



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

To All Members of the Finance & Policy Committee: Cllrs Dave Biddleston, Deb Cooper, Clive Fricker, Andy Halliday, Hal MacFie, Andy McGuinness and Brian Simmons.

Dear Councillor

You are summoned to attend a **MEETING OF FINANCE AND POLICY COMMITTEE** to be held in **the Baptist Church on TUESDAY 14th JUNE 2022** commencing at 6.30 p.m.

Signed on 8th June 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 14th JUNE 2022

1. APPOINTMENT OF CHAIRMAN

To appoint a Councillor as Chairman of the Committee for the Municipal Year 2022-2023, as agreed at the Annual Meeting of the Town Council on 10 May 2022.

2. APPOINTMENT OF VICE CHAIRMAN

To appoint a Councillor as Vice-Chairman of the Committee for the Municipal Year 2022-2023, as agreed at the Annual Meeting of the Town Council on 10 May 2022.

3. **MEMBERSHIP**

To note that Councillors Dave Biddleston, Deb Cooper, Clive Fricker, Andy Halliday, Hal MacFie, Andy McGuinness and Brian Simmons are the appointed members of the Committee for the Municipal Year 2022/2023, as agreed at the Annual Meeting of the Town Council on 10 May 2022.

4. **APOLOGIES FOR ABSENCE**

RECOMMENDATION:

To receive apologies for absence.

5. **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).

6. **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.

7. **RECORD OF PREVIOUS MEETINGS**

RECOMMENDED:

- (i) That the Minutes of the Finance Cttee meeting held on 3rd May 2022 (previously circulated) be confirmed as a true record and signed by the Chairman.

8. **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.

9. APPROVAL OF RECOMMENDATIONS TO TOWN COUNCIL

To approve the following list of recommendations drawn up by the Town Clerk under delegated powers to be made to the Town Council meeting on 21st June 2022 following this Finance & Policy Committee meeting and a visit from the Town Council Auditor on 17th June 2022.

(a) STATEMENT OF INTERNAL CONTROL (TO BE PRESENTED AT TOWN COUNCIL)

RECOMMENDATION BY FINANCE & POLICY COMMITTEE

That the Statement of Internal Control be approved and signed by the Chairman of Keynsham Town Council.

(b) 2022/2023 BUDGET WITH ACTUAL 2021/22 END OF YEAR FIGURES

RECOMMENDATION BY FINANCE & POLICY COMMITTEE

To note receipt.

(c) BUDGET MONITORING REPORT – YEAR END – MONTH 12

RECOMMENDATIONS BY FINANCE & POLICY COMMITTEE

(i) To approve the Budget Monitoring Report.

(d) MOVEMENT TO AND FROM GENERAL & EARMARKED RESERVES

RECOMMENDATIONS BY FINANCE & POLICY COMMITTEE

(i) To approve the closing balance of earmarked and general reserves as at 31st March 2022 including transfer of surpluses.

(ii) To note the proposed list of drawdowns to support the current year's expenditure as approved by the Town Council in January 2022.

(e) ANNUAL BANK RECONCILIATION

The Annual Bank reconciliation is attached for discussion. Individual bank statements and reconciliations for the various accounts throughout the year are available for inspection by appointment with the office.

RECOMMENDATION BY FINANCE & POLICY COMMITTEE

To approve the Annual Bank reconciliation for submission to the External Auditor.

(f) STATUTORY BALANCE SHEET– 2021/2022

The Responsible Financial Officer has submitted the Balance Sheet for the year ended 31st March 2022 for submission with the Annual Return.

RECOMMENDATION BY FINANCE & POLICY COMMITTEE

To approve the Balance Sheet 2021/2022 for signing by the Chairman of the Town Council and submission to the External Auditor.

(g) STATUTORY INCOME/EXPENDITURE STATEMENT 2021/2022

RECOMMENDATION BY FINANCE & POLICY COMMITTEE

To approve the Statement for publication and submission to the External Auditor.

(h) ANNUAL RETURN 2021/2022 – ACCOUNTING STATEMENTS

RECOMMENDATION BY FINANCE & POLICY COMMITTEE

To approve the Accounting Statements for 2021/2022 to be signed by the Chairman of the Town Council at the Town Council meeting.

(i) ANNUAL RETURN 2021/2022 – ACCOMPANYING SCHEDULES

RECOMMENDATION BY FINANCE & POLICY COMMITTEE

(i) To approve the Schedule of Significant Variations.

