



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, 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 9th JANUARY 2024** commencing at **6.30 p.m.**

Signed on 4th January 2024

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 9th JANUARY 2024

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 5th December 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 12th DECEMBER 2023

In accordance with the Schedule of Delegation approved on 22nd April 2021, to note the delegated decision made in advance of the January 2024 scheduled payments taken by the Town Clerk in consultation with Members.

RECOMMENDATION:

To note there have been no delegated actions.

7. FINANCIAL MONTHLY REPORTS (Month 9 - DECEMBER 2023 attached)

- (i)* Budget Monitoring (Month 9 – December 2023)
- (ii)* Bank Cash and Investment Reconciliation (Month 9 – December 2023)
- (iii)* Balance sheet (Month 9 – December 2023)
- (iv)* Bank Reconciliations for Cash Books 1 - 5 – (Month 9 – December 2023)
- (v)* Receipts and Payments Report for Cash Books 1 - 5 – (Month 9 – December 2023)
- (vi)* Bank Statements – Cash Books 1,2 and 3, Public Sector Deposit Fund (to follow) and the Flagstone account (Month 9 – December 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 31.12.2023 interest accrued equates to £3,731.50

(2) Santander – 95 days' notice at 4.7%, account opened 01.06.23 and as at 31.12.2023 interest accrued equates to £2,067.56

(3) HSBC Bank – 6 months at 5.29%, account opened 20.10.2023 and as at 31.12.2023 interest accrued equates to £857.99

(4) Aldermore – 9 months at 5.4% account opened 25.10.2023 and as at 31.12.2023 interest accrued equates to £816.65

9. UPDATES FROM THE RFO

PSDF – The RFO has now received the forms to be able to transfer the £80,000 from the Flagstone Investment account to the PSDF account. The funds have been withdrawn from the Flagstone account and are at present in the Rate Reward bank account.

The accrued interest from the Flagstone investments has not been entered since Month 5. As we are taking out investments the accounting must be entered differently. I am going to

write a process which will be ready by the next meeting in February and all the interest will be entered into the correct codes.

10. BUDGET REVIEW REPORT MONTH 9 (attached)

RECOMMENDATION:

To receive and note the Budget Review report.

11. INTERNAL AUDIT REPORT (attached)

RECOMMENDATION:

To receive and note the following points from the Internal Auditor:

- (i) The Bank Reconciliation should be initialled by the RFO, and initialled by a Councillor as evidence that it has been checked.
- (ii) Aged debtors' listings should be taken to Finance Committee meetings quarterly for review and any action to be taken on amounts overdue to the Council.

12. POLICIES (attached)

RECOMMENDATION:

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

- i. Standing Orders (Amended)
- ii. Financial Regulations (Revised)
- iii. Confidentiality and Data Protection Policy – Youth Service.

13. HYDRAULIC SHORING (attached)

RECOMMENDATION:

- (i) To receive 2 quotes for the required Hydraulic Shoring for the Cemetery.
- (ii) To approve one of the two quotes and inform Town Council of the decision.

14. CIL CHARGING SCHEDULE

In the December Meeting it was asked why the CIL charges have not risen since 2005. Cllr Wait contacted B&NES on the Council's behalf. Below is the response from B&NES:

The current CIL Charging Schedule was based on the Development Plan including Core Strategy which sets out the development strategy for the area and runs until 2029. The Placemaking Plan, which was adopted in 2017, did not change the development strategy, but complemented it, so there was no basis to review the charging schedule. A Local Plan Partial Update (LPPU) was prepared and has recently been adopted in January 2023. This plan did not amend the development strategy, but among other policies introduced updated policies in relation to the climate and nature emergency which had additional financial costs for development. It is important to note in addition to CIL, the Planning Obligations Supplementary Planning Document (SPD) which sets out the criteria for

securing Section 106 planning obligations including financial contributions has been updated since the CIL Charging Schedule came into force, both in 2019 and on the adoption of the LPPU.

Notwithstanding the above, a review of CIL was started in 2018 to align with a new Local Plan being prepared to support the West of England Joint Spatial Plan, however, this was postponed as the JSP was withdrawn and Local Plan halted.

Work has now commenced on the preparation of a new Local Plan. The CIL charging schedule/rates will be reviewed alongside preparation of the new Local Plan and will be informed by viability testing. Accordingly, a new CIL Charging Schedule can only be introduced on or after the new Local Plan is adopted, i.e., later than the financial year 2024/5. A revised Planning Obligations SPD will also be required.

It should also be noted that the Government is currently proposing to introduce changes to CIL, through the introduction of an Infrastructure Levy. Government changes will also need to be taken into account in the process of CIL review.

Please note also that the existing CIL charges are indexed from the date of the Charging Schedule and are currently 37% higher than when adopted based on the index.

RECOMMENDATION:

To receive and note the response from B&NES.

15. SYCAMORE TREE – FOX AND HOUNDS LANE KEYNSHAM

Quote received from B&NES to remove the Sycamore Tree at the Fox and Hounds Lane:

We have a quote in for £1850 plus VAT to remove the Sycamore Tree at Fox and Hounds Lane including sorting out a one lane road closure for the work. If the work is undertaken on a without prejudice as to liability basis, then we have mitigated any potential claim as per that request. Further, the Auger report disclosed to us discounts heave shrinkage as a problem due to the soil content.

The Assistant Town Clerk will set the scene with the Insurer of the couple at 31 Bath Hill East and enquire if the removal of the four trees by them for which planning permission has been obtained has been paid for under an insurance claim. If it has been they can possibly request the cost from their insurance company, though it is recommended that Council do not resist removal of the tree, if they refuse.

RECOMMENDATION:

- (i) To receive the quote from BANES.
- (ii) To recommend to Council to accept the quote.

16. AVON PENSION FUND CLIMATE TARGETS (attached)

Please see attached the summary of the Avon Pension Fund climate targets, as discussed at a meeting in December 2023:

RECOMMENDATION:

To receive and note the Avon Pension Fund Climate Targets.

17. BWS (attached)

RECOMMENDATION:

To receive and note the important information on aftercare services from BWS.

18. TIMEOUT GENERAL RISK ASSESMENT (attached)

RECOMMENDATION:

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

19. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the date and time of the next meeting is Tuesday 13th February 2024 at 6.30 p.m. in the TOWN COUNCIL OFFICE.

20. 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. Items 21 and 22 - to progress financial/budgetary issues.

21. 2024/2025 BUDGET (attached)

RECOMMENDATION:

- (i) To receive the budget and corresponding paper considering the changes required stated at Town Council on Monday 12th December 2023.
- (ii) To make any changes to the budget.
- (iii) To recommend a final budget to Town Council for 2024/2025.

22. 2024/2025 PRECEPT (attached)

RECOMMENDATION:

- (i) To receive the calculations for the 2024/2025 Precept based on the Budget from agenda item 21.
- (ii) To recommend to Full Council an increase of 7% for the 2024/2025 Precept.