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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 on TUESDAY 22nd FEBRUARY 2022 commencing at 7.00 PM.**

Signed on 15th February 2022

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 22nd FEBRUARY 2022

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

RECOMMENDATION:

- (i) That the Minutes of the Finance Cttee meeting held on 18th January 2022 (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. **FINANCIAL MONTHLY REPORTS**

n.b. Cash Book 1 – Current account, Cash Book 2 Business Premium, Cash Book 3 – Petty Cash and Cash Book 5 Rate Reward, there is no Cash Book 4.

- (i) Budget Monitoring (Month 10 – January 2022)
- (ii) Bank Cash and Investment Reconciliation (Month 10 – January 2022)
- (iii) Trial Balance sheet (month 10 – January 2022)
- (iv) Cash Books 1, 2, & 5 – (month 10 – January 2022)
- (v) Bank Reconciliations for Cash Books 1, 2, 3 & 5– (month 10 – January 2022)
- (vi) Bank Statement – Cash Books 1, 2 and 5 (month 10 – January 2022)
- (vii) Petty Cash Report – (month 10 – January 2022)

7. **INTERNAL AUDITORS REPORT AND RECOMMENDATIONS (TO FOLLOW)**

To receive an update from the RFO and (if available) the report of the second interim audit from the Internal Auditors

RECOMMENDED:

To consider the report and recommendations of the Internal Auditors.

8. **MICROSOFT OFFICE PLAN (REPORT ATTACHED)**

RECOMMENDED:

To consider the report and decide what course of action to taken in respect of the Town Council's Microsoft plan going forward.

9. **CPRE DONATION (REPORT ATTACHED)**

RECOMMENDED:

To receive the report and discuss.

10. **KEYNSHAM ALLOTMENTS RENT REVIEW 2022**

RECOMMENDED:

To receive and note the attached letter in respect of the rent review 2022- Park Road Allotments.

11. **SECTION 106 ALLOTMENT MONIES.**

RECOMMENDED:

To note the sum of £19,605.00 has been received in respect of Section 106 allotment funding.

12. THE PUBLIC SECTOR DEPOSIT FUND (“THE FUND”), A SUB-FUND OF CCLA PUBLIC SECTOR INVESTMENT FUND (LETTER ATTACHED)

RECOMMENDED:

To receive and note the contents of the letter.

13. DRAFT COUNCIL TAX LEAFLET 2022-2023 (ATTACHED)

The draft Council Tax leaflet has been circulated for consideration prior to publishing on B&NES and Town Council websites.

RECOMMENDED:

To approve a final version of the 2022-2023 Council Tax Leaflet for publication.

14. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 18TH JANUARY 2021

RECOMMENDED:

In accordance with the Schedule of Delegation approved on 22nd April 2021, to note the delegated decision made in advance of the February 2022 scheduled payments taken by the Acting Town Clerk in consultation with Members.

Bateman Skip Hire dated 09.02.2022 £312.00

15. DATE OF NEXT MEETING

To note that the date and time of the next virtual consultation with the Acting Town Clerk is on Tuesday 8th March 2022 at 6.30 p.m. and next physical meeting in The Space is on Tuesday 22nd March 2022 at 7.00 p.m.

16. EXCLUSION OF PRESS AND PUBLIC

RECOMMENDED:

In accordance with Standing Order 3(d) to RESOLVE that pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted. Item 16 - 17 - to progress sensitive issues.

17. B&NES RECEIPT AND PAYMENTS OF CIL (REPORT ATTACHED)

RECOMMENDED:

To receive and note the confidential report.

- (i) *To consider the recommendations within the report.*

18. OFFICE MOVE (REPORT ATTACHED)

RECOMMENDED:

To receive and note the confidential report.