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

Dear Councillor

You are summoned to attend a **MEETING OF FINANCE AND POLICY COMMITTEE** to be held in **the Town Council Office** on **TUESDAY 18th July 2023** commencing at **7.30 p.m.**

Signed on 12th July 2023

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

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: 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 18th JULY 2023

1. **APOLOGIES FOR ABSENCE**

RECOMMENDED:

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 20th 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) (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 20th JUNE 2023**

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

3 x Galaxy Tablets (One to replace a broken Councillor tablet, one for Grounds Maintenance Team – play area inspection App and photos and one for Youth Service for outreach work). Cost includes labour for set up by SoVision £801.00 plus VAT.

Manor Road Pavilion for the phase 2 works in the sum of £20,376 (sum already agreed within the budget for the works) the invoice due date was 28th June 2023, hence the urgency of this request.

RECOMMENDATION:

To approve the delegated actions.

7. **FINANCIAL MONTHLY REPORTS (Month 2 May 2023 & Month 3 June 2023 attached)**

- (i) Budget Monitoring (Month 2 – May 2023)
- (ii) Budget Monitoring (Month 3 – June 2023)
- (iii) Bank Cash and Investment Reconciliation (Month 2 – May 2023)
- (iv) Bank Cash and Investment Reconciliation (Month 3 – June 2023)
- (v) Balance sheet (Month 2 – May 2023)
- (vi) Balance sheet (Month 3 – June 2023)
- (vii) Bank Reconciliations for Cash Books 1, 2, 3, 4 & 5 – (Month 2 – May 2023)
- (viii) Bank Reconciliations for Cash Books 1, 2, 3, 4 & 5 – (Month 3 – June 2023)
- (ix) Bank Statements – Cash Books 1, 2 and 5 and Public Sector Deposit Fund (Month 2 – May 2023)
- (x) Bank Statements – Cash Books 1, 2 and 5 and Public Sector Deposit Fund (Month 3 – June 2023)

RECOMMENDATION:

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

8. **FLAGSTONE INVESTMENTS**

RECOMMENDATION : *To receive and note that:*

(1) Aldermore – 12 months at 4.30%, account opened 24.10.22 and as at 01.07.23 interest accrued equates to £2,440.98

(2) Aldermore – 18 months at 3.75%, account opened 05.10.22 and as at 01.07.23 interest accrued equates to £1,284.93

(3) Charter Savings Bank – 12 months at 4.40%, account opened 03.11.22 and as at 01.07.23 interest accrued equates to £2,401.31

(4) HSBC (first account opened) 12 months at 3.87%, account opened 03.10.22 and as at 01.07.23 interest accrued equates to £2,375.01

(5) Santander – 95 days at 3.65%, account opened 01.06.2023 and as at 01.07.2023 interest accrued equates to £306.54

9. CHANGE TO INTEREST RATE

The interest rate on our 95-day notice account with Santander International has increased to 3.95% from 3.65%.

RECOMMENDATION:

To note the new rate.

10. INTERNAL AUDIT REPORT (attached)

RECOMMENDATION:

To receive and note the report.

11. POLICIES (attached)

RECOMMENDATION:

To review and approve the following policies and make a recommendation to Council:

- i. Financial Regulations
- ii. Bad Debt Policy
- iii. CIL & s106 Policy
- iv. Co-option Policy

12. OUTSOURCING PAYROLL (attached)

At present the payroll is run in house by the Town Clerk. The process takes a day to complete. The cost at present is £44.32 per month paid to IRIS for the use of the software and to produce payslips. The payroll company will produce reports based on the staff hours provided and online payslips. The Town Clerk will still be making the payments into the bank, HRMC and Pensions using the information provided on the reports.

RECOMMENDATION:

That quotes be received in respect of outsourcing payroll and a recommendation be made to full Council in respect of payroll service provider to be appointed for Town Council.

13. CHRISTMAS LIGHTS ADAPTATION

Email received from BANES regarding a further column on Station Road for Christmas lights:

Column 1 here is already adapted. To adapt column 2 would cost £294.98.

To hire a further motif to go on it would be £298.00 a year.

Let me know if you're happy to proceed as we would have to invoice the Town Council for the adaptation and hire of the extra motif on top of whatever this year's contribution is going to be.

RECOMMENDATION:

To consider the additional costs and make a recommendation to Council.

14. REPLACEMENT COMMUNITY NOTICE BOARD – CHANDAG ROAD (attached)

RECOMMENDATION:

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

15. GRANT APPLICATION

Queens Road Methodist Church Preschool submitted a Grant application for financial year 2023/2024. The grant is for work that has already been carried out (replace a broken awning purchased on the 16th February 2023).

The grant policy states that grants are to be used for work to be carried out in this financial year not to replace funds already spent.

RECOMMENDATION:

To consider allowing the grant to be paid to the pre-school.

16. ASSET REGISTER (attached)

One of the recommendations from the Internal Audit is to transfer our excel held assets to an asset register. Rialtas, our financial system, has an asset register function that will fit in with our business. We are signed up for 3 years with Rialtas due to additional free software we have installed.

RECOMMENDATION:

- (i) To consider the quote from Rialtas.*
- (ii) To make a recommendation to Council in respect of the quote.*

17. INSURANCE

In 2020 the Council signed up to a 3-year term with the insurance company AVIVA. The 3-year term is now coming to an end on the 25th August 2023.

RECOMMENDATION:

Due to the timing of the renewal and there being no Council meeting in August, the recommendation is to give the Town Clerk delegated powers and report back to Council in September.

18. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the date and time of the next meeting is Tuesday 12th September 2023 at 6.30 p.m. in the TOWN COUNCIL OFFICE.

19. EXCLUSION OF PRESS AND PUBLIC

RECOMMENDATION:

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. Item 20 - to progress sensitive issues.

20. TRADE UNION AND LABOUR RELATIONS (Consolidation) Act 1992: Notice to Employer of ballot results (copy of notice to be presented at the meeting).

RECOMMENDATION:

To receive and note a notice from Unison in respect of ballot results on strike action.