



Dawn Drury – Town Clerk  
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To All Members of the Finance & Policy Committee: Cllrs Dave Biddleston, Clive Fricker, Andy Halliday, Hal MacFie (Vice-Chair), Andy McGuiness (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 Baptist Church on TUESDAY 3<sup>rd</sup> MAY 2022 commencing at 6.30 p.m.**

Signed on 27<sup>th</sup> April 2022

A handwritten signature in black ink, appearing to read 'Dawn Drury'.

By Dawn Drury - 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: Keynsham High Street (by Coffee One)**

**DO NOT USE THE LIFTS**

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 3<sup>rd</sup> MAY 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 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

#### **RECOMMENDED:**

- (i) That the Minutes of the Finance Cttee meeting held on 12<sup>th</sup> April 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.

#### **RECOMMENDED:**

*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. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 19<sup>TH</sup> APRIL 2022

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

#### **RECOMMENDED:**

*To note that there have been no delegated payments made.*

## 7. JPAG PRACTITIONERS GUIDANCE 2021-2022 AND 2022-2023 PLUS REPORT DETAILING CHANGES (ATTACHED)

The Practitioners' Guide is issued by the Joint Panel on Accountability and Governance (JPAG) to support the preparation by smaller authorities in England of statutory annual accounting and governance statements found in the Annual Governance and Accountability Return (AGAR). A report is provided detailing changes in practices which affect the Town Council for both the 2021 - 2022 AGAR in preparation and practices to be introduced for the financial year 2022-2023.

### **RECOMMENDED:**

- (i) *To consider, receive and note the current Guidance and list of changes for 2021-2022.*
- (ii) *To consider, receive and note the current Guidance and list of changes for 2022-2023.*
- (iii) *To consider new Section inserted at paragraph 2.10 in respect of Treatment of amounts refunded/reimbursed and receipt and payments reporting.*

## 8. 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 1 – April 2022)
- (ii) Bank Cash and Investment Reconciliation (Month 1 – April 2022)
- (iii) Trial Balance sheet (Month 1 – April 2022)
- (iv) Cash Books 1, 2, & 5 – (Month 1 – April 2022)
- (v) Bank Reconciliations for Cash Books 1, 2, 3 & 5 – (Month 1 – April 2022)
- (vi) Bank Statements – Cash Books 1, 2 and 5 and Public Sector Deposit Fund (Month 1 – April 2022)
- (vii) Petty Cash Report – (Month 1 – April 2022)

*N.B. The above reports are only draft at this stage due to the year-end accounts being prepared by the Accountants on 18 May. The final versions, together with the May finance reports, will be attached to the agenda for the Town Council's meeting on 21 June 2022.*

## 9. ASSET REGISTER ANNUAL REVIEW (attached)

### **RECOMMENDED:**

*To review the Asset Register.*

## 10. ANNUAL REVIEW OF PERFORMANCE AGAINST CORPORATE GOVERNANCE TIMETABLE (Attached)

In advance of the Council approving the Statement of Internal Control and the assertions in the Annual Governance Statement at its meeting in June, the Annual Corporate Governance timetable is submitted for review.

***RECOMMENDED***

*To review performance against the timetable.*

**11. DATE OF NEXT MEETING**

To note that the date and time of the next meeting is **Tuesday 14<sup>th</sup> June 2022 at 6.30 p.m. in the Baptist Church.**

The End of Year Audit is to take place on 18<sup>th</sup> May 2022 and the Cttee is required to review all documentation associated with Annual Return, Statement of Internal Control and End of Year accounts prior to submission for approval at the Town Council meeting of 21<sup>st</sup> June 2022.