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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 9<sup>th</sup> APRIL 2024 commencing at 6.30 p.m.**

Signed on 4<sup>th</sup> April 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 9<sup>TH</sup> APRIL 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 12<sup>th</sup> March 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 Agenda.

**6. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 19<sup>TH</sup> MARCH 2024**

In accordance with the Schedule of Delegation approved under Financial Regulations January 2024, to note the delegated decision made in advance of the April 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**

The RFO investigated the NS&I account. At the time of reading the interest rate was 3.65% for a savings account. At present we are earning over 5% in the PSDF account. The NS&I pays interest yearly whereas the PSDF calculates interest monthly.

The financial reports attached have been run before the month was closed. The year end will be run on the 9<sup>th</sup> April when March will be closed and the new financial year opened. New reports will then be presented at the May Finance and Policy meeting.

**8. BUDGET REVIEW REPORT MONTH 12 (attached)**

***RECOMMENDATION:***

To receive and note the Budget Review report. Please note the figures were correct at the time of writing. Changes may occur leading up to and during the year end.

**9. FINANCIAL MONTHLY REPORTS (Month 12 – MARCH 2024 (please note some of these figures may change during year end.))**

- (i) Budget Monitoring (Month 12 – March 2024)
- (ii) Bank Cash and Investment Reconciliation (Month 12 – March 2024)
- (iii) Balance sheet (Month 12 – March 2024)
- (iv) Bank Reconciliations for Cash Books 1 - 5 (Month 12 – March 2024)
- (v) Receipts and Payments Report for Cash Books 1 - 5 (Month 12 – March 2024)
- (vi) Bank Statements – Cash Books 1,2 and 3, Public Sector Deposit Fund (to follow) and the Flagstone account (Month 12 – March 2024)

***RECOMMENDATION:***

To receive and note 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 31.3.2024 interest accrued equates to £4,487.67

(2) Santander – 95 days' notice at 4.7%, account opened 01.06.23 and as at 31.3.2024 interest accrued equates to £3,045.50

(3) HSBC Bank – 6 months at 5.29%, account opened 20.10.2023 and as at 31.3.2024 interest accrued equates to £1,924.69

(4) Aldermore – 9 months at 5.4% account opened 25.10.2023 and as at 31.3.2024 interest accrued equates to £1,905.53

## 11. LOCAL GOVERNMENT TRANSPARENCY CODE 2014 (attached)

Attached is an up-to-date Local Government Transparency Code 2014. This will be placed on the website and updated yearly.

### **RECOMMENDATION:**

(i) To receive the Local Government Transparency Code.

(ii) To recommend to Council to approve the code to be added to the Council's website.

## 12. KEYNSHAM EVENT REPORT (attached)

### **RECOMMENDATION:**

To receive and note the Keynsham Event Report received from GHD.

## 13. FUNDING FROM WECA FOR BUSINESS RADIOS.

At the February 2024 Council meeting it was put forward that WECA would fund radios for the shopkeepers. Councillor Burton has spoken with Dan Norris who agreed the radios would qualify for the scheme with the Council applying on behalf of the shops. 50% of the costs would need to be covered by either the shops or the Council. The total cost of the scheme will need to be calculated.

The office staff are currently creating a form that is to be delivered to all shops in the centre of Town explaining the scheme, asking them to sign up, if they wish to be involved and asking for a donation towards the scheme of £10.00 this will go towards insurance of the radios, damage and administration of the scheme (many have already confirmed that they would be willing to pay this fee). The Assistant Clerk will prepare an agreement between the Town Council and the shop owners for the loan for the radio). The Clerk is already liaising with the Police, in respect of the best type of radio, as they will have one of the radios so that they can action on any calls regarding shop lifters.

The Business & Communications Engagement Officer is working on developing a leaflet.

### **RECOMMENDATION:**

To receive a written update from Councillor Burton following a meeting with the Town Clerk.

#### 14. UPDATE ON HEALTH AND SAFETY AUDIT ACTIONS

Arrange for an Annual Service Inspection of the emergency lighting system for the office and Manor Road – to be completed by 26th May 2024.

**UPDATE** - This has been booked for 10<sup>th</sup> April 2024.

Carry out or commission a specific fire risk assessment. I am aware that fire risk assessments are in place but in my opinion not sufficient for the office and Pavilion, only suitable for very low risk buildings – to be completed by 26th May 2024.

**UPDATE** - This has been started and is work in progress.

Ensure fixed wiring tests are carried out at relevant sites except the office as the certificate for the office was shown on day of audit and not due til 2025 – to be completed by 26th May 2024.

**UPDATE** - This has been booked for 10<sup>th</sup> April 2024.

Recommend a more suitable probe for testing Legionella water temperatures as existing probe is not accurate – to be completed by 26th May 2024.

**UPDATE** - The probe was delivered to Council Offices on 20<sup>th</sup> March 2024.

**RECOMMENDATION:**

To receive and note the update on the Health and Safety audits actions.

#### 15. PENSION DEFICIT

Due to the historic overpayment of pension, we have a pension deficit which at the end of the financial year 2023/2024 is £5,500. We have been informed by Avon Pension Fund that the reduction in payment is £458.33 per month in financial year 2024/2025.

**RECOMMENDATION:**

To receive and note the new pension deficit figure and reduction in payment for financial year 2024/2025.

#### 16. SOMERDALE PAVILION PARK RUN GRANT

Email from Somerdale Parkrun:

“We applied in 2022 for a local community grant for Somerdale Pavilion parkrun. The grant spoke about an aim to apply funds towards starting a junior parkrun event. Unfortunately, in these austere times we’ve struggled to raise the remaining £4200 to get the junior event started over the last two years.

As such we plan to apply the funds towards continuing our 5km Saturday event for the community, which is available for free for all Keynsham residents aged 4+. The funds will likely be applied towards defibrillator costs and finish token replacements, and any other ad hoc replacement costs we have.”

To note that a grant of £600 was paid to Park Run in November 2022.

***RECOMMENDATION:***

To determine whether this organisation can spend the grant on items not specified in the Grant Application from 2022.

To recommend decision to Full Council.

**17. DATE OF NEXT MEETING**

***RECOMMENDATION:***

To note that the date and time of the next meeting is Tuesday 14<sup>th</sup> May 2024 at 6.30 p.m. in the TOWN COUNCIL OFFICE.