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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 12th SEPTEMBER 2023** commencing at **6.30 p.m.**

Signed on 6th September 2023

A handwritten signature in black ink, appearing to read '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 12th September 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

RECOMMENDATION:

That the Minutes of the Finance Cttee meeting held on 15th August 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 15th AUGUST 2023

In accordance with the Schedule of Delegation approved on 22nd 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:

To note there were no delegated actions.

7. FINANCIAL MONTHLY REPORTS (Month 5 August 2023 attached)

- (i) Budget Monitoring (Month 5 – August 2023)
- (ii) Bank Cash and Investment Reconciliation ((Month 5 – August 2023)
- (iii) Balance sheet ((Month 5 – August 2023)
- (iv) Bank Reconciliations for Cash Books 1, 2, 3 & 5 – ((Month 5 – August 2023)
- (v) Bank Statements – Cash Books 1 and 2 and Public Sector Deposit Fund (to follow) (Month 5 – August 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 31.08.2023 interest accrued equates to £2,978.19
 - (2) Aldermore – 18 months at 3.75%, account opened 05.10.22 and as at 31.08.2023 interest accrued equates to £2,753.42
 - (3) Charter Savings Bank – 12 months at 4.40%, account opened 03.11.22 and as at 31.08.2023 interest accrued equates to £2,951.01
 - (4) HSBC (first account opened) 12 months at 3.87%, account opened 03.10.22 and as at 31.08.2023 interest accrued equates to £2,858.49
 - (5) Santander – 95 days at 4.65%, account opened 01.06.2023 and as at 31.08.2023 interest accrued equates to £823.45
- (Please note the Santander interest rate has increased from 3.95% to 4.65%)

9. BUDGET REVIEW REPORT (attached)

RECOMMENDATION:

To receive and note the budget review report.

10. CIL (attached)

RECOMMENDATION:

To receive and review the CIL.

11. POLICIES (attached)

RECOMMENDATION:

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

- i. Vexatious Communications and Complaints Policy
- ii. Training and Development Policy

12. ALLOTMENTS

The Park Road Allotments are run by the Keynsham Allotment Association. The funding raised from the rent, is charged at £15.00 per plot and the income goes to the Association to enable them to run the allotments. The Council pays the rent and invoices the Association for a quarter of the rent invoice. The Association keep their own accounts and undertakes their own administration.

RECOMMENDATION:

To note the information regarding the Allotments.

13. WIFI QUOTES (attached)

Since the August meeting where it was resolved to increase the contract with Talk Talk, we have been approached by a Telecommunications company who have provided a quote to cover the internet connection and telephone lines. Another quote has been sourced to make 3 quotes in total.

RECOMMENDATION:

- i. To receive the 3 quotes
- ii. Recommend to full council the accepted quote.

14. TREE MANAGEMENT – SLA AGREEMENT (attached)

RECOMMENDATION:

- i. To approve the Tree Inspection agreement.
- ii. To give permission to the Clerk to sign on behalf of the Council.

15. NOVA FEST EVALUATION (to follow)

RECOMMENDATION:

- i. To review the Evaluation report.
- ii. To make any recommendations to Council.

16. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the date and time of the next meeting is Tuesday 10th October 2023 at 6.30 p.m. in the TOWN COUNCIL OFFICE.