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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 12<sup>th</sup> MARCH 2024 commencing at 6.30 p.m.**

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

A handwritten signature in black ink, appearing to read "Amanda Hazell", is written over a light blue 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 12<sup>th</sup> MARCH 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 Committee meeting held on 13<sup>th</sup> February 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 27<sup>th</sup> FEBRUARY 2024**

In accordance with the Schedule of Delegation approved under Financial Regulations January 2024, 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**

We have received the date of the 9<sup>th</sup> April 2024 for the year end close down with Rialtas. The Internal Auditor visited on Friday 1<sup>st</sup> March; report to follow.

We have worked very hard to reduce the Debtors on Rialtas and have set up a new process that follows the Bad Debt Policy.

The Asset Register on Rialtas is near completion. We have completed an Audit of the Councils assets and removed assets that are no longer in use and included all new assets that were missing.

**8. BUDGET REVIEW REPORT MONTH 11 (attached)**

***RECOMMENDATION:***

To receive and note the Budget Review report.

**9. FINANCIAL MONTHLY REPORTS (Month 11 – FEBRUARY 2024 (attached))**

- (i) Budget Monitoring (Month 11 – February 2024)
- (ii) Bank Cash and Investment Reconciliation (Month 11 – February 2024)
- (iii) Balance sheet (Month 11 – February 2024)
- (iv) Bank Reconciliations for Cash Books 1 - 5 (Month 11 – February 2024)
- (v) Receipts and Payments Report for Cash Books 1 - 5 (Month 11 – February 2024)
- (vi) Bank Statements – Cash Books 1,2 and 3, Public Sector Deposit Fund and the Flagstone account (Month 11 – February 2024)

***RECOMMENDATION:***

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

**10. FLAGSTONE INVESTMENTS**

***RECOMMENDATION:***

*To receive and note that:*

*(1) Aldermore – 18 months at 3.75%, account opened 05.10.22 and as at 29.2.2024 interest accrued equates to £4,249.31*

*(2) Santander – 95 days’ notice at 4.7%, account opened 01.06.23 and as at 29.2.2024 interest accrued equates to £2,735.99*

*(3) HSBC Bank – 6 months at 5.29%, account opened 20.10.2023 and as at 29.2.2024 interest accrued equates to £1,588.44*

*(4) Aldermore – 9 months at 5.4% account opened 25.10.2023 and as at 29.2.2024 interest accrued equates to £1,562.30*

## **11. MATURED FLAGSTONE INVESTMENTS**

The following Flagstone Investments mature on the 5<sup>th</sup> April and 22<sup>nd</sup> April 2024 respectively:

Aldermore Bank Plc	18m	£80,000
HSBC Bank Plc	6m	£80,000

The Clerk will check for new opportunities on the day of the meeting and will bring them to the meeting.

### **RECOMMENDATION:**

- (i)* To receive any investment opportunities provided by the Clerk.
- (ii)* To recommend to Council the decision on whether to accept the investment opportunities.

## **12. BARCLAYS BUSINESS DEBIT CARD**

A couple of the new bank signatories are required to apply for a debit card to be able to log into the bank account and release payments. Barclays recommend 2 card holders. The other signatory will have read access to the current account.

### **RECOMMENDATION:**

- (i)* To decide on which two Councillors will be card holders. The card holders will be required to come to the office (sometimes at short notice) to authorise payments in the Bank with the Clerk.
- (ii)* For the agreed Councillors to sign the Barclays Board Resolution.

## **13. 2024-2025 FEES AND CHARGES (Attached)**

- a) Cemetery Fees
- b) Manor Road Football Fees (2023-2024 charges information attached)
- c) Photocopying Fees

### **RECOMMENDATION:**

- (i)* To receive and note the fees and charges as proposed for the Cemetery, Manor Road and Photocopying.
- (ii)* To make recommendations to Town Council in respect of any decisions regarding the report.

**14. KEYNSHAM TOWN COUNCIL INVESTMENT STRATEGY & POLICY (attached)**

This Strategy is to be reviewed by the Finance & Policy Committee and Town Council at their meetings in March 2024, as amendments have been made to the Investment Policy adopted on 19<sup>th</sup> September 2017, in time for it to be adopted by Council at its Annual Meeting on 9th May 2024.

