



Amanda Hazell – RFO  
15-17 Temple Street,  
Keynsham, Bristol BS31 1HF  
Telephone: No: 0117 986 8683  
E-mail: RFO@keynsham-tc.gov.uk  
www.keynsham-tc.gov.uk

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 15<sup>th</sup> AUGUST 2023 commencing at 6.30 p.m.**

Signed on 8<sup>th</sup> August 2023

A handwritten signature in black ink, appearing to be "A Hazell", written over a horizontal line.

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 15<sup>th</sup> AUGUST 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 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).

## 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 Committee meeting held on 18<sup>th</sup> July 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 25<sup>th</sup> JULY 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 August 2023 scheduled payments taken by the Town Clerk in consultation with Members.

**RECOMMENDATION:**

*There were none.*

**7. FINANCIAL MONTHLY REPORTS (Month 4 July 2023 attached)**

- (i) Budget Monitoring (Month 4 – July 2023)
- (ii) Bank Cash and Investment Reconciliation (Month 4 – July 2023)
- (iii) Balance sheet (Month 4 – July 2023)
- (iv) Bank Reconciliations for Cash Books 1, 2, 3 & 5 – (Month 4 – July 2023)
- (v) Bank Statements – Cash Books 1 and 2 and Public Sector Deposit Fund (Month 4 – July 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 31.07.2023 interest accrued equates to £2,638.90*
- (2) Aldermore – 18 months at 3.75%, account opened 05.10.22 and as at 31.07.2023 interest accrued equates to £2,457.53*
- (3) Charter Savings Bank – 12 months at 4.40%, account opened 03.11.22 and as at 31.07.2023 interest accrued equates to £2,603.83*
- (4) HSBC (first account opened) 12 months at 3.87%, account opened 03.10.22 and as at 31.07.2023 interest accrued equates to £2,553.13*
- (5) Santander – 95 days at 3.95%, account opened 01.06.2023 and as at 31.07.2023 interest accrued equates to £489.24*

**9. PSDF FACTSHEET (attached)**

**RECOMMENDATION:**

*To note the information on the PSDF Factsheet.*

**10. OFFICE BROADBAND**

Due to the increase in staff in the office the Broadband is struggling to service the officers' needs. At present we are on the lowest megabytes per second (mg/s) of 70-78 with TalkTalk. This is causing slow internet connection for all staff.

There is an upgrade package with TalkTalk for an extra £12 a month at £39, which will give us 517-526 mb/s and a minimum of 440 mb/s. As we are already with TalkTalk there are no set up fees.

**RECOMMENDATION:**

*To approve the upgrade with TalkTalk.*

**11. BURNETT SHED (attached)**

**RECOMMENDATION:**

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

**12. NOTICE BOARD – ASHTON WAY TOILETS (attached)**

**RECOMMENDATION:**

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

**13. LICENCE – MAKE SPACE (attached)**

**RECOMMENDATION:**

*To receive and note the licence application which has been submitted to BANES.*

**14. YOUTH BEACH TRIP**

The Youth Team have arranged a beach trip for the end of August. The cost is £400 which will be funded from the Activities budget code.

**RECOMMENDATION:**

*To receive and note the cost and funding arrangements of the trip.*

**15. PROPOSAL FOR TIMEOUT YOUTH STUDIOS' RECORDING SESSIONS FOR YOUNG MUSICIANS (attached)**

**RECOMMENDATION:**

- (i) *To review the proposal.*
- (ii) *To make recommendations to full Council to approve the proposal.*

**16. DATE OF NEXT MEETING**

***RECOMMENDATION:***

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

**17. 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 18 - to progress sensitive issues.

**18. APF SCHEME EMPLOYER CONSULTATION (to follow)**

***RECOMMENDATION:***

*To consider the attached documentation regarding the consultation.*