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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 16TH JULY 2024 commencing at 6.30 p.m.**

Signed on 11 July 2024

A handwritten signature in black ink, appearing to read "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 16th JULY 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

RECOMMENDATION:

That the Minutes of the Finance Committee meeting held on 18th 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) (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 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.

RECOMMENDATION:

- (i) To note the following payment

The sum of £7,810.42 to HMRC in respect of TAX and NI payments- delegated power to spend requested to avoid late payment penalty fee.

- (ii) To approve the delegated payment.

7. UPDATES FROM THE RFO

- a) Answers to questions from the June meeting:
- (i) The 2 invoices for Scotty's Gates. One is for the single gate, and one is for the double gate.
 - (ii) The officers have attended courses for agenda and minute writing. There are no strict rules regarding agenda writing except the legalities which are standing items on our agendas.
 - (iii) The procurement policy is part of the Financial Regulations item 5.
 - (iv) The Council does have a Publication Scheme.
 - (v) Can SoVision see our Data? SoVision has responded with their security and data privacy policy (attached commercial in confidence).
 - (vi) Is our personal data on the Cloud? SoVision has responded with their security and data privacy policy (attached commercial in confidence).
 - (vii) The insurance policy has been checked by the RFO and the Assistant Clerk and it states replacement of contents is as new value.
 - (viii) ALCA advice on depreciation. Emailed ALCA still waiting for a response.
 - (ix) Question: Procurement Strategy Should we be ensuring Vendors meet our diversity policy should we enter an amount over like £5,000? It is sometimes difficult getting tenders over £5,000 and putting more restrictions would decrease the number of tenders received even further.
 - (x) Blinds for MakeSpace 2 quotes requested see item 14.
 - (xi) There is a loop in the Space. 3 quotes for a loop in MakeSpace see item 13.
 - (xii) At present the Youth Mentors do not provide feedback to the Clerk. In the new tender document, a clause has been included for regular feedback to the Clerk.

- b) The Unity Bank accounts have now been opened. The corporate card which replaces the debit card has been applied for. As soon as the card arrives, we will instruct Unity Trust to carry out the account transfers.
- c) Update from Capital Projects: Councillor requested cushions for the chairs in Makespace and chairs with arms. After a discussion with the Clerk, it has been suggested we can use chairs from the meeting room of the office for Council meetings. There is no storage for chairs with arms in Makespace and the room is used by the community.

8. BUDGET REVIEW REPORT MONTH 3 (attached)

RECOMMENDATION:

To receive and note the Budget Review report.

9. FINANCIAL MONTHLY REPORTS (attached)

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

RECOMMENDATION:

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

10. 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).

11. FLAGSTONE SANTANDER RATE DECREASE

The following information regarding our Santander investment has been received:

On 18th October 2024, the interest rate on your Santander International 95-Day Notice account will decrease to **4.20% Net, 4.28% AER.**

If you'd like to move your funds into a different savings account, simply:

- ◆ log in to Flagstone
- ◆ return the funds to your holding account
- ◆ choose a new savings account that suits you

Once the funds have returned to your holding account, go to the **Place Deposits** page to choose a new savings account.

RECOMMENDATION:

- (i) To receive and note the information regarding the Santander Investment.
- (ii) To recommend to Council the decision made to either move the funds or keep the account as is.

12. HEALTH AND SAFETY POLICY (attached)

RECOMMENDATION:

- (i) To receive and consider the Health and Safety Policy from WorkNest.
- (ii) To recommend to Council to approve the Policy.

13. CIVILITY AND RESPECT PLEDGE (attached)

The Council has previously signed up to The Civility and Respect Pledge in the last Council and has been marked on the map <https://www.slcc.co.uk/news-publications/civility-respect-pledge/>.

The attached is a reminder for existing Councillors and information for new Councillors.

RECOMMENDATION:

- (i) To receive and note the Civility and Respect Pledge.

14. FIXED WIRE LOOPED HEARING SYSTEM (report attached)

RECOMMENDATION:

- (i) To receive and consider the three quotes for the wire looped hearing system for MakeSpace.
- (ii) To inform Council of the decision made

15. BLINDS FOR MAKESPACE (quotes attached)

RECOMMENDATION:

- (i) To receive and consider the two quotes for the window blinds for MakeSpace.
- (ii) To receive and consider the window cover for the door to MakeSpace.
- (iii) To inform Council of the decision made.

16. RE-FIXING OF HIGH MEMORIALS AT CEMETERY

A number of high memorials were tested at the Cemetery by Memsafe on 24 June and 5 memorials failed the safety test and need to be refixed. These are all older memorials and there is no contact for the graves to advise of the situation. The Town Council as the Burial Authority for the Cemetery are therefore responsible to arrange for the refixing of these headstones.

A quote has been received from the local Masons WW Memorials as attached (3 quotes)

RECOMMENDATION:

- (i) To approve the 3 WW Memorial Quotes.
- (ii) To inform Council of the decision made.

17. INSURANCE 2024-25

In 2023 the Council signed a 3-year deal with our existing insurance company. The quote will not be available until 30 days before the renewal date.

RECOMMENDATION:

As there is no Council meeting in August, the recommendation from Finance and Policy is to give the Clerk delegated authority with the Chair and Deputy Chair to approve the quote for the insurance.

18. YOUTH SERVICE EVALUATION OF KALEIDOSCOPE FESTIVAL AGREEMENT (attached)

RECOMMENDATION:

- (i) To receive and note the agreement
- (ii) To note that costs associated with this agreement are being funded through the Arts Council award funding.

19. CIL COMMUNITY PROJECT APPLICATION (attached)

RECOMMENDATION:

- (i) To receive and note the CIL application from St Francis Church.
- (ii) To make a decision on the application.
- (iii) To recommend to Council the decision made.

20. PURCHASES REQUIRED FROM E&S COMMITTEE

The E&S Committee has agreed to purchase 2 bird tables and 2 water butts. The water butts can be purchased from Proper Job for £35 each. The bird tables, which can be hung in a tree can be purchased from Amazon for £12.50 each.

RECOMMENDATION:

- (i) To approve the purchases recommended by the E&S Committee.
- (ii) To inform Council of the decision made.

21. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the date and time of the next meeting is Tuesday 13th August 2024 at 7p.m. in the TOWN COUNCIL OFFICE.