



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 7<sup>th</sup> FEBRUARY 2023** commencing at **6.30 p.m.**

Signed on 31<sup>st</sup> January 2023

A handwritten signature in black ink, appearing to read 'Dawn Drury'.

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 7<sup>th</sup> FEBRUARY 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 16<sup>th</sup> 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 10<sup>th</sup> January 2023 (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 17<sup>th</sup> JANUARY 2023**

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

The purchase of 4 LGBT training course from Mermaids (for youth staff) total cost £260.00.

**RECOMMENDED:**

*To approve the delegated action.*

**7. FINANCIAL MONTHLY REPORTS (Month 10 JANUARY 2023 (TO FOLLOW))**

- (i) Budget Monitoring (Month 10 – January 2023)
- (ii) Bank Cash and Investment Reconciliation (Month 10 – January 2023)
- (iii) Balance sheet (Month 10 – January 2023)
- (iv) Bank Reconciliations for Cash Books 1, 2, 3 & 5 – (Month 10 – January 2023)
- (v) Bank Statements – Cash Books 1, 2 and 5 and Public Sector Deposit Fund (Month 10 – January 2023)

**RECOMMENDED:**

*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 31.01.2023 **interest accrued equates to £395.83**
- (2) Aldermore – 18 months at 3.75%, account opened 05.10.22 and as at 31.01.23 **interest accrued equates to £501.36**
- (3) Charter Savings Bank – 12 months at 4.40%, account opened 03.11.22 and as at 31.01.23 **interest accrued equates to £308.60**
- (4) HSBC (first account opened) 12 months at 3.87%, account opened 03.10.22 and as at 31.01.23 **interest accrued equates to £534.37**
- (5) HSBC 6 months at 3.34% account opened 24.11.2022 and as at 31.01.23 **interest accrued equates to £73.20**

9. TREE QUOTES FOR KEYNSHAM CEMETERY (Company A & B quote redacted attached)

To note that an urgent decision needs to be made in respect of this matter as the tree works need to be undertaken before the bird nesting season begins on 1<sup>st</sup> March 2023.

**RECOMMENDED:**

- (i) *To receive and note the quotes.*
- (ii) *To make a recommendation to full Council in respect of the quotes.*

10. LEAF BLOWER FOR CEMETERY QUOTE (Report attached)

**RECOMMENDED:**

- (i) *To receive and note the quote.*
- (ii) *To make a recommendation to full Council in respect of the quote.*

11. PSDF FACTSHEET DECEMBER 2022

**RECOMMENDED:**

*To receive and note the December CCLA PSDF Fact sheet for December 2022.*

12. TALKTALK BUSINESS IMPORTANT PRICING UPDATE

Notice has been received from TALKTALK the Town Council's Broadband providers that business and third-party supplier costs have been increasing. TalkTalk's' supplier Openreach, who provide the connectivity infrastructure from the premises to their network, recently confirmed that it will be raising its prices, and TalkTalk have taken the difficult decision to review and increase their prices too. These increases are required to cover rising costs and maintain service levels.

TalkTalk will be increasing prices across their Data, Broadband and Voice Services in line with the Consumer Price Index (CPI) plus 3.7%. This equates to an increase of 14.2% which will be applied to their charges excluding VAT. The new pricing will come into effect from 1<sup>st</sup> March 2023. The Town Council account terms will also be changing from 1<sup>st</sup> March 2023 to include information about future annual price rises. Increases will be calculated by multiplying the existing charges by the CPI plus 3.7%. For example, a subscription of £30 per month and an increase of CPI (10.5%) plus 3.7% this would mean the monthly price would increase by no more than £4.26. Currently, the Town Council pay £19.95 plus VAT.

**RECOMMENDED:**

*To receive and note the information above.*

### 13. WRITE OFF OF THE SUM OF £6.37

A sum of £6.37 with reference Amazon.co.uk\*K160B appeared on the Town Council bank statement on 10<sup>th</sup> October 2022. No order was placed with this company in or around this date, no purchase order raised or invoice received. After several lengthy email exchanges with Amazon, they have insisted this is a bank error. The Town Clerk phoned the Town Council business banking department at Barclays and asked them to investigate. A letter was received on 23<sup>rd</sup> November 2022, stating that they had checked the account and cannot locate the payment and that they can see that no sum of £6.37 had been debited on 10<sup>th</sup> November 2022. The Town Clerk wrote back on 30<sup>th</sup> November stating that they were checking an incorrect payment date in November and not October 2022. No response to this letter has been received despite chasing by telephone. The Town Clerk asks should she send a further letter or make further phone calls which is time consuming or ask the auditor to write this sum off at the end of the year.

#### **RECOMMENDED:**

- (i) To receive and note the information above
- (ii) To recommend to full Council a course of action.

### 14. INTERNAL AUDIT JANUARY 2023 REPORT AND RECOMMENDATIONS (To follow)

#### **RECOMMENDATION:**

*To receive and note the internal audit report from January 2023*

### 15. SECTION 106 ALLOTMENT MONIES UPDATE

#### **RECOMMENDED:**

*To note the sum of £13,334.00 is outstanding in respect of the Section 106 allotment funding. This will be carried forward into the next financial year.*

### 16. DRAFT COUNCIL TAX LEAFLET 2023-2024 (Attached)

The draft Council Tax leaflet has been circulated for consideration prior to publishing on B&NES and Town Council websites.

#### **RECOMMENDED:**

*To approve a final version of the 2023-2024 Council Tax Leaflet for publication.*

### 17. BURNETT BUSINESS PARK LEASE RENEWAL AND RENT INCREASE

The Assistant Town Clerk and Town Clerk met with the owner of 11b Burnett Business Park (the Council Lock up). The lease was past its renewal date and there had not been a rent increase for many years.

A new lease has been produced with conditions as follows:-

Rent of £ 10450.00 plus VAT per year (870.83 per month + VAT) from 1<sup>st</sup> February 2023 linked to RPI increasing in January 2028 each year payable monthly in advance by Standing Order which the Tenant covenants to pay.

The rent includes the following services: -  
Incurred management services 42% of rent charged.  
Insurance of building  
Gardening and site upkeep

The current rent is £435.59 plus VAT per month.

**RECOMMENDED:**

*That Finance and Policy Committee recommend to Full Council that the lease be signed.*

**18. REPAIRS TO EAST CHAPEL AT THE CEMETERY.**

Mann Williams, Consulting Civil & Structural Engineers are proposing that as a first step they visit the Chapel and take some monitoring readings and review the extent of movement since their last visit. From there they will go on to produce a report before considering what remedial measures of repair are appropriate and detailing these.

As the full extent of their input is not known at this stage, they suggest proceeding on a time basis at this stage. An hourly rate of £85ph+VAT would apply. They would suggest budgeting for around 12hrs (£1020+VAT) input for the initial visit and report. Beyond this further time input will be required for obtaining quotations for soils investigations (if underpinning is to be considered) and ultimately preparing repair drawings which will include a number of stitching details (with or without underpinning – subject to available funds to undertake the physical repair works and additional archaeological and arboricultural considerations).

**RECOMMENDED:**

- (i) *To note that the appointment of Mann Williams has been previously approved.*
- (ii) *To recommend to full Council to approve the above quote.*

**19. DATE OF NEXT MEETING**

**RECOMMENDATION:**

*To note that the date and time of the next meeting is Tuesday 7<sup>th</sup> March 2023 at 6.30 p.m. in the TOWN COUNCIL OFFICE.*