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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 13th September 2022 commencing at 6.30 p.m.**

Signed on 6th September 2022

By Ian Kent – Responsible Financial Officer

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 13th September 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 16th August 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) (i), Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda with the permission of the Chairman
- (b) In accordance with Standing Order 3 (e) (ii) 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 4 clear days before the meeting where possible and in any case to the Chairman before the meeting and this applies to all committees of the Council.
- (c) In accordance with Standing Order 3 (e) (iii) Members of the Public may also speak on one single item only on the Agenda, just prior to that item being discussed, unless otherwise agreed by the Chair, or Chair of a Committee. Each person may speak for not more than two minutes, with a maximum of two speakers per item in favour and two speakers per item against or at the Chairman's discretion. To facilitate the smooth running of the meeting Members of the Public will be asked to register their interest with the Town Clerk prior to the start of the meeting.

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. FINANCIAL MONTHLY REPORTS (to follow)

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

7. PSDF FACTSHEET (Attached)

RECOMMENDED:

To receive and note the attached fact sheet.

8. PUBLIC SECTOR DEPOSIT ACCOUNT (CCLA)

£30,000 was transferred to the Public Sector Deposit Account (CCLA) on 23rd August 2022 and the account now holds the sum of £81,734.99

RECOMMENDED:

To receive and note the above information.

9. DRAX – TOWN COUNCIL ELECTRIC SUPPLIERS TERMS AND CONDITIONS CHANGING

Drax terms and conditions are due to change from the 1st October 2022. Note. The Town Council's Fixed Term Contract with Drax contract ceases on 31st March 2023

What are the changes?

Drax have updated their terms in line with recent regulatory changes from Ofgem.

They are changing what happens at the end of a contract. At the moment, if customers do not agree a new contract or switch to a new supplier, they will automatically move onto a new Rollover contract, or Drax will move the Customer onto Out of Contract rates.

Under the new T&Cs, the Town Council's Fixed Rollover contract will continue until our 'Fixed Period End Date' (currently the contract end date). After that date, if the town Council do not agree a new contract or switch to a new supplier, our contract will move from its 'Fixed period' into its 'Variable period'. These rates can change at any time, and customers can usually get a better deal with a contract. The rate does include all Third Party Costs. The Town Council will contract will continue on this variable period until it agrees a new contract or switch to a new supplier.

If the Town Council want to change supplier, we will not need to send a termination notice to Drax. We will just still need to pay any outstanding balance before we switch, or Drax may object.

Previous T&Cs changes

Recently Drax have made a few changes to their T&Cs. They only changed T&Cs for new contracts and left existing contracts with the T&Cs they signed up to. This means some customers have different terms.

They are now updating all T&Cs due to the recent regulatory changes. Depending on when customers signed up and how long the customer has had the contract, there may be some changes that haven't reached customer, but these will be in customers new terms.

Drax have listed the key changes they have made recently below so that customers are aware of any that may affect them.

In January 2022, DRAX updated their T&Cs to account for the impact of market volatility on Transmission (TNUoS) and Distribution (DUoS) third party costs (TPCs). From this date, they no longer fixed these TPCs in new contracts.

They also added a clause. This states that if they fix a TPC, but the Government changes the way they calculate that cost, Drax can pass through that change in cost. This is because it wouldn't be something that Drax could forecast for.

RECOMMENDED:

- a) That it be noted that Utility Aid have not been able to find any suitable new contracts with the constant movements in the energy markets recently.*
- b) That the Responsible Financial Officer and Town Clerk contact Drax in respect of obtaining figures for a new fixed term deal with Drax from 1st April 2023.*
- c) That the Town Council appoint Clear Solutions (recommended by NALC) a free energy deal sourcing company to seek alternative quotes for fixed term contracts from 1st April 2023. This company has been able to secure some good deals for other Town and Parish Councils.*
- d) That all quotes be brought back to Finance and Policy Committee as soon as possible.*
- e) That the above recommendations be taken to full Council.*

10. DEFIBRILLATOR FOR MANOR ROAD

As noted previously, a defibrillator for Manor Road is to be purchased as part of the Council's defibrillator strategy. The cost of the machine and case is £2,000.

RECOMMENDED:

That Finance and Policy Committee recommend to Town Council that the defibrillator be purchased.

11. QUOTES FOR COTONEASTER TREE (Attached)

Quotes have been received for a replacement Cotoneaster tree for Mr Garrett.

