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To All Members of the Council: Councillors Andy Wait (Chair) , Andy Halliday, Adrian Beaumont, Alex Beaumont, Caroline Leonard, Clive Fricker, Christopher Davis, Caitlin Brennan, David Brassington, Dave Biddleston, Edmund Cannon, Alan Greenfield, Hal MacFie, Martin Burton, Souzan Alenshasy

Dear Councillor

You are summoned to attend an **EXTRAORDINARY MEETING OF FINANCE AND POLICY COMMITTEE** to be held in the Town Council Office on **MONDAY 6<sup>th</sup> NOVEMBER 2023 commencing at 6.30 p.m.**

Signed on 31<sup>st</sup> October 2023

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)).

**EXTRAORDINARY FINANCE & POLICY COMMITTEE AGENDA 6<sup>th</sup>**  
**NOVEMBER 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 10 October 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 10<sup>th</sup> OCTOBER 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. 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.

**8. BUDGET 2024-2025**

***RECOMMENDATION:***

To produce a draft 2024-2025 budget.