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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 11th April 2023** commencing at **6.30 p.m.**

Signed on 4th April 2023

A handwritten signature in black ink, appearing to be "Amanda Hazell".

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EMERGENCY EVACUATION PROCEDURE

When the continuous alarm sounds, you must evacuate the building by the exit and proceed to the assembly point: Grassed area past St. Cadoc House, Temple Street.

Arrangements are in place for the safe evacuation of disabled people.

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 April 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 7th March 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 March 2023

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

RECOMMENDATION:

To note there are no delegated actions.

7. FINANCIAL MONTHLY REPORTS (Month 12 March 2023 to follow)

- (i) Budget Monitoring (Month 12 – March 2023)
- (ii) Bank Cash and Investment Reconciliation (Month 12 – March 2023)
- (iii) Balance sheet (Month 12 – March 2023)
- (iv) Bank Reconciliations for Cash Books 1, 2, 3, 4 & 5 – (Month 12 – March 2023)
- (v) Bank Statements – Cash Books 1, 2 and 5 and Public Sector Deposit Fund (Month 12 – March 2023)

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 03.04.23 interest accrued equates to £1,157.36
- (2) Aldermore – 18 months at 3.75%, account opened 05.10.22 and as at 03.04.23 interest accrued equates to £1,479.45
- (3) Charter Savings Bank – 12 months at 4.40%, account opened 03.04.23 and as at 05.12.2022 interest accrued equates to £1,456.21
- (4) HSBC (first account opened) 12 months at 3.87%, account opened 03.04.23 and as at 05.12.2022 interest accrued equates to £1,543.75
- (5) HSBC 6 months at 3.34% account opened 24.11.2022 and as at 03.04.23 interest accrued equates to £944.35

9. Youth Service Residential

The number of young people signed up for the Youth Residential trip is now 6. The original budget for the trip was £2,756 for 12 young people and 3 members of staff. The anticipated spend for 6 young people and 3 members of staff is £1,754. The Clerk is working with the Youth Development Officer to finalise the costs.

RECOMMENDATION:

To note the budget changes for the Youth Residential.

10. EE Price Increase (ATTACHED)

RECOMMENDATION:

To consider the price increases from EE of 14.4%

11. Bateman Skips Price Increase (ATTACHED)

RECOMMENDATION:

To consider the price increases from Bateman Skips of 7%.

12. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the date and time of the next meeting is Tuesday 16th May 2023 at 6.30 p.m. in the TOWN COUNCIL OFFICE.

The End of Year Audit is to take place on 16th June 2023 and the Cttee is required to review all documentation associated with Annual Return, Statement of Internal Control and End of Year accounts prior to submission for approval at an ad hoc meeting to be arranged.

13. **EXCLUSION OF PRESS AND PUBLIC RECOMMENDED:**

In accordance with Standing Order 3(d) to RESOLVE that pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted. Items 14-15 - to progress sensitive issues.

14. **B&NES RECEIPT AND PAYMENTS OF CIL (REPORT ATTACHED)**

RECOMMENDED:

- (i) To receive and note the confidential report.*
- (ii) To consider the recommendations within the report.*

15. **UPDATE ON SECTION 106 MATTERS AND FURTHER REPORT ON SECTION 106 PAYMENTS (REPORT ATTACHED)**

RECOMMENDED:

- (i) To receive and note the report.*
- (ii) To make recommendations to Town Council in respect of any decisions regarding the report.*