**RECOMMENDATION:**

- (i) To receive and note the Keynsham Town Council Investment Strategy & Policy.
- (ii) To note that the document is to be adopted at the May Annual Town Council meeting.

**15. WORKNEST H & S AUDIT FEBRUARY 2024 (to follow)**

**RECOMMENDATION:**

To receive and note the WorkNest H & S Audit Report from February 2024.

**16. INTERNAL AUDIT FEBRUARY 2024 REPORT AND RECOMMENDATIONS (to follow)**

**RECOMMENDATION:**

To receive and note the Internal Audit Report from February 2024.

**17. BENCH SLATS (attached)**

See the attached paper and quotes for information regarding the purchase of slats for broken benches.

**RECOMMENDATION:**

- (i) To receive the paper and the quotes.
- (ii) To recommend to Council to accept quote 1.

**18. FUNDING FOR KEYNSHAM MAKE SPACE**

The following has been received from B&NES:

We would like to suggest that KTC uses the £7,750 underspend from the Movement Insights Commission towards the Local Cultural Programme legacy, we suggest it could be spent on the following items:

1. Towards future running costs of Make Space e.g. utilities, ad hoc repairs etc.
2. Towards future artists residencies in Make Space e.g. £500 artists stipends, if you hopefully continue that programme.
3. Towards a launch event when KTC take on The Space.

4. Towards electricity costs for the light art installation (uses elec from Make Space, will be low cost as all LEDs and on a timer).

**RECOMMENDATION:**

To make a recommendation to Council on the Committees decision on the spending of the funding.

**19. AVON PENSION FUND NET – ZERO (attached)**

See attached information received from the Avon Pension Fund regarding Net Zero.

**RECOMMENDATION:**

To receive and note the information provided by the Avon Pension Fund.

**20. REGISTRATION SOFTWARE FOR YOUTH**

To receive a verbal update from the Clerk regarding the question raised at the February Finance and Policy meeting:

For the Town Clerk to ascertain more information from other Town and Parish Councils in respect of their use of the registration software packages.

**RECOMMENDATION:**

- (i) To receive the information from the Town Clerk.
- (ii) To make a recommendation to Council on the decision made.

**21. CEMETERY LEAFLET (attached)**

**RECOMMENDATION:**

- (i) To review the Cemetery Leaflet.
- (ii) To make a recommendation to Council to approve the Cemetery Leaflet.

**22. DATE OF NEXT MEETING**

**RECOMMENDATION:**

To note that the date and time of the next meeting is Tuesday 9<sup>th</sup> April 2024 at 6.30 p.m. in the TOWN COUNCIL OFFICE.

**23. 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 24-26 to progress financial/budgetary issues.

**24. EMPLOYEE HANDBOOK (attached relevant page)**

Updates have been made to the Employee Handbook in line with the Adverse Weather Policy.

***RECOMMENDATION:***

- (i) To receive and review the Adverse Weather page within the Employee Handbook.
- (ii) To recommend to Council to approve the Adverse Weather page within the Employee Handbook.

**25. ADVERSE WEATHER POLICY**

***RECOMMENDATION:***

- (i) To receive and review the Adverse Weather Policy with the changes included from the March Council meeting.
- (ii) To make a recommendation to the Council to approve the Adverse Weather Policy.

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

The following documents are attached as requested by the Finance and Policy Committee in the February meeting:

- (i) The existing contract in place for mentoring.
- (ii) The details on the SLA in place currently with Youth Connect Southwest. (To note the SLA isn't with the Town Council it is with B&NES. Within the contract YCSW have an enablement role to support all youth services in B&NES).
- (iii) Youth Leaders Terms and Conditions of employment.
- (iv) A report from the Town Clerk including a recommendation. (To follow)

***RECOMMENDATION:***

- (i) To receive the information attached.
- (ii) To recommend to Council the decision taking into account the documentation received and the Clerk's recommendation.