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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 Space** on **TUESDAY 20th JUNE 2023** commencing at **7.00p.m** prior to the Council Meeting.

Signed on 14th June 2023

By Amanda Hazell – Responsible Finance 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: Grassed area past St Cadoc House, Temple Street.

DO NOT USE THE LIFTS

FINANCE & POLICY COMMITTEE AGENDA 20th JUNE 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

RECOMMENDED:

- (i) That the Minutes of the Finance Cttee meeting held on 13th June 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), 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.

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. APPROVAL OF RECOMMENDATIONS TO TOWN COUNCIL

To approve the following list of recommendations drawn up by the Town Clerk under delegated powers to be made to the Town Council meeting on 20th June 2023 following this Finance & Policy Committee meeting and a visit from the Town Council Auditor on 16th June 2023.

- (a) STATEMENT OF INTERNAL CONTROL (attached)

RECOMMENDATION BY FINANCE & POLICY COMMITTEE

That the Statement of Internal Control be approved and signed by the Chairman of Keynsham Town Council.

- (b) 2023/2024 BUDGET WITH ACTUAL 2022/23 END OF YEAR FIGURES (attached)

RECOMMENDATION BY FINANCE & POLICY COMMITTEE

To note receipt.

- (c) BUDGET MONITORING REPORT – YEAR END – MONTH 12 (attached)

RECOMMENDATIONS BY FINANCE & POLICY COMMITTEE

(i) To approve the Budget Monitoring Report.

- (d) GENERAL & EARMARKED RESERVES (attached)

RECOMMENDATIONS BY FINANCE & POLICY COMMITTEE

(i) To approve the closing balance of earmarked and general reserves as at 31st March 2023.

- (e) ANNUAL BANK RECONCILIATION (attached)

The Annual Bank reconciliation is attached for discussion. Individual bank statements and reconciliations for the various accounts throughout the year are available for inspection by appointment with the office.

RECOMMENDATION BY FINANCE & POLICY COMMITTEE

To approve the Annual Bank reconciliation for submission to the External Auditor.

- (f) STATUTORY BALANCE SHEET– 2022/2023 (attached)

The Responsible Financial Officer has submitted the Balance Sheet for the year ended 31st March 2023 for submission with the Annual Return.

RECOMMENDATION BY FINANCE & POLICY COMMITTEE

To approve the Balance Sheet 2022/2023 for signing by the Chairman of the Town Council and submission to the External Auditor.

- (g) STATUTORY INCOME/EXPENDITURE STATEMENT 2022/2023 (attached)

RECOMMENDATION BY FINANCE & POLICY COMMITTEE

To approve the Statement for publication and submission to the External Auditor.

- (h) ANNUAL RETURN 2022/2023 – ACCOUNTING STATEMENTS (attached)

RECOMMENDATION BY FINANCE & POLICY COMMITTEE

To approve the Accounting Statements for 2022/2023 to be signed by the Chairman of the Town Council at the Town Council meeting.

- (i) ANNUAL RETURN 2020/2021– ACCOMPANYING SCHEDULES (attached)

RECOMMENDATION BY FINANCE & POLICY COMMITTEE

(i) To approve the Schedule of Significant Variations.

(ii) To approve the Reserves Reconciliation with reference to Boxes 7 and 8.

- (j) Confirmation of Dates for the Exercise of Public Rights (attached)

RECOMMENDATION BY FINANCE & POLICY COMMITTEE

To use the dates 23rd June 2023 – 4th August 2023.

7. DATE OF NEXT MEETING

To note that the date and time of the next meeting is **Tuesday 18th July 2023 at 6.30 p.m. in the Council Office.**