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To All Members of the Finance & Policy Committee: 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 13TH AUGUST 2024 commencing at 6.30 p.m.**

Signed on 8th August 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 13th AUGUST 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 16th July 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 23rd JULY 2024

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

RECOMMENDATION:

- (i) To note the following payment
An order has been raised to remove the broken roundabout in the Lower Memorial Park costing £1,104.
- (ii) To approve the delegated payment.

7. UPDATES FROM THE RFO

1. The Councillors asked why we have a Civility Respect Pledge, and it is not a policy. The Pledge is a nationwide document created and distributed by NALC.

The definition of a Pledge is:

a solemn promise or undertaking:

"the conference ended with a joint pledge to limit pollution"

The definition of a Policy is:

a course or principle of action adopted or proposed by an organisation or individual:

"the Government's controversial economic policies" · "it is not company policy to dispense with our older workers"

The Pledge was on the agenda as the Clerk received an instruction from NALC to remind existing Councillors and inform new Councillors.

The Pledge was originally signed at the 18th October 2022 Council meeting.

2. This month there are 3 extra sets of reports for the 3 new Unity Trust Bank Accounts. Attached are the Reconciliation Report, the Receipts and Payments report and the Bank Statements for each account. Once we move over to the new bank the Barclays cash books will become redundant.
3. In answer to Councillor Leonard's question the Insurance agent we use is James Hallam.

8. BUDGET REVIEW REPORT - MONTH 4 (attached)

RECOMMENDATION:

To receive and note the Budget Review report for Month 4.

9. FINANCIAL MONTHLY REPORTS – MONTH 4 (attached)

- (i) Budget Monitoring (Month 4 – July 2024)
- (ii) Bank Cash and Investment Reconciliation (Month 4 – July 2024)
- (iii) Balance sheet (Month 4 – July 2024)
- (iv) Bank Reconciliations for Cash Books 1 - 8 (Month 4 – July 2024)
- (v) Receipts and Payments Report for Cash Books 1 - 8 (Month 4 – July 2024)
- (vi) Bank Statements – Cash Books 1,2 and 5,6,7 and 8, Public Sector Deposit Fund and the Flagstone account (Month 4 – July 2024)
- (vii) Nominal ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 4 – July 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 31.7.2024 interest accrued equates to £4,306.81. ***Notice has been given to cash in this investment.***
- (2) Aldermore – 9 months at 5.4% account opened 25.10.2023 and as at 25.07.2024 interest received equates to £3,213.36. ***This investment has been cashed in and the funds will be transferred to the PSDF account.***

11. SCHEDULE OF PAYMENTS – MONTH 5 (to follow)

RECOMMENDATION:

That the Clerk be granted delegated authority to approve the payments on the attached Schedule of Invoices for Month 5, due to there being no Town Council meeting in August.

12. KTC SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS POLICY (attached)

RECOMMENDATION:

- (i) To receive and consider the Social Media and Electronic Communications Policy.
- (ii) To recommend to Council to approve the Policy.

13. YOUTH FINANCIAL REGULATIONS (attached)

Due to the fact the Youth Club differs from normal Council business, the RFO has devised Financial Regulations for the Youth Club (attached). Along with the Regulations a planning sheet has been created to ensure all expenditure is approved at the Finance and Policy Committee meetings.

RECOMMENDATION:

- (i) To receive and consider the new Youth Financial Regulations and the use of the planning sheet.
- (ii) To recommend that the Regulations and planning sheet be approved by Council.

14. LIST OF POLICIES (attached)

RECOMMENDATION:

- i. To receive and note the list of Policies.
- ii. To decide on the order of importance. Please note only 2 policies per meeting.

15. ANNUAL CIL STATEMENT (attached)

RECOMMENDATION:

- (i) To receive and consider the Annual CIL Statement.
- (ii) To recommend to Council to approve the Statement.

16. S106 FOR KEYNSHAM (attached)

The Council have received the attached worksheet for the S106 for Keynsham. The data is the allocation of the B&NES portion of S106 funding received.

RECOMMENDATION:

- (i) To receive and note the S106 and CIL for Keynsham.

17. UNITY TRUST BANK CORRESPONDENCE (attached)

Email and attachment received from Unity Bank:

“Following customer feedback, we have now appointed a dedicated Local Councils Relationship Manager (Sarah Johnson), who I will be working with closely; to help guide new and existing local councils through the challenges they currently face with banking and associated regulatory requirements.

Whilst day to day banking and transactional enquiries will continue to be managed by our Contact Centre and Account Servicing Team (Unity Connect) as it does today; both Sarah and I will be on hand for more complex needs.

In the background, we are also passing feedback to a Project Team, who are in the process of changing our proposition for Local Councils to make banking much more bespoke and streamlined.

One of the additions so far this year are dedicated Deposit Relationship Managers for each of our three regional areas, as well as a more varied fixed term deposit accounts offering. Should this be of interest, please let me know.

Local Councils are a sector we value greatly, and should you have any feedback or concerns you would wish us to address, please feel free to make contact. We would really like to know what we do well (or what you feel could be improved).

I am attaching our latest Impact Report, in case you have not seen this – it makes for interesting reading and marks our 40th birthday.”

RECOMMENDATION:

To receive and note the information received from Unity Trust Bank.

18. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the date and time of the next meeting is Tuesday 10th September 2024 at 7.00 p.m. in the TOWN COUNCIL OFFICE.

19. 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 the matter to be transacted Item 20 due to financial matters and personal details.

20. YOUTH MEETING

RECOMMENDATION:

To receive a verbal update regarding the meeting between the Youth Leader, Councillor Andy Wait, the Town Clerk and the RFO which took place on Tuesday 6 August 2024.