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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 19th JULY 2022 commencing at 6.30 p.m.**

Signed on 12th July 2022

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 19th JULY 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

RECOMMENDED:

- (i) That the Minutes of the Finance Cttee meeting held on 17th June 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. 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 26th July 2022 following this Finance & Policy Committee.

(a) INTERNAL AUDIT REPORT (TO BE PRESENTED AT TOWN COUNCIL)

RECOMMENDATION BY FINANCE & POLICY COMMITTEE

That the Internal Audit Report be noted and signed by the Chairman of Keynsham Town Council.

7. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 21st JUNE 2022

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

RECOMMENDED:

To note that the sum of £298.98 incl VAT was paid for mobile phones for new staff.

8. FINANCIAL MONTHLY REPORTS (attached)

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

9. UTILITY AID QUOTATION (attached)

RECOMMENDED:

To receive and consider quotations from Utility Aid in respect of the Town Council electricity usage.

10. LATE GRANT CLAIM REQUEST (attached)

RECOMMENDED:

To note and consider a request from Keynsham RFC to claim a previously approved grant from prior year 2021 - 2022.

11. REPORT ON BINS (attached)

RECOMMENDED:

To note and consider a report on the state of various bins in the town and recommend to Town Council to utilise sums from the annual bins budget (£2,500) for replacement bins at a cost of £643.97 + VAT each plus anchor points depending on the surface of £30.64.

An alternative option being to fit wooden planter covers (to be fabricated) with new 90 litre liners at a cost of £44.49 + VAT.

12. REPLACEMENT CRADLE SWINGS FOR MEMORIAL PARK & TEVIOT ROAD
(attached)

One swing has broken in Memorial Park and on the advice of Kelvin, grounds supervisor, quotes have been received to replace the four cradle swings in Upper Memorial Park and two in Teviot Road.

RECOMMENDED:

To note and consider quotations and make a recommendation to Town Council for the purchase of six replacement cradle swings.

13. LIVING CHRISTMAS TREE QUOTES (attached)

RECOMMENDED:

To note and consider quotations and make a recommendation to Town Council for the purchase of a living Christmas tree.

14. DATE OF NEXT MEETING

RECOMMENDED:

To note that the date and time of the next meeting is **Tuesday 16th August 2022 at 6.30 p.m.** in the **Baptist Church.**