



Dawn Drury – Acting Town Clerk  
15-17 Temple Street,  
Keynsham, Bristol BS31 1HF  
Telephone: Nos: 0117 986 8683/07904 161097  
E-mail: deputytownclerk@keynsham-tc.gov.uk  
www.keynsham-tc.gov.uk

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 21<sup>ST</sup> SEPTEMBER 2021** commencing at **7.00PM**.

Signed on 15<sup>th</sup> September 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 21<sup>st</sup> SEPTEMBER 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 16<sup>th</sup> 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 meeting held on 28<sup>th</sup> July 2021 (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. **Annual Health & Safety Audit Report**

RECOMMENDATION

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

8. **Annual Risk Management Review**

RECOMMENDATION

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

9. **Internal Audit Review**

RECOMMENDATION

To receive and note that Bridget C Bowen (Chartered Accountant) will carry out the Internal Audits of the Council (Interim and Final Audits) for the next 3 financial years. Internal Audits have been booked in for 12 November 2021 and 11 February and 7 June 2022.

10. **Asset Register and Insurance Review**

RECOMMENDATION

To receive and note information on the asset register and insurance review of 3<sup>rd</sup> August and insurance premiums for 2021/2022 (explanation attached in briefing note).

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

RECOMMENDATION

To receive and note that in respect of the Section 106 agreement (Land to South of Bath Road – Hygge Development)

- A) The sum of £14,000 has been allocated as a bus infrastructure contribution – funding (i) towards enhancing existing telemetrics in bus stops in Keynsham (ii) indexed linked to RPI. Telemetrics are only associated with bus stops on main A4 routes and central town bus stops under B&NES responsibility. The Town Council's bus stops located on estate routes are not equipped with telemetrics.
- B) The sum of £128,959 (payable at point when 150 residential units are due to be occupied) – funding towards maintenance and improvement of Teviot Road open space area.

12. **Capital Projects Review**

RECOMMENDATION

To receive and note that following Councillor site visits to Manor Road and the Cemetery that:

Manor Road Pavilion

- A) A contractor is visiting to quote for refurbishment of this facility on 15<sup>th</sup> September.
- B) A plumber is attending to fit the new valve to the water system on 17<sup>th</sup> September.

The Cemetery

- A) A meeting is to be arranged with Simon Cartlidge to assess the repairs that are required.
- B) Invites for tender for the Quinquennial Survey are being prepared.
- C) If any repairs are considered urgent quotes will be sought in advance of the Quinquennial Survey.
- D) If need be pre-application advice will be sought from Adrian Neilson (B&NES Senior Conservation Officer).

Visit to Burnett lock up and the play areas will be arranged in due course.

### **13. Budget Monitoring – Presentation of Reports**

RECOMMENDATION

To decide if Budget Monitoring Reports should be presented to Town Council on a monthly basis or quarterly to Finance Committee and Town Council.

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

### **14. Staff Salary Review**

RECOMMENDATION

- A) To note the following
  - (i) That evaluations of pay scales was undertaken back in 2011 and the fee that was paid for this service in January 2011 was £2131.53 plus VAT.
  - (ii) The previous Clerk sought a quote in April 2021 to evaluate all job roles against the new NJC spinal points system introduced in 2019. This company A quoted £2625 plus VAT (the quote was valid for 60 days).
  - (iii) The Acting Town Clerk has sought a quote from company B to conduct a pay scale review and produce a report for Council using the current job descriptions, approved by Personnel, for existing staff and new appointments – fee £900 plus VAT and expenses.

#### Additional services

Assist the Council to produce an implementation plan – To include conducting and documenting an individual consultation meeting with any member of staff who will potentially seeing a downward revision of their pay scale. Until the evaluation is undertaken it will not be known if any revisions will be proposed – fee £250 plus £60 per meeting plus VAT and expenses.

The consultancy will be undertaken over a 2 – 4 week period. The new salary figures to be made available by the end of October 2021 ready for the November Town Council meetings when salaries will be agreed for the 2022/2023 budget.

- B) To decide, if to appoint company B to undertake the review of salaries.

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

The space net in the Upper Memorial Park is frayed and damaged beyond repair.

#### RECOMMENDATION

- a) To decide whether to remove and not replace the space net.
- b) If a decision is made to replace the space net to consider the following quotes:

Three companies have been asked to quote and to date only two have quoted despite the third visiting the site last week.

Quotes received are as follows:-

#### Company A

A partially used net taken down shortly after installation and never re-hung. In very good condition and manufactured by the company of the existing damaged net.

Replacement equipment £3214.29 plus vat  
Heras fencing and welfare for installation £85.71 plus VAT  
Removal of old net & replacement of re-purposed net £1000 plus VAT  
Materials and equipment hire – Telehandler & replacement shackles and cover £971.43 plus VAT

Total £5271.43 plus VAT

#### Company B

Replacement net only no installation which will need to be organised and paid for in addition to the purchase cost.

Total £6099 plus VAT and transportation costs.

**16. To note and receive updates on the following delegated actions taken since the Town Council meeting on 28<sup>th</sup> July 2021**

RECOMMENDED

To receive and note the following delegated decisions:

- 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 9<sup>th</sup> August 2021 on page 5).
- e) Town Council insurance renewal 26<sup>th</sup> August 2021 – 25<sup>th</sup> August 2022 – payment of insurance invoices as per August Schedule of Payments.
- f) Purchase of one Toro self-propelled lawn mower at a cost of £549.00

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 20<sup>th</sup> whether you have any comments/objections.

17. **Date of the next meeting**

RECOMMENDATION

That the next virtual consultation of Finance & Policy Committee will be held on 12<sup>th</sup> October at 6.30 p.m..