



Amanda Hazell - RFO
15-17 Temple Street,
Keynsham, Bristol BS31 1HF
Telephone: No: 0117 986 8683
E-mail: townclerk@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, Caroline Leonard, Andy Wait and Edmund Cannon.

Dear Councillor

You are summoned to attend a **MEETING OF FINANCE AND POLICY COMMITTEE** to be held in **The Baptist Church, High Street, Keynsham** on **TUESDAY 18th JUNE 2024** commencing at **6.30p.m** prior to the Town Council Meeting.

Signed on 12th June 2024

A handwritten signature in black ink, appearing to be 'A Hazell'.

By Amanda Hazell – Responsible Finance Officer

EMERGENCY EVACUATION PROCEDURE

Procedures will be presented at the start of the meeting.

Arrangements are in place for the safe evacuation of disabled people.

FINANCE & POLICY COMMITTEE AGENDA 18th JUNE 2024

1. APOLOGIES FOR ABSENCE

RECOMMENDATION:

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

RECOMMENDED:

- (i) That the Minutes of the Finance Cttee meeting held on 11th June 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), 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 four clear days before the meeting where possible, and in any case to the Chairman before the meeting. This also applies to all Committees of the Council.

RECOMMENDED:

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. APPROVAL OF RECOMMENDATIONS TO TOWN COUNCIL

To approve the following list of documents drawn up by the RFO to be made to the Town Council meeting on 18th June 2024 following this Finance & Policy Committee meeting and a visit from the Town Council Auditor on 31st May 2024.

- (a) **2024/2025 BUDGET WITH ACTUAL 2024/25 END OF YEAR FIGURES (attached)**

RECOMMENDATION TO COUNCIL

To note receipt.

- (b) **BUDGET MONITORING REPORT – YEAR END – MONTH 12 (attached)**

RECOMMENDATION TO COUNCIL

- (i) To approve the Budget Monitoring Report.

(c) GENERAL & EARMARKED RESERVES (attached)

RECOMMENDATION TO COUNCIL

- (i) To approve the closing balance of earmarked and general reserves as of 31st March 2024.

(d) ANNUAL BANK RECONCILIATION (attached)

The Annual Bank Reconciliation is attached for discussion. Individual bank statements and reconciliations for the various accounts throughout the year are available for inspection by appointment with the office.

RECOMMENDATION TO COUNCIL

To approve the Annual Bank Reconciliation.

(e) STATUTORY BALANCE SHEET– 2023/2024 (attached)

The Responsible Financial Officer has submitted the Balance Sheet for the year ended 31st March 2024 for submission with the Annual Return.

RECOMMENDATION TO COUNCIL

To approve the Balance Sheet 2023/2024 for signing by the Chairman of the Town Council.

(f) STATUTORY INCOME/EXPENDITURE STATEMENT 2023/2024 (attached)

RECOMMENDATION TO COUNCIL

To approve the Statement for publication.

(g) ANNUAL GOVERNANCE STATEMENT (attached)

RECOMMENDATION TO COUNCIL

That the Statement of Internal Control be approved and signed by the Chairman of Keynsham Town Council.

(h) ANNUAL RETURN 2023/2024 – ACCOUNTING STATEMENTS (attached)

RECOMMENDATION TO COUNCIL

To approve the Accounting Statements for 2023/2024 to be signed by the Chairman of the Town Council at the Town Council meeting.

(i) ANNUAL RETURN 2023/2024– ACCOMPANYING SCHEDULES (attached)

RECOMMENDATION TO COUNCIL

- (i) The Annual Return to be approved and signed by the Chairman of the Council.
(ii) To approve the Schedule of Significant Variations.
(iii) To approve the Bank Reconciliation.
(iv) To approve the Reconciliation of boxes 7 and 8 for the Annual Return.

(j) CONFIRMATION OF DATES FOR THE EXERCISE OF PUBLIC RIGHTS (attached)

RECOMMENDATION TO COUNCIL

To use the dates 20th June 2024 – 31st July 2024.

(k) CONFLICT OF INTEREST (attached)

RECOMMENDATION TO COUNCIL

To sign the form to confirm no conflict of interest between Keynsham Town Council and BDL LLP.

7. DATE OF NEXT MEETING

To note that the date and time of the next meeting is **Tuesday 16th July 2024 at 6.30 p.m. in the Town Council Office.**