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To All Members of the Finance & Policy Committee: Cllrs Souzan Alenshasy, Martin Burton, Chris Davis, Clive Fricker, Caroline Leonard, Andy Wait (Chair) and Martin Woodward.

Dear Councillor

You are summoned to attend a **MEETING OF FINANCE AND POLICY COMMITTEE** to be held in **the Town Council Office on THURSDAY 18<sup>th</sup> May 2023 commencing at 6.30 p.m.**

Signed on 12<sup>th</sup> May 2023

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

Amanda Hazell – Responsible Finance Officer

**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 18<sup>th</sup> May 2023**

**1. MEMBERSHIP**

To note that Councillors Souzan Alenshasy, Martin Burton, Chris Davis, Clive Fricker, Caroline Leonard, Andy Wait and Martin Woodward are the appointed members of the Committee for

the Municipal Year 2023/2024, as agreed at the Annual Meeting of the Town Council on 11<sup>th</sup> May 2023.

Chair of Committee as voted in the Full Council on 11<sup>th</sup> May 2023 is Cllr Andy Wait with Vice Chair Cllr Martin Burton.

## 2. APOLOGIES FOR ABSENCE

RECOMMENDATION:

To receive apologies for absence.

## 3. 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).

## 4. 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.

## 5. RECORD OF PREVIOUS MEETINGS

RECOMMENDATION:

*That the Minutes of the Finance Cttee meeting held on 11<sup>th</sup> April 2023 (previously circulated) be confirmed as a true record and signed by the Chairman.*

## 6. 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.*

**7. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 18<sup>th</sup> April 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 May 2023 scheduled payments taken by the Town Clerk in consultation with Members.

1. Trellis panels for Cemetery Rose Garden £583.33 plus vat.
2. Climbing roses at £306 includes 15% discount for purchase before 18<sup>th</sup> April.
3. Dynabook Computer for Music Studio Manager £746 plus vat.
4. URGENTLY needed to ensure the safety of a piece of play equipment in upper Memorial Play area. 5 x PWS-AAU0630&FXG Clamp 2.38In and loose fixings @ £181.00 each less 10% discount @ £162.90 each - £814.50.

**RECOMMENDATION:**

*To approve the delegated actions.*

**8. FINANCIAL MONTHLY REPORTS (TO FOLLOW IN JUNE AFTER YEAR END CLOSE DOWN)**

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

**RECOMMENDATION:**

*To recommend to Town Council to approve the monthly financial reports in June.*

## 9. REVIEW OF STANDING ORDERS

Finance Committee have recommended to approve the Standing Orders. This item is being considered later in the year by the new Council and once Councillors had received training.

**RECOMMENDATION:**

*To review and approve the proposed Standing Orders.*

## 10. REVIEW OF FINANCIAL REGULATIONS

Finance Committee have recommended approval of the Financial Regulations including new amendments. This item is being considered later in the year, by the new Council and once Councillors had received training.

**RECOMMENDATION:**

*To review and approve the proposed Financial Regulations*

## 11. TERMS OF REFERENCE

Finance Committee have recommended approval of the Terms of Reference. This item is being considered later in the year by the new Council and once Councillors had received training.

**RECOMMENDATION:**

*To review and approve the proposed Terms of Reference.*

## 12. FLAGSTONE INVESTMENTS

**RECOMMENDATION:** *To receive and note that:*

*(1) Aldermore – 12 months at 4.30%, account opened 24.10.22 and as at 03.05.23 interest accrued equates to £1,800.10*

*(2) Aldermore – 18 months at 3.75%, account opened 05.10.22 and as at 03.05.23 interest accrued equates to £1,726.02*

*(3) Charter Savings Bank – 12 months at 4.40%, account opened 03.11.22 and as at 03.05.23 interest accrued equates to £1,745.53*

*(4) HSBC (first account opened) 12 months at 3.87%, account opened 03.10.22 and as at 03.05.23 interest accrued equates to £1,789.22*

*(5) HSBC 6 months at 3.34% account opened 24.11.2022 and as at 03.05.23 interest accrued equates to £1,163.96*

## 13. INVESTMENT END DATE

Flagstone Investment HSBC Bank PLC (3.34%) is coming to an end on 25<sup>th</sup> May 2023.

The investment has returned a profit of £1,163.96 since 25<sup>th</sup> November 2022 (6 months) on the initial investment of £80,000.

**RECOMMENDATION:**

- i) To decide whether to extend the investment or cash in and look for a new investment.
- ii) To recommend decision to Full Council.

**14. REVIEW OF EARMARKED RESERVES AND BUDGET VIREMENTS**

Proposed virements end of year 2022/2023.

| EMR Code | EMR Description       | Amount     |
|----------|-----------------------|------------|
| 374      | Twinning (NEW CODE)   | £500       |
| 335      | Cemetery Chapel       | £17,320    |
| 346      | Play Area Replacement | £15,377.43 |
| 353      | New Vehicle           | £7,000     |
| 354      | Play Area Resurfacing | £5,847.53  |
| 360      | Office Move           | £12,380    |
|          | Total                 | £58,424.96 |

The remaining balance of £23,595.13 is to be transferred to the General Reserve.

