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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 Baptist Church on **TUESDAY 16th August 2022** commencing at 6.30 p.m.

Signed on 7th August 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 16th August 2022

1. APPOINTMENT OF CHAIRMAN

RECOMMENDED:

To appoint a Councillor as Chairman of the Committee for the Municipal Year 2022-2023.

2. APPOINTMENT OF VICE CHAIRMAN

RECOMMENDED

To appointment a Councillor as Vice-Chairman of the Committee for the Municipal Year 2022-2023.

3. **APOLOGIES FOR ABSENCE**

RECOMMENDATION:

To receive apologies for absence.

4. **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).

5. **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.

6. **RECORD OF PREVIOUS MEETINGS**

RECOMMENDED:

- (i) That the Minutes of the Finance Cttee meeting held on 19th July 2022 (previously circulated) be confirmed as a true record and signed by the Chairman.

7. **PUBLIC PARTICIPATION**

- (a) 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 four clear days before the meeting where possible, and in any case to the Chairman before the meeting. This also applies to all Committees of the Council.
- (b) 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.

8. FINANCIAL MONTHLY REPORTS (attached)

- (i) Budget Monitoring (Month 4 – July 2022)
- (ii) Bank Cash and Investment Reconciliation (Month 4 – July 2022)
- (iii) Balance sheet (Month 4 – July 2022)
- (iv) Bank Reconciliations for Cash Books 1, 2, 3 & 5 – (Month 4 – July 2022)
- (v) Bank Statements – Cash Books 1, 2 and 5 and Public Sector Deposit Fund (Month 4 – July 2022)

9. SCHEDULE OF INVOICES DUE FOR PAYMENT – AUGUST (MONTH 5) (to follow)

RECOMMENDED:

That the Schedule of Invoices be approved for payment.

10. CCLA PUBLIC SECTOR LOAN ACCOUNT SUBSCRIPTION FORM (Attached)

RECOMMENDED:

That the Finance and Policy approve the signing of the CCLA Public Sector Subscription form to transfer £30,000 additional funds to the account, as agreed at the Town council meeting on 21st June 2022 item FP6 on the agenda. The Subscription form to be signed Dawn Drury (Town Clerk) and Cllr Clive Fricker signatory to the account.

11. PUBLIC SECTOR LOAN ACCOUNT – FACT SHEET JUNE 2022 (Attached)

RECOMMENDED:

To receive and note the Public Sector Loan Account June fact sheet.

12. AVON PENSION FUND – FUNDING STRATEGY STATEMENT (ATTACHED)

RECOMMENDED:

- (i) *To receive and note consultation process email and requested responses.*
- (ii) *To receive and note funding strategy statement.*
- (iii) *To receive, note and agree the proposed Council responses to the Avon Pension Fund.*

13. PAYMENT IN LIEU OF LGS PAY AWARD 2022 – 2023 (ATTACHED)

RECOMMENDED:

- (i) *To receive and note Employer Link document dated 12th July 2022.*
- (ii) *To receive and note EMP Circular dated 25th July 2022.*

14. CIL MONIES RECEIVED

RECOMMENDED

To note the receipt of £701.15 CIL monies from B&NES for 55 High Street, Keynsham, planning app. 20/04614/FUL on 20 July 2022.

15. INTERNAL AUDIT QUOTES FOR NEW CONTRACT (Attached)

RECOMMENDED:

- (i) To receive and note quotes received in respect of the appointment of an Internal Auditor from 2022-23 to 2024-25.*
- (ii) To decide on which Auditor to appoint.*

16. QUOTES FROM SOLICITORS IN RESPECT OF THE LAND TRANSFER – FOX AND HOUNDS LANE AND THE PADDOCK (Attached)

Three firms of Solicitors were sent letters requesting quotes for acting on behalf of the Town Council in respect of this matter. The deadline for responses was Friday 29th July 2022. Only one quote has been received

RECOMMENDED:

- (i) To receive and note the quote received.*
- (ii) To decide whether to appoint the firm of Solicitors.*

17. PENSION OVER PAYMENT

RECOMMENDED:

To note that an error was made during the last BACS run in that the HMRC and Pension sums payable were transposed meaning that Avon Pension was overpaid by the £1,777.84 and the HMRC was under paid by £1,777.84. An additional sum of £1,777.84 was paid to HMRC in order to fulfil the full payment due and Avon Pension Fund have agreed that £1,777.84 be deducted from the August payment and the LGPS50 submission be completed as normal.

18. UPDATE ON NOMINAL CODE LIST (Attached)

RECOMMENDED:

To receive and note the attached updated nominal code list.

19. TOWN COUNCIL INSURANCE

RECOMMENDED:

- (i) To receive and note that a visit has been made by the Insurance Broker for the Town Council to update the Town Council's insurance requirements for 2022-2023, including the increase in the Fidelity Insurance cover to £2,000,000.*

- (ii) *To note that the Town Council's insurance for 2022-2023 will no longer be with Royal Sun Alliance but will be reverting back to Aviva.*
- (iii) *To note that the three year contract with our insurance broker is coming to an end and quotes for a new three year contract will be sought in the New Year.*

20. SQUARE CARD READER

RECOMMENDED:

To note that the Town Council has now been verified and all card payments going forward will be transferred into the Town Council's current account.

21. ADDITIONAL STORAGE FACILITY AT BURNETT

The Burnett facility is currently being used to store a large amount of equipment and fixtures for various different purposes and is getting to a state where it is almost full.

An opportunity has arisen to rent an additional storage facility in the Burnett village at the following prices:

40ft: £400 pcm

20ft: £250 pcm

10ft: £150 pcm

Kelvin, Grounds Maintenance Supervisor, suggests a 20ft container would be most appropriate for the Council's current storage needs.

RECOMMENDED:

To make a decision in respect of the rental of a 20ft container.

22. UTILISATION OF EMR AGAINST IT EQUIPMENT

RECOMMENDED:

To note that a previously agreed balance of £4,840 has been utilised from EMR 367 (IT equipment) to offset this year's budget overspend on new IT equipment.

23. DATE OF NEXT MEETING

RECOMMENDED:

To note that the date and time of the next meeting is **Tuesday 13th September 2022 at 6.30p.m. in the Baptist Church.**