



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 14th SEPTEMBER 2021 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 Committee) to make decisions on the following items:

Items 1 – 10

You are therefore invited to a consultation with the Acting Town Clerk on Tuesday 14th September 2021 at 6.30pm

Join the consultation.

<https://us02web.zoom.us/j/87263864994?pwd=UDRVWnhhSUkyS3l3V2h0a1hSWTBpdz09>

Meeting ID: **872 6386 4994**

Passcode: **629766**

Signed on 7th September 2021.

By Dawn Drury (Acting Town Clerk)

1. Annual Health & Safety Audit Report

ACTING TOWN CLERK'S PROPOSED RECOMMENDATION

To receive information in respect of the Annual Health & Safety Audit report (copy attached).

2. Annual Risk Management Review

To receive information in respect of the Annual Risk Management Review (copy attached)

3. Internal Audit Review

In July 2019 it was RESOLVED that Bridget C Bowen (Chartered Accountant) would carry out the Internal Audits of the Council (Interim and Final Audits) for the next 3 financial years. Internal Audits are booked in for 12 November 2021 and 11 February and 7 June 2022.

RECOMMENDATION

To note the above information.

4. Asset Register and Insurance Review

ACTING TOWN CLERK'S PROPOSED RECOMMENDATION

To receive an update on the asset register and insurance review of 3rd August 2021 and information in respect of the insurance premium 2021/2022 (explanation attached in briefing note).

5. Section 106 agreement – Land to South of Bath Road – Hygge Development

To receive an update in respect of the Section 106 agreement (Land to South of Bath Road – Hygge Development).

6. Capital Projects Review

ACTING TOWN CLERK'S PROPOSED RECOMMENDATION

To receive any updates in respect of this matter and to consult with Acting Town Clerk on Capital Projects following the Councillors' tour of Town Council assets.

7. Budget Monitoring – presentation of reports

In the past Budget Monitoring Reports have been presented to Town Council on a monthly basis but going forward there is no reason why these cannot be presented quarterly to Finance Committee and Town Council.

Schedules of Expenditure, Petty Cash and Bank Reconciliations would still be presented to Town Council on a monthly basis.

RECOMMENDATION

To consider the above action.

8. Staff Salary Review

To receive information in respect of quotes received for staff salary review.

9. Quotes for replacement space net – Keynsham Memorial Park – Upper play area.

To receive information in respect of quotes for a replacement space net.

10. To note and receive updates on the following delegated actions taken since the Town Council meeting on 28th July 2021

- a) Grounds Maintenance uniform budget - over expenditure – verbal report.
- b) Purchase of 5 Grounds Maintenance light weight Gortex jackets – £330.45 plus VAT (£66.09 each).
- c) Purchase of 1 Subzero SZPA-PIOX battery powered portable PA system with Bluetooth for events and Bandstand use - monies from Bandstand budget - cost £365.40 plus VAT.

- d) PCAA – authorisation to use PCAA subscriptions for additional funding towards Inquiry expert fee (see email dated 9th August 2021 on page 3).
- e) Town Council insurance renewal 26th August 2021 – 25th August 2022 – payment of insurance invoices as per August Schedule of payments.

PCAA - On 9 Aug 2021, at 11:07, Judith Hoskin > wrote:

Dear All,

Those of you who have watched any of the Inquiry will have noticed that it is not always running to schedule.

Among other things, this has resulted in Alex Chapman, from the New Economics Foundation, having to spend an extra day here. Understandably, he and his employers would like to be reimbursed for this. His day rate is £600 + VAT (£720 total). He has not charged any expenses on top of this.

This amount will need to come out of PCAA funds (we do have enough as most subscriptions have been paid) and is more than can be authorised by the General Purposes and Finance Committee, so I am writing to you for authorisation.

Please would you let me know by Friday 20th whether you have any comments/objections.

11. Date of Next Meeting

To note that the date and time of the next meeting of the Committee is Tuesday 21st September 2021 at 7.00 p.m. in The Space. (Before Town Council meeting).