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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 10<sup>th</sup> OCTOBER 2023** commencing at **6.30 p.m.**

Signed on 7<sup>th</sup> October 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 October 2014)).

**FINANCE & POLICY COMMITTEE AGENDA 10<sup>th</sup> OCTOBER 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 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 Cttee meeting held on 12 September 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 19<sup>th</sup> SEPTEMBER 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 October 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 6 - September 2023 Attached)**

- (i) Budget Monitoring (Month 6 – September 2023)
- (ii) Bank Cash and Investment Reconciliation (Month 6 – September 2023)
- (iii) Balance sheet ((Month 6 – September 2023)
- (iv) Bank Reconciliations for Cash Books 1, 2, 3 & 5 – (Month 6 – September 2023)
- (v) Bank Statements – Cash Books 1 and 2 and Public Sector Deposit Fund (Month 6 – September 2023)

***RECOMMENDATION:***

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

**8. FLAGSTONE INVESTMENTS**

The HSBC investment has ended on the 3<sup>rd</sup> October 2023. There is a replacement HSBC investment for 6 months at 5.35%.

One of the Aldermore investments ends on the 24<sup>th</sup> October 2023. The only other options are to either go with Aldermore again for 6 months at 5.40% or Santander a 5.35 % or we can withdraw the £80,000 so we don't duplicate investments.

***RECOMMENDATION:***

- i. To decide on the new investments and recommend to Council.
- ii. To receive and note that:
  - (1) Aldermore – 12 months at 4.30%, account opened 24.10.22 and as at 30.09.2023 interest accrued equates to £3,232.65
  - (2) Aldermore – 18 months at 3.75%, account opened 05.10.22 and as at 30.09.2023 interest accrued equates to £2,975.34
  - (3) Charter Savings Bank – 12 months at 4.40%, account opened 03.11.22 and as at 30.09.2023 interest accrued equates to £3,211.39
  - (4) HSBC (first account opened) 12 months at 3.87%, account opened 03.10.22 and as at 30.09.2023 interest accrued equates to £3,087.51
  - (5) Santander – 95 days at 3.95%, account opened 01.06.2023 and as at 30.09.2023 interest accrued equates to £1,101.92

9. **PSDF FACTSHEET (Attached)**

**RECOMMENDATION:**

To receive and note the PSDF Factsheet

10. **CONCLUSION OF AUDIT (Attached)**

**RECOMMENDATION:**

To receive and note the conclusion of the external audit for financial year 2022/23.

11. **POLICIES (Attached)**

**RECOMMENDATION:**

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

- i. Freedom of Information Policy, Request form and Model Publication Scheme.
- ii. Vexatious Communications and Complaints Policy.
- iii. Financial Risk and Reserves Policy.

12. **OUTSIDE BODY FUNDING APPLICATION (To follow)**

**RECOMMENDATION:**

To review and approve the following outside body funding applications and make a recommendation to Council:

- i. Keynsham in Bloom.
- ii. Dial-a-Ride.
- iii. Keynsham Music Festival.

13. **ENVIRONMENT AND SUSTAINABILITY BUDGET 24/25**

**BUDGET FOR E&S FOR 2024-2025**

Budget for 2024-2025

Community Events	£2500
Tree Planting	£1000
Marketing and Communications	£500
Virtual Energy Conference	£1000
Ashton Way Toilets	£1650
Wildflower Planting	£600
E and S Sundries (hedgehog highways/bee hotels etc)	£500
Grants – Environmental	£17,500

**RECOMMENDATION:**

To receive and note the budget for Environment and Sustainability for 2024-2025.

**14. MANOR ROAD PITCH FEES - KEYNSHAM RANGERS**

We have received the following request from Keynsham Rangers:

Is it possible we can pay the pitch fees in 4 instalments? We have to pay £600 a year and we would appreciate it if we can pay 4 instalments of £150 each.

**RECOMMENDATION:**

To receive and note the request for pitch fees to be paid in instalments.

**15. AVON PENSION FUND – NET ZERO (ATTACHED)**

The attached “Have your Say” has been received from the Avon Pension Fund regarding Net Zero.

**RECOMMENDATION:**

For Councillors to complete the survey individually (link on attached paper).

**16. FESTIVE ILLUMINATIONS (Attached)**

The following has been received from B&NES regarding the Festive Illuminations. (Attached is the excel spreadsheet with the breakdown of the costs).

I have copied in my colleagues working on Christmas Lights. They will pick up the unmetered supply information request below – thank you for passing this on.

I’ve attached an overview of the costs for Keynsham’s Christmas Lights this year. We recognise that Keynsham has made an annual contribution towards the cost of their lights for many years. We have now asked that Midsomer Norton and Radstock Town Councils also make an annual contribution going forward. We have tried to find as equitable a way of doing this as possible. Our proposal for 2023-24 is:

- All three towns hire 21 motifs with Keynsham having one additional, special display. We therefore propose to cover 50% of the hire costs of these motifs for all three communities.
- Keynsham has costs relating to the installation and removal of tree lights that the other towns cover directly. Therefore, we propose to charge 100% of these costs to Keynsham.
- All three Towns have differing switch-on events requiring different levels of electrical personnel to attend. We therefore propose to charge 100% of the personnel costs to all three Town Councils for setting timers and attending events. We have so far allowed for 4 personnel for Keynsham’s switch on event on 24 November.

The anticipated contribution from Keynsham for this financial year is £5,980.49. The cost of adapting a further column at Station Road will be on top of this.

For this financial year, B&NES will cover 50% of motif hire; 100% of installation and removal costs and district wide costs such as delivery, electricity etc.

I have attached a spreadsheet setting everything out and hope this is acceptable with yourselves.

While writing, Colin is proposing that Keynsham's special 'fountain' display (Sparks) goes on a column near St John's Church instead of at the top of Bath Hill this year – is that okay?

He also wondered whether you would be happy for the 'Merry Christmas from Keynsham Town Council' motif to now be disposed of but would obviously like something in writing to confirm this.

***RECOMMENDATION:***

To review and approve and make a recommendation to Council.

**17. WORKNEST CONTRACT (To follow)**

Information to follow the meeting with Worknest on Friday 6<sup>th</sup> October.

***RECOMMENDATION:***

To review and approve and make a recommendation to Council.

**18. CORPORATE GOVERNANCE (Attached)**

***RECOMMENDATION:***

To review and approve the timetable for Corporate Governance Review.

**19. NOVA FEST EVALUATION (Attached)**

***RECOMMENDATION:***

- i. To review the Nova Fest evaluation report.
- ii. To make any recommendations to Council.

**20. DATE OF NEXT MEETING**

***RECOMMENDATION:***

To note that the date and time of the next meeting is Tuesday 14<sup>th</sup> November 2023 at 6.30 p.m. in the TOWN COUNCIL OFFICE.

**21. EXCLUSION OF PRESS AND PUBLIC RECOMMENDED:**

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 17 - to progress sensitive issues.

22. **BUDGET 2024-2025**

***RECOMMENDATION:***

To receive and note the information provided on the 2024-2025 budget.