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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 THE FINANCE AND POLICY COMMITTEE** to be held in **the Town Council Office on TUESDAY 10th SEPTEMBER 2024 commencing at 6.30 p.m.**

Signed on 5th September 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 10th SEPTEMBER 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 13th August 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:

There are no delegated actions this month.

7. UPDATES FROM THE RFO

Staff have been asked to consider purchasing locally and only using Amazon as a last resort. In August we used the Unity Trust bank account to make payments. It went well with Councillors Davis and Burton authorising the payments. Please note the Flagstone figures are last months as the Clerk was on leave and the officers don't have access to the statements.

8. BUDGET REVIEW REPORT - MONTH 5 (attached)

RECOMMENDATION:

To receive and note the Budget Review report for Month 5.

9. FINANCIAL MONTHLY REPORTS – MONTH 5 (attached)

- (i) Budget Monitoring (Month 5 – August 2024)
- (ii) Bank Cash and Investment Reconciliation (Month 5 – August 2024)
- (iii) Balance sheet (Month 5 – August 2024)
- (iv) Bank Reconciliations for Cash Books 1 - 8 (Month 5 – August 2024)
- (v) Receipts and Payments Report for Cash Books 1,2,3,4 and 6(Month 5 – August 2024)
- (vi) Bank Statements – Cash Books 1,2,6,7 and 8, Public Sector Deposit Fund (to follow) and the Flagstone account (to follow) (Month 5 – August 2024)
- (vii) Nominal ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 5 – August 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.*

11. DEBTORS REPORT (attached)

RECOMMENDATION:

To receive and note the Debtors Report from Rialtas

12. BAD DEBT

As part of the new financial processes, the RFO meets monthly with the other Officers to discuss unpaid invoices. As stated in the Bad Debt Policy any unpaid invoices are to be chased up with an email then a series of letters. We have written to Blooming Marvellous Plants for an overdue invoice, but the letter has been returned to us marked not known at this address. We have looked for another address but one could not be located.

RECOMMENDATION:

To recommend to Council to write off the debt of £29.17 plus VAT and not use the company for any event in the future.

13. HEALTH AND SAFETY POLICY MANUAL (attached)

RECOMMENDATION:

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

14. INSURANCE RENEWAL (to follow)

The Council insurance renewal is due on the 30th September 2024. Attached are the documents relating to the insurance renewal.

RECOMMENDATION:

- (i) To receive and consider the insurance renewal quote.
- (ii) To recommend to Council to accept the renewal quote.

15. CIL TRACKING (attached)

RECOMMENDATION:

- (i) To receive and consider the Annual CIL Statement.
- (ii) To make any recommendations to Council

16. DEFIBRILLATOR (attached)

In February 2024 the Council received a Donation from the Lions for £1,200 towards a Defibrillator at the Pavilion at The Meadows. The Council will pay the rest from the Defib EMR which at present has a balance of £8,090.10 including the donation.

RECOMMENDATION:

- (i) To receive and consider the 3 quotes for the Defibrillator.
- (ii) To approve quote 2. This is the same Defibrillator installed at the British Legion and the Civic Centre; therefore, the Grounds Team are aware of how to check them, and the public will be more familiar with the brand.
- (iii) To inform Council of the decision made.

17. DEFIBRILLATOR HAWTHORN COURT (original paper attached)

This item was bought to Full Council in May 2024 (attached), it was resolved that we approach Curo and see if they would fund the replacement battery and pads but Curo have responded saying that they will not fund this. Please could you authorise the spending of £264.95 to get this defib back up and running. It is located on the side of Hawthorn Court which is a prime location as surrounded by older residents who are more at risk of requiring such lifesaving equipment.

RECOMMENDATION:

- (i) To approve the spend of £264.95 from the Defibrillator EMR for a replacement battery and pads. The EMR has a balance of £8,080.10
- (ii) To inform Council of the decision.

18. SWING HOLMOAK PLAY AREA (attached)

The double swing on Holmoak play area has been out of action due to the wood rotting and was deemed unsafe. Attached are 2 quotes for a replacement swing (we are waiting for the third quote which will be sent when it is received). The swing can be funded from the CIL EMR which has a balance of £340,759.71.

RECOMMENDATION:

- (i) To receive and consider the quotes for the replacement swing.
- (ii) To recommend to Council to accept one of the quotes.

19. YOUTH PLANNING (attached)

As per the new Youth Financial Regulations the Youth Team have produced a financial plan for October 2024. There are two items of expenditure that do not fit into the form:

- (i) The mixing desks in the studio need to be fixed at a cost of £50-£70.
- (ii) A Wake the Tiger trip. Cost will be around £15 per person. This will be funded from the Tesco donation money received.

RECOMMENDATION:

- (i) To receive and approve the financial plan and additional expenditure for October 2024.
- (ii) To inform Council of the decision to approve the plan.

20. FINGERPOSTS (attached)

RECOMMENDATION:

- (i) To receive and approve a quote provided on finger posts.
- (ii) To inform the Council of the decision.

21. STUDIO PRICES (attached)

In August, Councillor Halliday and the RFO met with the Studio Manager to discuss the charges for hiring the studio. Attached are the prices devised as a result of the meeting.

RECOMMENDATION:

- (i) To receive and consider the prices for hiring the studio.
- (ii) To recommend to council to approve any decision made.

22. CHRISTMAS TREE

The quote for a tree has been received from Frenchay Forestry for £1400. This is the only company that can supply, deliver and erect the tree in our Churchyard.

RECOMMENDATION:

- (i) To receive and consider the quote for the Christmas Tree.
- (ii) To inform Council of the decision to accept the quote.

23. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the date and time of the next meeting is Tuesday 8th October 2024 at 6.30 p.m. in the TOWN COUNCIL OFFICE.