RECOMMENDED:

That Finance and Policy Committee recommend to Town Council which quote to accept.

12. QUOTES FOR SWING REPAIRS (Attached)

Quotes have been received for parts to repair several swings in Keynsham's play parks.

RECOMMENDED:

That Finance and Policy Committee recommend to Town Council which quote to accept.

13. SAAA OPT-OUT COMMUNICATION (Report attached)

RECOMMENDED:

That Finance and Policy Committee recommend to Town Council that they do not opt out of the SAAA central external auditor appointment arrangements

14. CEMETERY CHARGES (revised charges attached)

Previously the Miscellaneous charges at the Cemetery have been subject to VAT at 20%. After a query from a Mason in relation to this the VAT guidance for Burial Authorities has been studied by the RFO which has resulted in only one item needing to incur VAT which is the installation fee for a Memorial Bench.

The charges have been amended accordingly as attached.

RECOMMENDED:

To approve the revised Cemetery charges in relation to VAT.

15. FIDELITY INSURANCE

The Town Council has been informed by our Insurance Brokers that under the Fidelity Insurance section the Insurers will not increase beyond the current cover of £ 1,403,000. We have one final year of our three-year contract with our existing insurers and it would not be wise to break the contract at this stage. So, it is suggested that the Town Council wait until August 2023 and re-visit increasing the Fidelity Insurance to £2,000,000.

As this increase was a recommendation by our Auditor, the Town Clerk referred this matter back to our Auditor. Her comments are as follows: -

“This is a matter of risk management for the Council. I can completely understand that you would not want to change your 3 year insurance deal just for this element of the insurance.

Ways to reduce the risk are to make sure that your bank accounts can only be accessed by the authorisation of more than one person. For the current account this will be in place already, for the savings accounts you may need to revise the levels of authorisation in place”.

The Town Council’s methods of authorisation on all accounts was explained to our Auditor and she has confirmed that we have a very robust system in place.

RECOMMENDED:

That the Town Council re-visit increasing to Fidelity Insurance to £2,000.000 at the same point as renewing our three-year term insurance contract in August 2023.

16. UPDATE ON CAPITAL PROJECTS (Reports attached)

a) Keynsham Cemetery and Chapel

RECOMMENDED:

- (i) To receive and note the report attached.*
- (ii) That the Committee resolve to recommend to full Council that the Town Clerk can seek tenders from suitable suppliers to commission an asbestos report*
- (iii) The Town Clerk to report back with any responses to Council for a decision on whether to appoint someone.*

b) Manor Road Pavilion

RECOMMENDED:

To receive and note the report attached.

c) Fox and Hounds Lane Conservation Area and The Paddock

RECOMMENDED:

To receive and note the report attached.

17. LITTER BINS AND DOG WASTE BINS SOMERDALE (Report attached)

RECOMMENDED:

- a) To receive and note the report*
- b) To make a recommendation to full Council in respect of the purchase and installation costs of one dog waste bin and one litter bin to be charged to Green Square Accord.*
- c) To make a recommendation to full Council in respect of the emptying of one dog waste bin and four standard bins on the Somerdale Estate and the cost to be charged monthly to Green Square Accord for this service.*

18. PHOTOGRAPHS AT COUNCIL EVENTS POLICY (Attached)

RECOMMENDED:

To receive and note a verbal report from Alan Jenner accompanying the policy document

19. SLCC MEMBERSHIP

RECOMMENDED:

To receive a verbal report from the Assistant Town Clerk on SLCC membership and a proposal on the funding structure.

That Finance and Policy Committee recommend to Town Council on the appropriate funding structure.

20. DATE OF NEXT MEETING

RECOMMENDED:

To note that the date and time of the next meeting is Tuesday 13th October 2022 at 6.30p.m. in the Baptist Church.

21. 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 22 - to progress sensitive issues.

22. OFFICE MOVE (CONFIDENTIAL – HARD COPY REPORT WILL BE AVAILABLE AT THE MEETING & OTHER DOCUMENTS)

RECOMMENDED:

- (i) To receive and note a verbal report in respect of the above project.*
- (ii) To receive quotes and make recommendation to full Council in respect of making a decision for appointing an Architect.*
- (iii) To receive quotes and make recommendation to full Council in respect of making a decision for appointing a company to undertake a measured building survey.*