



Amanda Hazell - RFO
15-17 Temple Street,
Keynsham, Bristol BS31 1HF
Telephone: No: 0117 986 8683
E-mail: rfo@keynsham-tc.gov.uk
www.keynsham-tc.gov.uk

To All Members of the Finance & Policy Committee: Martin Burton, Edmund Cannon, Chris Davis, Clive Fricker, Alan Greenfield, 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 8th OCTOBER 2024** commencing at **6.30 p.m.**

Signed on 3rd October 2024

A handwritten signature in black ink, appearing to be "Amanda Hazell", written in a cursive style.

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 8th OCTOBER 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 10th September 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 17th SEPTEMBER 2024

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

RECOMMENDATION:

That the insurance quote for 24/25 be accepted with approval from Cllr MacFie, Cllr Fricker and Cllr Wait for the amount of £12,801.72 which includes a new policy for Cyber Security.

7. UPDATES FROM THE RFO

In the last meeting it was asked why the salary budget was over the budget for the time of year. I have now made the transfer to the S106 EMR for the Youth and Studio salaries. The Salary actuals against the budget is now looking healthier.

Account code 4650/203 is close to budget as we purchased a line marker for £796 and cleaning solution for £243.41.

The CIL Tracking information has been revised and included in this agenda. This is a first draft and further changes can be made if required.

8. BUDGET REVIEW REPORT - MONTH 6 (attached)

RECOMMENDATION:

To receive and note the Budget Review report for Month 6.

9. FINANCIAL MONTHLY REPORTS – MONTH 6 (attached)

- (i) Budget Monitoring (Month 6 – September 2024)
- (ii) Bank Cash and Investment Reconciliation (Month 6 – September 2024)
- (iii) Balance sheet (Month 6 – September 2024)
- (iv) Bank Reconciliations for Cash Books 1 - 8 (Month 6 – September 2024)
- (v) Receipts and Payments Report for Cash Books 1,2,3,4 and 6(Month 6 – September 2024)
- (vi) Bank Statements – Cash Books 1,2,5,6,7 and 8, Public Sector Deposit Fund (to follow) (Month 6 – September 2024)
- (vii) Nominal ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 6 – September 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 30.9.2024 interest accrued equates to £4,306.81. *Notice has been given to cash in this investment.*

11. EXTERNAL AUDIT (attached)

RECOMMENDATION:

To receive and note the report from the External Auditor.

12. POLICIES (attached)

RECOMMENDATION:

- (i) To receive and consider the following Policies:
- i. Financial Risk and Reserves Policy
 - ii. Freedom of Information Policy
- (ii) To recommend to Council to approve the Policies.

13. TOWN COUNCIL POLICIES (attached)

RECOMMENDATION:

- (i) To receive and consider the updated Policy sheet.
- (ii) To recommend to Council to approve the changes to review dates and the priority of the Policies.

14. CHRISTMAS TREE

The funding for the Christmas Tree, in previous years, has been funded from the Winter Festival budget. With costs rising this year we would like to fund the Christmas Tree from the Christmas Lights budget. The invoice for the lights has already been paid to B&NES and there is a balance of £2,751. The invoice for the Tree is £1,400.

RECOMMENDATION:

To approve the Christmas Tree being funded from the Christmas Lights budget.

15. PARKING FINE (attached)

RECOMMENDATION:

- (i) To receive and consider request for assistance with the parking fine.
- (ii) To inform Council of the decision made.

16. GRANT APPLICATION (attached)

RECOMMENDATION:

- (i) To receive and consider the large grant application form for the following
 1. Keynsham in Bloom.
 2. Music Festival – has requested an extension until the November Finance and Policy meeting.
 3. Dial-a-Ride - has requested an extension until the November Finance and Policy meeting.
 4. KTCR FM
- (ii) To recommend to Council to approve the applications and the extension for the Music Festival and Dial-a-Ride.

17. CIL TRACKING (attached)

RECOMMENDATION:

- (i) To receive and consider the CIL tracking report.
- (ii) To make recommendation to Council to move the HAZ £23,682.02 back to the General Reserve.
- (iii) To take this item to the Project Committee to assign projects to outstanding balances.

18. 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 1. 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.

19. DOWNFIELD PLAYGROUND REPLACEMENT CHAINS (attached)

RECOMMENDATION:

- (i) To receive and consider the 3 quotes for chains at Downfield Playground.
- (ii) To inform the Council of the decision made.

20. YOUTH PLANNING (attached)

As per the new Youth Financial Regulations the Youth Team have produced a financial plan for October/November 2024.

RECOMMENDATION:

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

21. YOUTH ACTUAL SPEND SEPT/OCT 2024 (attached)

RECOMMENDATION:

To receive and note the actual spend from September – October 2024 for Youth.

22. LEI POLICY

Your annual LEI policy (covering Keynsham Town Council) that WorkNest take out each year on your behalf is due to renew on 30/11/2024. To ensure that there are no gaps in that cover we need your annual declaration (headcount etc) to enable us to complete the renewal accurately.

We must point out to you that it is your responsibility to ensure that the information we use is accurate (in particular the headcount information). If the name of the business covered by the policy has changed, please notify us in the 'Additional Comments' section on the form. If a claim is made under the policy and the insurer subsequently denies cover because of the inaccuracy of the information used when taking out the policy (in particular an under-declared headcount or failure to identify a business to be covered by the policy) WorkNest will not accept any responsibility or liability for that.

Failure to provide this information will hamper our ability to offer you renewal of your Legal Expenses Insurance. If you fail to complete the form before your renewal date, we will use the most up to date data provided from yourselves, to generate your invoice and ensure there are no gaps in your cover.

The invoice for the renewal of your annual policy will be calculated based on the headcount declared on this form.

RECOMMENDATION:

- (i) To receive and note the information provided.
- (ii) To note the Clerk will be completing the form.

23. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the date and time of the next meeting is Tuesday 12th November 2024 at 6.30 p.m. in the TOWN COUNCIL OFFICE.

24. EXCLUSION OF PRESS AND PUBLIC

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 business to be transacted. Items 25-26 to progress financial/budgetary issues.

25. YOUTH FUNDING 24/25 (available on Sharepoint and hard copies at the meeting)

RECOMMENDATION:

To receive and note the attached report of Youth Funding.

26. WECA BUS SERVICE GRANT AGREEMENT (available on Sharepoint and hard copies at the meeting)

RECOMMENDATION:

- (i) To receive and note the Grant Agreement.
- (ii) To recommend to Council to sign the Agreement.