



Dawn Drury – Town Clerk
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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 TOWN COUNCIL OFFICE** on **TUESDAY 10th JANUARY 2023** commencing at **6.30 p.m.**

Signed on 3rd January 2023

A handwritten signature in black ink, appearing to be 'Ian Kent', written over a light grey grid 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 10th JANUARY 2023

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 6th December 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 13TH DECEMBER 2022

In accordance with the Schedule of Delegation approved on 22nd April 2021, to note the delegated decision made in advance of the January 2023 scheduled payments taken by the Town Clerk in consultation with Members.

The sum of £434.00. This is for the RoSPA training and examination for Robert Bonfield (grounds maintenance worker). The invoice was received on 23rd December and dated 18th November 2022 and the due date was 18th December 2022 with a late payment charge of 5%.

RECOMMENDATION:

To note the delegated action

7. FINANCIAL MONTHLY REPORTS (Months 8 & 9 November/December (attached))

- (i) Budget Monitoring (Months 8 & 9 – November/December 2022)
- (ii) Bank Cash and Investment Reconciliation (Months 8 & 9 – November/December 2022)
- (iii) Balance sheet (Months 8 & 9 – November/December 2022)
- (iv) Bank Reconciliations for Cash Books 1, 2, 3 & 5 – (Months 8 & 9 – November/December 2022)
- (v) Bank Statements – Cash Books 1, 2 and 5 and Public Sector Deposit Fund (Months 8 & 9 – November/December 2022)

RECOMMENDATION:

To recommend to Town Council to approve the monthly financial reports

8. FLAGSTONE INVESTMENTS

RECOMMENDED: *To receive and note that:*

- (1) Aldermore – 12 months at 4.30%, account opened 24.10.22 and as at 02.01.2023 interest accrued equates to £659.72
- (2) Aldermore – 18 months at 3.75%, account opened 05.10.22 and as at 02.01.23 interest accrued equates to £731.50
- (3) Charter Savings Bank – 12 months at 4.40%, account opened 03.11.22 and as at 02.01.23 interest accrued equates to £578.63
- (4) HSBC (first account opened) 12 months at 3.87%, account opened 03.10.22 and as at 02.01.23 interest accrued equates to £771.87
- (5) HSBC 6 months at 3.34% account opened 24.11.2022 and as at 02.01.23 interest accrued equates to £278.18

9. TOWN COUNCIL BUDGET 2023-2024 (Attached) & BACKGROUND INFORMATION (to follow)

The Town Clerk and Responsible Financial Officer presented the draft budget 2023-2024 in December 2022.

Back information document attached includes recommendations under this item.

10. AMAZON PRIME ANNUAL SUBSCRIPTION

The Town Council are buying more items from Amazon, as prices are often cheaper than other online sources, even including the delivery charges. However, it has been noted that the Town Council could have saved over £250 on free deliveries over the past twelve months. If the Town Council signed up for an Amazon Business Prime Account that has an annual fee of £80 per year this would allow for free deliveries going forward. Initially, it is suggested that a free 30-day trial is undertaken given an extra month of free deliveries.

RECOMMENDED:

That the Town Council subscribes to an annual Amazon Prime Business Account at £80.00 per year.

11. INTERNAL AUDIT 2022-2023 (attached)

RECOMMENDED:

- (i) *To receive and note the internal audit report from November 2022*
- (ii) *To note that the next internal audit is on 20th January 2023.*

12. INSURANCE OF THE PADDOCK AND FOX AND HOUNDS CONSERVATION LAND.

Keynsham Town Councils insurance policy has been amended by adding the two plots of land (The Paddock and Fox and Hounds Lane Conservation) with effect from the 21 December 2022 in accordance with instructions. A revised policy schedule has been supplied for your safekeeping.

In respect of The Paddock, the insurers have reviewed the old building currently on the land and in order for public liability to be operative for the land, Royal Sun Alliance (RSA) will require HERAS fencing to be erected to prevent unauthorised access to the building.

Also, RSA have restricted the public liability limit to £1,000,000 any one claim. They have endorsed the policy accordingly.

As a result of this amendment, there is an additional premium in the amount of **£16.13** inclusive of Insurance Premium Tax (12%).

RECOMMENDED:

To receive and note the above information.

13. **ANNUAL RISK ASSESSMENT (Management) REVIEW 2023-2024 (attached)**

RECOMMENDED:

To consider and note the Annual Risk Assessment Review 2023-2024 and recommend to Town Council to approve the same.

14. **PUBLIC SECTOR DEPOSIT FUND FACT SHEET NOVEMBER 2022 (Attached)**

RECOMMENDED:

To consider and note the report.

15. **CIL NOTIFICATION**

The sum of £ 3258.91 CIL funding has been paid to Keynsham Town Council in respect of application 16/05656/FUL The Bungalow Parkhouse Lane, Keynsham which is instalment 1 of 1.

RECOMMENDED:

To receive and note the above.

16. **EDF UTILITY FIXED TERM CONTRACT - 1ST APRIL 2023 – 31ST MARCH 2025 (amended quote figures attached)**

On 4th January 2023, the Town Clerk confirmed the contract details with Clear Utility Solutions in order to secure a two year fixed term contract deal with EDF for the supply of electricity from 1st April 2023 – 31st March 2025, as per the amended quote figures previously circulated.

Clear Utility Solutions will handle the process of moving over the contract and setting up the Direct Debit with the new supplier.

Commission charges for sourcing the deals and handling the contract changeover are below:

28 – 30 Manor Road Pavilion - £15.00

15 – 17 Temple Street - £150.00

Cemetery Durley - £15.84

Unit 11b - £37.80

RECOMMENDED:

To receive and note the above information.

17. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the date and time of the next meeting is Tuesday 14th February 2023 at 6.30 p.m. in the TOWN COUNCIL OFFICE.