(ii) To approve the
Reserves Reconciliation

10. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 19TH APRIL 2022

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

RECOMMENDED:

To note that the sum of £755.00 plus VAT was paid for China Jubilee mugs

11. 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 & 2 – April & May 2022)
- (ii) Bank Cash and Investment Reconciliation (Month 1 & 2 – April & May 2022)
- (iii) Balance sheet (Month 1 & 2 – April & May 2022)
- (iv) Bank Reconciliations for Cash Books 1, 2, 3 & 5 – (Month 1 & 2 – April & May 2022)
- (v) Bank Statements – Cash Books 1, 2 and 5 and Public Sector Deposit Fund (Month 1 & 2 – April & May 2022)

12. REVIEW OF EARMARKED RESERVES AND BUDGET VIREMENTS

- (i) To review proposed virements in current year budget
 - i. To decide on budget movement for defibrillator and skip hire spend
- (ii) To note report from RFO regarding EMR balances with utilisation potential

13. ANNUAL CIL STATEMENT

RECOMMENDED:

Annual CIL Statement to be approved at the Finance and Policy Committee meeting on 14th June 2022 and signed off by the Chair of Council at the 21st June 2022 Town Council meeting.

14. TOWN COUNCIL INVESTMENTS

RECOMMENDED:

That the following be recommended to full Council for approval at the Town Council meeting on 21st June 2022.

- (i) *That the Town Clerk be granted approval to manage investment accounts via the Flagstone portal*
- (ii) *That five short (1 – 2 Year) term investment pots in sum of £80,000 each equating to £400,000 be set-up, together with increasing the CCLA public sector investment to £80,000*
- (iii) *Councillors D Cooper, A McGuinness and H MacFie and the RFO Ian Kent be approved for read only access to the Investment accounts.*

15. PROPOSAL TO ACQUIRE A CARD MACHINE FOR TEMPLE STREET OFFICE

To receive verbal report from RFO regarding the case for the acquisition of a debit/credit card device for use at the Temple Street office (and potential other Town Council events) and to note quotations received for said device.

RECOMMENDED:

To approve on the acquisition of a card machine and choose a quotation or delegate to RFO as to which device to acquire.

16. COMMUNITY ASSET TRANSFERS FOX AND HOUNDS LANE CONSERVATION AREA AND THE PADDOCK

Cllr Samuel of Bath and North East Somerset Council is in agreement that BANES should pursue a disposal of the two sites, as above to the Town Council. Therefore, Keynsham Town Council has been approached with a proposal to transfer the unrestricted freehold title of the land to in the sum of £20k per site, a total capital purchase of £40,000 (Forty Thousand Pounds).

BANES has procured a third party RICS Red Book Valuation from Savills Chartered Surveyors to inform regards market value of the plots and their report stated a value of each plot at £20k, subject to an unrestricted freehold disposal. As this is a potential off market disposal, the third-party valuation is required in order to inform that BANES are obtaining best consideration for the assets under S123 of the Local Government Act 1972 statutory regulations.

Upon confirmation that Keynsham Town Council wish to proceed with the purchase of the land as detailed above, B&NES Council will draft a Heads of Terms, in order that the two parties can move to instruction of solicitors.

RECOMMENDED:

- (i) To receive and note the above information.*
- (ii) To make recommendations full Council on any decisions in respect of the purchase of the two parcels of land (monies to come from CIL funds).*

17. REPORT ON CEMETERY PLOTS

RECOMMENDED:

To receive and consider a report prepared by KTC staff on the current plot availability at Keynsham Cemetery and make decisions in relation to the future site needs.

18. IT EQUIPMENT AT TEMPLE STREET OFFICE

RECOMMENDED:

- (i) To receive and consider a verbal update from the RFO and Town Clerk regarding the IT equipment at Temple Street following a meeting with KTC's IT service provider.*

- (ii) *To make a recommendation to full Council regarding the quotation (A) for Essential staff laptops, desktops and SSD upgrades*
- (iii) *To make a recommendation to full council regarding the quotation (B) for Sharepoint & Azure AD Migration*

19. PROPOSED AGREEMENT FOR HIRE OF MUSIC STUDIO

RECOMMENDED:

- (i) *To receive and consider a draft agreement for the part hire of the Time Out premises to Youth Connect South West.*
- (ii) *To recommend to full Council a suggested hire/deposit fee for submission in the agreement*

20. UTILITY AID

RECOMMENDED:

To receive a verbal update on the findings of Utility Aid in respect of the Town Council electricity usage.

21. FIRE SERVICE QUOTATION FOR 2022

RECOMMENDED:

- (i) *To receive and note a quotation for fire alarm maintenance at the Temple Street offices.*

22. DATE OF NEXT MEETING

To note that the date and time of the next meeting is **Tuesday 19th July 2022 at 6.30 p.m. in the Baptist Church.**

The Internal End of Year Audit is to take place on 17th June 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 21st June 2022.