



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 15th November 2022** commencing at **6.30 p.m.**

Signed on 8th November 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 15th November 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

RECOMMENDATION:

That the Minutes of the Finance Cttee meeting held on 11th October 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.

RECOMMENDATION:

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 18TH OCTOBER 2022

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

RECOMMENDATION:

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

- i) £810 to Acorn Access for the cherry picker to undertake the survey of the chapel steeple*
- ii) £259.89 to purchase a portable rechargeable battery PA for the Youth Centre*
- iii) £169.30 to reimburse Abi (Youth Leader) who used her own credit card to buy refreshments and items for the Youth Centre launch parties*
- iv) £769.20 to EDF for energy costs relating to last year's Winter Festival that was due in advance of the next Town Council meeting*

7. FINANCIAL MONTHLY REPORTS (to follow)

- (i) Budget Monitoring (Month 7 – October 2022)*
- (ii) Bank Cash and Investment Reconciliation (Month 7 – October 2022)*
- (iii) Balance sheet (Month 7 – October 2022)*
- (iv) Bank Reconciliations for Cash Books 1, 2, 3 & 5 – (Month 7 – October 2022)*
- (v) Bank Statements – Cash Books 1, 2 and 5 and Public Sector Deposit Fund (Month 7 – October 2022)*

To also note, a charge of £6.37 from Amazon arose on 10 October 2022 which cannot be reconciled to any purchase or invoice we are aware of. This matter is being investigated by the Town Clerk with Amazon and Barclays.

The RFO will report back to this committee once the matter has been resolved.

RECOMMENDATION:

- i. To recommend to Town Council to approve the monthly financial reports*
- ii. To receive and note the update regarding the unreconciled charge*

8. BUDGET REQUESTS FROM OUTSIDE BODIES (Attached)

The following requests listed below need to be considered, so that amounts can be put in the Town Council draft budget for 2023-2024.

- a) KeynshamNow
- b) Dial-A-Ride
- c) Keynsham Music Festival Association Limited
- d) Keynsham In Bloom

RECOMMENDATION:

- i) *To make recommendations to Town Council (November meeting) in respect of the attached budget requests for 2023/2024*
- ii) *That any surplus for KeynshamNow at the end of this financial year to be transferred to the Earmarked Reserve for KeynshamNow*

9. GRANTS BUDGETS 2023/2024

The proposed grant funding budgets for 2023/24 are as follows:

- General community grants **£22,000** (£22,000 in 2022/2023)
- Environmental grants **£15,000** (£15,000 in 2022/2023)

RECOMMENDATION:

To make a recommendation to Town Council as to the level of the grant budgets for 2023/2024.

10. BUDGET ITEMS 2023/2024

To approve funding for budgets for 2023/24 as follows:

- Litter/dog bins - **£3,000** (£2,500 in 2022/23)
- Ground maintenance training - **£5,000** (£7,200 in 2022/23)
- Staff and councillor training - **£6,000** (£6,000 in 2022/23)
- Youth training - **£5,000** (£0 in 2022/23)

RECOMMENDATION:

To make a recommendation to Town Council as to the level of the above budget items for 2023/2024.

11. SUBSCRIPTIONS 2023/2024 (Attached)

A list of subscriptions proposed for 2023-2024 is attached which includes both existing and new ones.

RECOMMENDATION:

To recommend to Town Council to approve the list of subscriptions for 2023-2024

12. DIRECT DEBITS 2023/2024 (Attached)

A list of direct debits proposed for 2023-2024 is attached which includes both existing and new ones.

RECOMMENDATION:

To recommend to Town Council to approve the list of direct debits for 2023-2024

13. WORKNEST (FORMERLY ELLIS WHITTAM) – CHANGE IN THE RATE OF LEGAL EXPENSES INSURANCE (LEI) (Attached)

RECOMMENDATION:

(i) *To receive and note the correspondence received from Worknest in respect of changes to the rate of the Legal Expenses Insurance (LEI) covering Employment Claims and Health and Safety Prosecution.*

(ii) *To decide on the budget for 2023/24 £4,896 (2022/23 £4,896)*

14. TREE WORKS REPORT (Attached)

RECOMMENDATION:

To receive and note the attached report and to recommend to Town Council whether to invite tenders for the required works or to instruct B&NES to carry them out at the quoted estimates.

15. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the date and time of the next meeting is Tuesday 6th December 2022 at 6.30p.m. in the Baptist Church.