



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 7<sup>th</sup> DECEMBER 2021 7.30PM

In accordance with the Schedule of Delegation approved by Town Council on April 22<sup>nd</sup> 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 – 8

You are therefore invited to a consultation with the Acting Town Clerk on Tuesday 7<sup>th</sup> December 2021 at 7.30 pm

Join the consultation.

<https://us02web.zoom.us/j/89432798744?pwd=SFFqNE9DMUt3RVhtM2JrOTdYZjEwZz09>

Meeting ID: **894 3279 8744**

Passcode: **491637**

Signed on 30<sup>th</sup> November 2021.

By Dawn Drury (Acting Town Clerk)

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### 1. YOUTH SERVICE – SEC. 106 FUNDING & YOUTH SERVICE PROVISION PROPOSAL

To receive information in respect of Youth Service Sec.106 Funding & Youth Service Provision Proposal from the Acting Town Clerk.

### 2. INTERNAL AUDIT REPORT – 12<sup>TH</sup> NOVEMBER 2021

To receive and note the Internal Audit Report carried out on 12<sup>th</sup> November 2021.

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**3. PETTY CASH POLICY AND PROCEDURE**

To receive and note the attached Petty Cash Policy and Procedure document .

**4. CAPTIAL PROJECTS UPDATE**

To receive an update on Capital Projects from the Acting Town Clerk.

- (i) Keynsham Chapel and Cemetery
- (ii) Sec. 106 Allotment matters
- (iii) Manor Road Pavilion
- (iv) Keynsham Town Council office

**5. RENT ARREARS KEYNSHAM TOWN COUNCIL OFFICE**

To receive an update in respect of the rent arrears – Keynsham Town Council office.

**6. TOWN COUNCIL OFFICE HEATING UPDATE**

To receive information in respect of the Town Council office heating system.

**7. QUOTES FOR CLEANING TOWN COUNCIL OFFICE**

To receive information on the office cleaning from the Acting Town Clerk.

**8. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 23<sup>RD</sup> NOVEMBER 2021**

B&NES – Event application for the Christmas Market £80.00 plus VAT  
One Direct – Radios for Christmas Market £111.93 plus VAT  
Viking – Bulldog clips large 6 x boxes of 12 for Christmas Market £32.94 plus VAT  
J C Electrics – 2 x 4 Gang 16A Electric Hook up for Christmas Market £58.00 plus VAT  
Christmas Message from the Town Council in The Week In - £40.00 plus VAT

**9. DATE OF NEXT MEETING**

To note that the date and time of the next meeting of the Committee is **Tuesday 21<sup>st</sup> December 2021 at 7.00 p.m.** in The Space. (before Town Council meeting).