Proposed virement between EMRs

| From EMR Code | EMR Description            | To EMR Code | EMR Description | Amount    |
|---------------|----------------------------|-------------|-----------------|-----------|
| 351           | Youth Cncl-Crimebeat Grant | 350         | Youth Service   | £1,663.83 |

Code 351 (Youth Cncl-Crimebeat Grant) is no longer required.

**RECOMMENDATION:**

*To consider the proposed virements.*

**15. ASSET REGISTER ANNUAL REVIEW (Attached)**

**RECOMMENDATION:**

*To review the Asset Register.*

**16. DIRECT DEBITS FOR FINANCIAL YEAR 2023/24 (Attached)**

**RECOMMENDATION:**

- i) To review the direct debit payments.
- ii) To recommend to Full Council to approve the payments.

**17. ST JOHN'S PTA GRANT PAYMENT (attached)**

St John's PTA struggled to get the correct evidence from the supplier of their new Welly Sheds and send them to us by the deadline.

Also we need to consider the application originally was “long lasting, sustainable outdoor shelter to enable outdoor play and lessons for the whole school, year-round”, however, 2 welly sheds for storage have been purchased.

**RECOMMENDATION:**

*To decide whether to pay the Grant to St.John’s PTA from 2022-2023, and if so to recommend to full Council.*

**18. THE PADDOCK, HERITAGE ASSESSMENT QUOTES (redacted quotes attached)**

**RECOMMENDATION:**

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

**19. ACCESSIBILITY SWING SEAT QUOTES (redacted quotes attached)**

**RECOMMENDATION:**

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

**20. PAVILION MANOR ROAD DEFIBRILLATOR (quote attached)**

Before the Committee is an application for a Defibrillator for the front wall of the restored Pavilion at Manor Road.

The cost of the machine including a spare battery and pads is £2,349, inclusive of VAT of £5 which is a price increase of about 100% since the last one was purchased.

The life-saving benefits of a Defibrillator at the playing fields needs no explanation.

The issue is, is the Committee willing to recommend to Council to fund a machine at this higher price?.

The Committee’s resolution to approve the purchase is sought.

**RECOMMENDATION:**

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

**21. PAVILION ALARM (Attached)**

**RECOMMENDATION:**

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

## 22. B&NES FOOTPATH AGENCY

The following has been received from B&NES regarding the Public Rights of Way - Vegetation Clearance Parish Council Agency Agreement 2023/24:

“Further to the above agreement between Bath and North East Somerset Council and Keynsham Town Council in relation to vegetation clearance on Public Rights of Way. I am pleased to include the order for the 2023/24 financial year.

Payments will increase by 2.0% in line with the Council’s standard increase to contractors for the 2023/24 financial year. The amount you will receive this year therefore is £813.18. As always if there are major works required this will be looked at as a separate issue and not taken into account for this Agreement.

May I take this opportunity of thanking you for the efforts made by your Council during the past year in maintaining these routes.”

**RECOMMENDATION:**

*To receive and note the information above.*

## 23. SOVISION PRICE INCREASE (ATTACHED)

**RECOMMENDATION:**

*To consider the price increase from SoVision of 5%.*

## 24. MINISTER CLEANING PRICE INCREASE (ATTACHED)

**RECOMMENDATION:**

*To consider the price increase from Minister Cleaning of 9.7%.*

## 25. NOVA FEST BUDGET (ATTACHED)

**RECOMMENDATION:**

*To receive and note the budget for the Nova Fest.*

## 26. FINANCE FOR COUNCILLORS’ TRAINING

Finance and Policy Committee members are asked to complete the Finance for Councillor Course. The Course is online via Zoom and takes an hour and a half to complete.

Dates for the course are:

June 2023 – 6<sup>th</sup> or 20<sup>th</sup> (10am)

July 2023 – 4<sup>th</sup> or 13<sup>th</sup> (10am)

#### Details of the course:

This session is for Councillors only and is designed to give them a greater understanding of their duties with regard to the Council's finances.

Topics include:

- Roles and responsibilities
- Setting a budget and precept
- Financial control
- The Annual Governance & Accountability Return
- Internal and external audit
- How VAT applies to local councils.

By the end of the session, you will:

- Understand the Council's duties regarding financial management
- Be aware of relevant legislation and sources of guidance
- Be aware of how the Council's accounts are prepared and audited
- Recognise the importance of internal controls
- Understand how VAT law applies to your council.

#### **RECOMMENDATION:**

- All Councillors on the Finance and Policy Committee to complete the course.*
- Inform the RFO of the date each Councillor would like to attend. The courses book up very quickly, so a quick turnaround is appreciated.*

## **27. DATE OF NEXT MEETING**

#### **RECOMMENDATION:**

*To note that the date and time of the next meeting is Tuesday 13<sup>th</sup> June 2023 at 7.30 p.m. in the TOWN COUNCIL OFFICE.*

The End of Year Audit is to take place on 16<sup>th</sup> June 2023 and the Committee 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.

**IMPORTANT NOTE:** Further meeting on the 20<sup>th</sup> June 2023 at 7 p.m. in The Space prior to the Full Council meeting.