



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 7th MARCH 2023** commencing at **6.30 p.m.**

Signed on 1st March 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 7TH MARCH 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 Committee meeting held on 7th February 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.

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 14th FEBRUARY 2023

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

RECOMMENDATION:

There were none.

7. FINANCIAL MONTHLY REPORTS (Month 10 JANUARY 2023) (Attached)

- (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, 4 & 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 receive and note the monthly financial reports.

8. FINANCIAL MONTHLY REPORTS (Month 11 February 2023 (To Follow)

- (i) Budget Monitoring (Month 11 – February 2023)
- (ii) Bank Cash and Investment Reconciliation (Month 11 – February 2023)
- (iii) Balance sheet (Month 11 – February 2023)
- (iv) Bank Reconciliations for Cash Books 1, 2, 3, 4 & 5 – (Month 11 – February 2023)
- (v) Bank Statements – Cash Books 1, 2 and 5 and Public Sector Deposit Fund (Month 11 – February 2023)

RECOMMENDATION:

To recommend to Town Council to approve the monthly financial reports.

9. FLAGSTONE INVESTMENTS

RECOMMENDED: To receive and note that:

(1) Aldermore – 12 months at 4.30%, account opened 24.10.22 and as at 01.03.2023 interest accrued equates to £1206.35

(2) Aldermore – 18 months at 3.75%, account opened 05.10.22 and as at 01.03.2023 interest accrued equates to £1208.21

(3) Charter Savings Bank – 12 months at 4.40%, account opened 03.11.22 and as at 01.03.2023 interest accrued equates to £1137.97

(4) HSBC (first account opened) 12 months at 3.87%, account opened 03.10.22 and as at 01.03.2023 interest accrued equates to £1263.84

(5) HSBC 6 months at 3.34% account opened 24.11.2022 and as at 001.03.23 interest accrued equates to £702.77

10. INTERNAL AUDIT JANUARY 2023 REPORT AND RECOMMENDATIONS (Attached)

RECOMMENDED:

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

11. 2023-2024 FEES AND CHARGES (Attached)

a) Cemetery Fees

b) Manor Road Football Fees (2022-2023 charges information attached)

c) Photocopying Fees

RECOMMENDED:

(i) To receive and note the fees and charges as proposed for the Cemetery, Manor Road and Photocopying.

(ii) To make recommendations to Town Council in respect of any decisions regarding the report.

12. PUBLIC SECTOR DEPOSIT FUND FACT SHEET JANUARY 2023 (Attached)

RECOMMENDED:

To consider and note the report.

13. QUOTE FOR GAMING COMPUTERS (Attached)

RECOMMENDED:

(i) To consider the attached quotation for SoVision.

(ii) To recommend to Town Council whether or not to purchase two gaming computers for TimeOut.

14. BRISTOL CITY COUNCIL PENALTY CHARGE NOTICE 31ST JAN 2023 (Attached)

RECOMMENDED:

To note that on 13th January 2023 Town Council van CV11 LIX was detected within the Bristol Clean Air Zone without paying a clean air zone charge. A penalty notice was received on 31st January 2023 and paid immediately at the reduced fee of £60.00.

15. WORKNEST H & S AUDIT FEBRUARY 2023 (Attached)

RECOMMENDED:

To receive and note the WorkNest H & S audit report from February 2023.

16. KEYNSHAM TOWN COUNCIL INVESTMENT STRATEGY & POLICY (Attached)

This Strategy is to be reviewed by the Finance & Policy Committee and Town Council at their meetings in March 2023, as amendments have been made to the Investment Policy adopted on 19th September 2017, in time for it to be adopted by Council at its Annual Meeting on 9th May 2023.

RECOMMENDED:

- (i) To receive and note the Keynsham Town Council Investment Strategy & Policy.*
- (ii) To note that the document is to be adopted at the May Annual Town Council meeting.*

17. OVERFLOW STATION CAR PARK, KEYNSHAM ROAD

Following a litter pick by members of KeynshamNow some questions were asked regarding matters relating to the overflow station car park on the Keynsham Road and the following is reported:

- The car park and responsibility for clearance of fly tipping, litter clearance and emptying of bins currently lies with Green Square Accord (Estates Management team on behalf of Taylor Wimpey).
- The company also have responsibility for the path that leads up from the station and into the Somerdale Estate. This path is in the process of being transferred from Taylor Wimpey to Bath and North East Somerset Council.
- The bins are emptied once a week and the immediate vicinity is litter picked at the same time.
- Green Square Accord have asked if Keynsham Town Council would be interested in quoting for the litter clearance and the emptying of bins going forward.

RECOMMENDED:

- (i) To receive and note the information.*
- (ii) To consider the request to quote for litter clearance and bin emptying in the overflow station car park.*

18. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the date and time of the next meeting is Tuesday 11th April 2023 at 6.30 p.m. in the TOWN COUNCIL OFFICE.