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To All Members of the Finance & Policy Committee: Cllrs Souzan Alenshasy, Martin Burton, Chris Davis, Clive Fricker, Alan Greenfield, 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 14th NOVEMBER 2023** commencing **at 6.30 p.m.**

Signed on 8th November 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 14th NOVEMBER 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 9th November 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 10th OCTOBER 2023

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

1. To purchase a replacement Draytek router from SoVision to replace the BT router to ensure connection to the server - £375.

RECOMMENDATION:

To approve the delegated action

7. FINANCIAL MONTHLY REPORTS (Month 7 October 2023 ATTACHED)

- (i) Budget Monitoring (Month 7 – October 2023)
- (ii) Bank Cash and Investment Reconciliation (Month 7 – October 2023)
- (iii) Balance sheet (Month 7 – October 2023)
- (iv) Bank Reconciliations for Cash Books 1, 2, 3, 4 & 5 – (Month 7 – October 2023)
- (v) Bank Statements – Cash Books 1 and 2 and Public Sector Deposit Fund (Month 7 – October 2023)
- (vi) EMR Report (Month 7 – October 2023)

RECOMMENDATION:

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

8. FLAGSTONE INVESTMENTS

RECOMMENDED:

To receive and note that:

(1) Aldermore – 18 months at 3.75%, account opened 05.10.22 and as at 31.10.2023 interest accrued equates to £3,221.91

(2) Charter Savings Bank – 12 months at 4.40%, account opened 03.11.22 and as at 31.10.2023 interest accrued equates to £3,500.71

This account is now closed. There are minimum options for new investments currently. New investment opportunities will be presented at the meeting, so they be the latest opportunities at the time. A decision will need to be made to re-invest or withdraw the funds.

(3) Santander – 5 days' notice at 4.7%, account opened 01.06.23 and as at 31.10.2023 interest accrued equates to £1,415.02

(4) HSBC Bank – 9 months at 5.29%, account opened 20.10.2023 and as at 31.10.2023 interest accrued equates to £139.13

(5) Aldermore – 9 months at 5.4% account opened 25.10.2023 and as at 31.10.2023 interest accrued equates to £82.84

9. BUDGET REVIEW REPORT MONTH 7 (ATTACHED)

RECOMMENDATION:

To receive and note the budget review report.

10. CCLA ACCOUNT

At present we have over £85,000 in the CCLA account. We are covered by insurance for £80,000 per account. The RFO has been in touch with CCLA and we have the following options:

- (i) Open a second account and move the funds over £80,000.
- (ii) Withdraw the funds over £80,000.
- (iii) Leave the funds in the one account and risk the funds over £80,000.

RECOMMENDATION:

To consider the options and recommend to Council.

11. GATE AT UPPER MEMORIAL PARK

The Council has received one complaint regarding the gate at the Upper Memorial Park. The gate is broken beyond repair. As the gate is part of the upgrade of the Upper Memorial Park the Clerk has contacted B&NES for advice. Here is the response:

I've checked with Greenhalgh about the fencing, and they plan to retain as much of the fencing as possible. For the gates they have included two new gates and the reuse of the existing functioning gate. All the three gates are planned for new locations, so it doesn't seem sensible to replace a broken existing gate that is currently in situ for the meantime. This gate will remain padlocked shut.

RECOMMENDATION:

To receive and note the advice from B&NES regarding the gate at Upper Memorial Park.

12. CEMETERY SOILBOX (ATTACHED)

Attached are 2 quotes for soil boxes for the Cemetery. These are the only 2 companies who make the soil boxes required.

RECOMMENDATION:

- (i) To receive and consider the quotes.
- (ii) To approve one quote.

13. PLAY INSPECTION APP (TO FOLLOW)

RECOMMENDATION:

- (i) To receive and consider the quotes.
- (ii) To approve one quote.

14. TIMEOUT RISK ASSESSMENT (ATTACHED)

RECOMMENDATION:

- (i) To receive and consider the attached Timeout Risk Assessment.
- (ii) To make a recommendation to Council to approve the risk assessment.

15. TREE INSPECTION SLA (ATTACHED)

RECOMMENDATION:

- (i) To receive and consider the Tree Inspection SLA received from B&NES.
- (ii) To recommend to Council to sign the SLA agreement.

16. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the date and time of the next meeting is Tuesday 5th December 2023 at 6.30 p.m. in the TOWN COUNCIL OFFICE.