invoice has been issued to a team who played at Manor Road during the 2020/2021 Season in the sum of £312 including VAT. The Team have now disbanded, and they are not in a position to pay this amount but have asked if they can pay the Council in monthly instalments.

RECOMMENDED:

To consider the above request.

13. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the date for the next meeting of Finance & Policy Cttee is **Tuesday 7th September 2021 at 6.30pm** in The Baptist Church, High Street, Keynsham.