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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 13<sup>th</sup> FEBRUARY 2024 commencing at 6.30 p.m.**

Signed on 7<sup>th</sup> February 2024

A handwritten signature in black ink, appearing to read "Amanda Hazell", written over a horizontal line.

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 13<sup>th</sup> FEBRUARY 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 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 9<sup>th</sup> January 2024 (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 16<sup>th</sup> JANUARY 2024**

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 February 2024 scheduled payments taken by the Town Clerk in consultation with Members.

***RECOMMENDATION:***

To note there have been no delegated actions.

**7. UPDATES FROM THE RFO**

Update regarding the transfers to the CCLA Account:

Transfers have been made from 2 bank accounts as agreed. £80,000 which is the Flagstone withdrawal. £70,000 from the Rate Reward account. We can only make payments of up to £50,000 at any one time depending on how many payments have been made that day over the 3 accounts. We will continue with the transfers until the agreed funds have been transferred.

The interest from the Flagstone investments, CCLA and bank account have been entered into Rialtas up to month 9. We did not receive the statements in time to enter them before month 10 was closed.

**8. BUDGET REVIEW REPORT MONTH 10 (attached)**

***RECOMMENDATION:***

To receive and note the Budget Review report.

**9. FINANCIAL MONTHLY REPORTS (Month 10 – JANUARY 2024 (attached))**

- (i) Budget Monitoring (Month 10 – January 2024)
- (ii) Bank Cash and Investment Reconciliation (Month 10 – January 2024)
- (iii) Balance sheet (Month 10 – January 2024)
- (iv) Bank Reconciliations for Cash Books 1 - 5 (Month 10 – January 2024)
- (v) Receipts and Payments Report for Cash Books 1 - 5 (Month 10 – January 2024)
- (vi) Bank Statements – Cash Books 1,2 and 3, Public Sector Deposit Fund (to follow) and the Flagstone account (Month 10 – January 2024)

***RECOMMENDATION:***

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

**10. FLAGSTONE INVESTMENTS**

***RECOMMENDED:***

*To receive and note that:*

*(1) Aldermore – 18 months at 3.75%, account opened 05.10.22 and as at 31.1.2024 interest accrued equates to £4,019.17*

*(2) Santander – 95 days' notice at 4.7%, account opened 01.06.23 and as at 31.1.2024 interest accrued equates to £2,438.24*

*(3) HSBC Bank – 6 months at 5.29%, account opened 20.10.2023 and as at 31.1.2024 interest accrued equates to £1,263.80*

*(4) Aldermore – 9 months at 5.4% account opened 25.10.2023 and as at 31.1.2024 interest accrued equates to £1,230.90*

**11. DRAFT COUNCIL TAX LEAFLET 2024-2025 (attached)**

**RECOMMENDATION:**

- (i) To review the Council Tax leaflet for 2024-2025 prior to publishing on B&NES and Town Council websites*
- (ii) To make a recommendation to Council*

**12. POLICIES (attached)**

**RECOMMENDATION:**

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

- (i) Adverse Weather Policy.*
- (ii) Petty Cash Policy and Procedure.*

**13. ANNUAL FINANCIAL RISK MANAGEMENT REVIEW 2024 -2025 (attached)**

**RECOMMENDATION:**

To review and approve the following Risk Management Document and make a recommendation to Council.

**14. INTERNAL FINANCIAL CHECKS (attached)**

**RECOMMENDATION:**

To receive the forms for the monthly and quarterly checks to be completed by the Finance and Policy Committee.

**15. DEBTORS LETTERS (attached)**

Attached are 3 letters required to reduce the Councils Debtors in line with the Bad Debt Policy. They are as follows:

- (i) Debt Letter 45 Days.*
- (ii) Debt Letter 60 Days.*
- (iii) Debt Letter 90 Days.*

**RECOMMENDATION:**

- (i) To receive and approve the use of the debtor letters.*

- (ii) To recommend to Council to approve usage of the letter in conjunction with the Bad Debt Policy.

**16. CHANGING BANK ACCOUNTS (attached)**

***RECOMMENDATION:***

- (i) To receive the paper regarding the changing of the bank accounts.
- (ii) To recommend to Council to approve to change banks.

