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To All Members of the Finance & Policy Committee: Cllrs Souzan Alenshasy, Martin Burton, Edmund Cannon, Chris Davis, Clive Fricker, 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 11TH JUNE 2024 commencing at 6.30 p.m.**

Signed on 6th June 2024

A handwritten signature in black ink, appearing to be '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 11th JUNE 2024

1. MEMBERSHIP

To note that Councillors Souzan Alenshasy, Martin Burton, Edmund Cannon, Chris Davis, Clive Fricker, Caroline Leonard and Andy Wait are the appointed members of the Committee for the Municipal Year 2024/20254, as agreed at the Annual Meeting of the Town Council on 21st May 2024.

2. **ELECTION OF CHAIRMAN OF FINANCE AND POLICY COMMITTEE 2024 -2025**

RECOMMENDATION:

To elect a Chairman for the Finance and Policy Committee for Municipal Year 2024-2025.

3. **ELECTION OF VICE-CHAIRMAN OF FINANCE AND POLICY COMMITTEE 2024-2025**

RECOMMENDATION:

To elect a Vice-Chairman for the Finance and Policy Committee for Municipal Year 2024-2025.

4. **APOLOGIES FOR ABSENCE**

RECOMMENDATION:

To receive apologies for absence.

5. **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).

6. **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.

7. **RECORD OF PREVIOUS MEETINGS**

RECOMMENDATION:

That the Minutes of the Finance Committee meeting held on 14th May 2024 (previously circulated) be confirmed as a true record and signed by the Chairman.

8. **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.

9. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 21ST MAY 2024

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

Permission has been sought to spend £1,000 deposit for use of Keynsham Memorial Park for the Picnic in the Park on the 22nd June 2024.

RECOMMENDATION:

To approve the delegated action.

10. UPDATES FROM THE RFO

As requested by Councillor Alenshasy attached are reports for the movement in the EMR's.

A new EMR has been created for the lottery grant received for the summer programme for the Youth Club. An excel spreadsheet has also been created to keep track of spend which will be managed by the RFO with assistance from the Youth Development Worker.

The final internal audit has been carried out. The report will be made available for the meeting on 18th June 2024.

11. BUDGET REVIEW REPORT MONTH 2 (attached)

RECOMMENDATION:

To receive and note the Budget Review report.

12. FINANCIAL MONTHLY REPORTS

- (i) Budget Monitoring (Month 2 – May 2024)
- (ii) Bank Cash and Investment Reconciliation (Month 2 – May 2024)
- (iii) Balance sheet (Month 2 – May 2024)
- (iv) Bank Reconciliations for Cash Books 1, 2, 3 & 5 – (Month 2 – May 2024)
- (v) Receipts and Payments Report for Cash Books 1 - 5 (Month 2 – May 2024)
- (vi) Bank Statements – Cash Books 1,2 and 3, Public Sector Deposit Fund and the Flagstone account (Month 2 – May 2024)
- (vii) Nominal ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 2 – May 2024).

RECOMMENDATION:

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

13. FLAGSTONE INVESTMENTS

RECOMMENDATION:

To receive and note that:

- (1) Santander – 95 days' notice at 4.7%, account opened 01.06.23 and as at 31.5.2024 interest accrued equates to £3,711.11.
- (2) Aldermore – 9 months at 5.4% account opened 25.10.2023 and as at 31.5.2024 interest accrued equates to £2,639.34 (matures on 25th July 2024. Options for re-investment will be brought to the July Finance and Policy meeting).

14. POLICIES (attached)

RECOMMENDATION:

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

- (i) Financial Regulations (Revised)
- (ii) Information & Data Protection Policy.
- (iii) Youth Information & Data Protection Policy.
- (iv) Investment Strategy Policy.

15. STATEMENT OF INTERNAL CONTROL 2024-2025 (attached)

RECOMMENDATION:

To review and approve the Statement of Internal Control 2024-2025 and make a recommendation to Council.

16. ASSET REGISTER ANNUAL REVIEW (attached)

RECOMMENDATION:

To review the Asset Register.

