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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 11th October 2022 commencing at 6.30 p.m.**

Signed on 4th October 2022

A handwritten signature in black ink, appearing to be 'Ian Kent', written over a light grey rectangular background.

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 11th October 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 13th September 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. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 28TH SEPTEMBER 2022

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

RECOMMENDED:

To note that the following sums (incl VAT) were paid:

- i) £840 for staff first aid training*
- ii) £132 for additional desk phones*

7. FINANCIAL MONTHLY REPORTS (to follow)

- (i) Budget Monitoring (Month 6 – September 2022)*
- (ii) Bank Cash and Investment Reconciliation (Month 6 – September 2022)*
- (iii) Balance sheet (Month 6 – September 2022)*
- (iv) Bank Reconciliations for Cash Books 1, 2, 3 & 5 – (Month 6 – September 2022)*
- (v) Bank Statements – Cash Books 1, 2 and 5 and Public Sector Deposit Fund (Month 6 – September 2022)*

8. UPDATE ON ENERGY CONTRACTS

RECOMMENDED:

To receive and note a verbal update on the situations concerning Drax and Clear Solutions.

9. FLAGSTONE INVESTMENTS

RECOMMENDED:

To receive and note that:

- i) £160,000 has been transferred from the Council's Business Premium account to our Flagstone investment holding account.*
- ii) That two investments of £80,000 each have been made using these funds:
 - (1) HSBC Bank – 12 months at 3.87%*
 - (2) Aldermore – 18 months at 3.75%**

10. CONCLUSION OF AUDIT FOR THE YEAR ENDED 31 MARCH 2022 (attached)

The Conclusion of Audit for the year ended 31 March 2022 has been received from PKF Littlejohn LLP and no matters have been drawn to their attention giving cause for concern that relevant legislation and regulatory requirements have not been made.

RECOMMENDED:

- i) To note that the audited AGAR was displayed on the Council office window and posted on the website on 26 September 2022 to meet the 30 September statutory deadline. This was communicated to the Chair of this committee at the time.*
- ii) To recommend to Town Council that the AGAR and Conclusion of Audit are approved.*

11. NEW TABLET AND DATA PLAN FOR YOUTH SERVICE (to follow)

The Youth Service requires a tablet device with a mobile data connection to enable them to access information for the young people they are working with when doing outreach.

RECOMMENDED:

To recommend to Town Council which quotation to accept.

12. COMMUNITY QUILT OWNERSHIP

As part of the Cultural Programme, a new Community Quilt has been made by local people with local Artist Isobel Tarr. It is proposed that the Quilt will then be transferred to Keynsham Town Council's ownership for a nil fee and then need to be insured as part of KTC's assets.

The Artist will retain the right to use the asset on request.

RECOMMENDED:

To recommend to Town Council to agree the transfer of the Quilt and the associated insurance addition

13. PASSWORD MANAGER SUBSCRIPTION FOR OFFICE STAFF (attached)

RECOMMENDED:

- i) To receive and note the attached report*
- ii) To recommend to Town Council which product to purchase from the attached quotations*

14. MANOR ROAD FOOTBALL PITCHES (report attached)

There have been reports that the pitches at Manor Road are being used without the Council's knowledge and without the prerequisite fees being paid (as per the attached schedule of fees and charges previously agreed by Town Council).

RECOMMENDED:

To authorise the Council to produce a flier, outlining the booking and payment process, that can be handed out to those using the pitches without the Council's prior knowledge and for placing on the noticeboard at Manor Road.

15. DOWNFIELD PLAY AREA REDESIGN QUOTATIONS (to follow)

RECOMMENDED:

- i) To recommend to Town Council to upgrade the play area.*
- ii) To recommend to Town Council which quotation to accept.*

16. UNISON SUBSCRIPTIONS (attached)

RECOMMENDED:

To receive and note the attached communication from Unison and that the review was undertaken by the Town Clerk with no changes necessary.

17. PURCHASE OF XMAS LIGHTS FOR XMAS TREE AT ST JOHNS (attached)

RECOMMENDED:

To recommend to Town Council which quotation to accept.

18. DATE OF NEXT MEETING

RECOMMENDED:

To note that the date and time of the next meeting is Tuesday 15th November 2022 at 6.30p.m. in the Baptist Church.