**17. CIL PAYMENT**

The following CIL Payment Notification has been received from BANES:  
1 payment request of £ 3,560.99 to the B&NES Finance Team for a CIL payment to Keynsham Town Council in respect of application 17/00985/FUL 73 Bath Road Keynsham which is instalment 1 of 1.

***RECOMMENDATION:***

To receive and note the CIL Payment Notification.

**18. TRIPOD LADDER (attached)**

***RECOMMENDATION:***

- (i) To receive and consider the attached 3 quotes.
- (ii) To make a recommendation to Council.

**19. MENTORING FOR YOUTH LEADER (attached)**

***RECOMMENDATION:***

- (i) To receive and consider the attached two quotes (one to follow) considering the Youth Leaders statement.
- (ii) To make a recommendation to Council.

**20. REGISTRATION SOFTWARE FOR YOUTH (attached)**

***RECOMMENDATION:***

- (i) To receive the 3 quotes and the presentation from the Youth Leader for the registration software.
- (ii) To recommend one of the quotes to Council.

**21. PICNIC IN THE PARK (draft budget attached)**

The EATH Committee would like to hold a Picnic in the Park for the residents of Keynsham, similar to the Coronation Event in 2023, which was extremely well attended and received lots of positive feedback.

The budget for the Coronation was £10,000 which was a one-off and it is appreciated that this isn't a realistic budget for a general event.

The attached budget shows that for sufficient security and first aid provision for an event, along with the amenities required, the budget needs to be £6000, currently £3000 was agreed.

Please could a further £3,000 from earmarked reserves be considered to make this event achievable.

**RECOMMENDATION:**

- (i) To receive the budget from EATH.
- (ii) To recommend to Council to approve the additional funding of £3,000 from EMR.

**22. STRUCTURAL INSPECTION OF UNIT 11A BURNETT BUSINESS PARK (attached)**

**RECOMMENDATION:**

- (i) To receive the one tender received for the structural inspection.
- (ii) To make a recommendation to Council to accept the quote.

**23. PRS LICENCE**

To be able to listen to KTCRfm the Council will need to purchase a PRS Licence. As we are granting the Station funding the staff would like the opportunity to listen to the Station whilst in the office especially as they will be fundamental in producing the content from the Council. As Visitors come into the office, we can show we are supporting the local Radio Station and hopefully bring in more listeners to the Station. The PRS Licence costs £254.12 + VAT a year.

**RECOMMENDATION:**

- (i) To make a decision on the PRS licence.
- (ii) To inform Council of the decision made.

**24. DOODLE POLL**

Doodle poll is a good way of arranging meetings without the need of lots of emails. The cost of Doodle Premium is £7.71 for 5 users a month. The Officers have been using the free Doodle, but you can only use it for so long.

**RECOMMENDATION:**

- (i) To make a decision on the Doodle Poll.
- (ii) To inform the Council of the decision made.

## 25. SYCAMORE TREE FOX AND HOUNDS LANE

We have received this email from our insurance brokers giving clear requirements from our insurer that we must remove the tree notwithstanding any wishes of FHLAG to resist the demand of the neighbour, through their insurers, to remove it. Council has resolved already to remove the tree and use BANES tree services for the removal and we have a quote for it of £1850 plus VAT.

“Hi Alan,

I hope you’re well.

I refer to the claim above.

Your insurers have responded as follows:

“Costs incurred by our insured to undertake any works and/or the removal of their own tree are not recoverable under the terms of this policy and/or under the Claimant’s insurance policy. As our insured is the owner of the tree; they are liable for any costs incurred for the removal of their own tree.

We remind our insured that they have a duty to maintain their property in good order and to be aware of any nuisance which may arise. As the third party have put them on notice of damage being caused and whilst they may not be liable for the damage, they are now in an actionable position should they fail to abate the nuisance and minimize the damage.

We appreciate your assistance and wait confirmation that our insured has now taken necessary steps.”

### ***RECOMMENDATION:***

To receive and note the correspondence from the Council’s insurers.

## 26. DATE OF NEXT MEETING

### ***RECOMMENDATION:***

To note that the date and time of the next meeting is Tuesday 12<sup>th</sup> March 2024 at 6.30 p.m. in the TOWN COUNCIL OFFICE.