17. NDP SURVEY (quotes attached)

RECOMMENDATION:

(i) To receive and note the quotes for printing the Neighbourhood Development Plan Survey.

(ii) To inform the Council on the decision.

18. MUSIC STUDIO RATES

At the May Finance and Policy meeting Councillor Halliday offered to find the charges from a similar studio he has worked in. Councillor Halliday has reported back the following:

Charges £18 per hour, without kit, but with kit £30, with deal for 8 hours of £190, this includes services of one sound engineer.

Help with setting up studio is charged at additional £40 for 2 hours.

Hire of kit including 1 Bass amp at £10 per hr.

Additional time for editing finished recording is charged at £25 per hour up to £190 for full day editing mixing by one engineer.

The Music Studio Manager suggested the following:

If it was the insertion of a music worker within a fully staffed session our costs would be less, but we should still stick with the £75ph. I can modify the amount depending on the ask.

I'd say as a blanket offer £75ph for the insertion of a music worker in an external providers session at Timeout.

Should an individual wish to hire the space the costs will be dependent on the amount of time they want, with discounts applying the more amount of time they wish to hire.

RECOMMENDATION:

(i) To receive and note the information from Councillor Halliday and the Music Studio Manager.

(ii) To make a recommendation to the Council on the decision of the hourly hire rate.

19. KEYNSHAM NOW ROOM HIRE CHARGES

Keynsham Now used MakeSpace to hold their meeting on Wednesday 5th June, up until this point they have been hiring The Space.

The Group decided that although they liked MakeSpace that they would like to continue in The Space.

The cost of hiring The Space is £53.13 a month totalling £637.56 per annum.

RECOMMENDATION:

- (i) To receive and note the information provided.
- (ii) To make the decision if TimeOut can continue paying rent to The Space or to use Makespace at no cost.

20. PLAYGROUND WET POUR (attached)

At the Town Council meeting on 21st May, it was resolved to use Kompan to refurbish the play area at the Downfield Site.

- (i) The designs (attached) had a mixture of black and blue wet pour surface – this was to keep within the budget using the CIL money. To make this look more appealing and to have the whole surface blue, it would be an additional £5484.16.
- (ii) To include a resurface of the swing area which is outside of the main play area at Downfield, this would be an additional £2742.08.

RECOMMENDATION:

- (i) To receive and note the information provided.
- (ii) To decide that the additional money should be spent to make the entire floor blue in keeping with the pond and wildlife theme.
- (iii) To decide on the additional resurfacing of the swing section of Downfield Play Area at a cost of £2,742.08.
- (iv) To make recommendations to full Council.

21. FIXED WIRE LOOPED HEARING SYSTEM

Quotes are being obtained for a fixed wire looped hearing system for MakeSpace. This will make our meeting area more comfortable for the hard of hearing. The quotes will be presented at the next Finance and Policy meeting in July.

RECOMMENDATION:

To receive and note the information regarding the fixed wire looped hearing system.

22. DATE OF NEXT MEETING

RECOMMENDATION:

IMPORTANT NOTE: There is a further meeting on Tuesday 18th June 2024 at 7 p.m. in The Space prior to the full Council meeting to approve the Annual Return preparation as per Financial Regulations.

To note that the date and time of the next meeting is Tuesday 16th July 2024 at 7p.m. in the TOWN COUNCIL OFFICE.

23. EXCLUSION OF PRESS AND PUBLIC

RECOMMENDED:

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 the matter to be transacted Items 24 – 25 due to financial matters and personal details.

24. EMPLOYEE HANDBOOK (attached)

RECOMMENDED:

- (i) To receive and note the changes to the Employee Handbook.
- (ii) To recommend to Council to approve the changes to the Employee Handbook (2.9 Meetings) on which the staff have been consulted on.

25. YOUTH DEVELOPMENT WORKER SUPERVISION SERVICES TENDER (attached)

RECOMMENDED:

- (i) To receive and note the Council's proposed Youth Development Worker Supervision Services Tender document.
- (ii) To recommend to Council to approve the Youth Development Worker Supervision Services Tender.