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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 14th JANUARY 2025** commencing **at 6.30 p.m.**

Signed on 9th January 2025

A handwritten signature in black ink, appearing to be '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 14TH JANUARY 2025

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 Extra Ordinary Finance & Policy Committee meeting held on 10th December 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 DECEMBER 2024

In accordance with the Schedule of Delegation approved on 22 April 2021, to note the delegated decision made in advance of the January 2025 scheduled payments taken by the Town Clerk in consultation with Members.

RECOMMENDATION:

There were none.

7. UPDATES FROM THE RFO

Questions and answers from the December meeting:

- i. The total spent is 56% of the yearly budget. Is the expectation to spend the whole of the budget in this financial year?
No, we are not expecting to spend the whole of the budget but we have estimated to spend £162,564 over our income for this financial year which equates to 77.9% of the budget.
- ii. Youth is not on the pie chart. Can this be included next month?
Youth has been included in the pie chart for this month.
- iii. Code 4089 – Does this include the loop purchased?
Yes, the loop has been paid for from this code but it has been financed from the CIL EMR.

The transfer from Barclays to Unity Trust will take place on the 8th January. It will complete on the 16th January. This is good timing as we have no direct debits during that time.

8. BUDGET REVIEW REPORT - MONTH 9 (attached)

RECOMMENDATION:

To receive and note the Budget Review report for Month 9.

9. FINANCIAL MONTHLY REPORTS – MONTH 9 (attached)

- (i) Budget Monitoring (Month 9 – December 2024)
- (ii) Bank Cash and Investment Reconciliation (Month 9 – December 2024)
- (iii) Balance sheet (Month 9 – December 2024)
- (iv) Bank Reconciliations for Cash Books 1 - 8 (Month 9 – December 2024)
- (v) Receipts and Payments Report for Cash Books 1-8 (Month 9 – December 2024)
- (vi) Bank Statements – Cash Books 1,2,6,7 and 8 and the Public Sector Deposit Fund (Month 9 – December 2024)
- (vii) Nominal ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 9 – December 2024)

RECOMMENDATION:

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

10. UNITY TRUST IMPACT REPORT (attached)

RECOMMENDATION:

To receive and note the impact report received from the Unity Trust Bank.

11. AMAZON SPENDING SUMMARY

Here is the Council's spend and savings on Amazon from 1st December 2024 until 31st December 2024:

Numbers shown as of 4/1/2025

<u>Total spent¹</u>	<u>£229.13</u>
<u>Total savings²</u>	<u>£57.34</u> Explore savings
<u>Number of orders</u>	<u>11</u>
<u>Average spent per order</u>	<u>£20.83</u>

RECOMMENDATION:

To receive and note the spend information received from Amazon.

12. GDPR COMPLIANCE POLICY (NEW POLICY) (attached)

RECOMMENDATION:

- (i) To receive and review the new GDPR Compliance Policy.
- (ii) To recommend to Council to approve the GDPR Compliance Policy.

13. TIME OFF IN LIEU (TOIL) POLICY (attached)

RECOMMENDATION:

- (i) To receive and review the new TOIL Policy.
- (ii) To recommend to Council to contact the HR company to check the legalities and there is no conflict with staff contracts.

14. CEMETERY FENCE (attached)

The Groundsmen have reported this will take 2 men, 50 hours each to install. The fence will not be completed in one go as they have other tasks to attend to. We would also require an additional skip, or maybe 2, at £375 each to remove the existing fence. The fence can be paid for from CIL as it has already been earmarked.

RECOMMENDATION:

- (i) To receive and review the 2 quotes received for the Cemetery fence.
- (ii) To recommend to Council to approve quote 2.

15. YOUTH PLANNING JAN/FEB 25 (attached)

As per the new Youth Financial Regulations the Youth Team have produced a financial plan for January/February 2025.

RECOMMENDATION:

- (i) To receive and approve the financial plan for January/February 2025.
- (ii) To inform Council of the decision to approve the plan.

16. YOUTH ACTUAL SPEND DEC 24/JAN 25 (attached)

RECOMMENDATION:

To receive and note the actual spend from December 2024/January 2025 for Youth.

17. MUSIC STUDIO INCOME

Over the past few months, the Music Studio has been creating an income through Battle of the Band events, hiring the Music Studio, creating an EP and the sale of the EP.

Income generated:

Battle of the Bands (2 gigs) – £434.00
EP Launch – £168.00
EP Sales – £64
Studio Income - £30.00

Expenditure:

Battle of the Bands (2 gigs) – £460
EP Launch – £148.00
EP Creation – £155.00

Staff costs for battle of the bands and EP Launch:

Battle of the bands (2 gigs) – £303.62
EP Launch - £151.81

RECOMMENDATION:

To receive and note the income and expenditure from the Music Studio.

18. 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 business to be transacted. Agenda items 19-21 to progress sensitive issues.

19. EMPLOYEE HANDBOOK (attached)

RECOMMENDATION:

- (i) To receive and review the Employee Handbook (changes in blue).
- (ii) To recommend to Council to approve the Employee Handbook.

20. DRAFT BUDGET 2025-2026 (to follow)

Attached is the Draft Budget and a paper outlining the changes required from the Council Meeting on 17th December 2024 and the Clerk's and RFO's recommendation to these changes.

RECOMMENDATION:

- (i) To receive the Draft Budget and corresponding paper, considering the changes required stated at Town Council on Tuesday 17th December 2024 and the Clerk's and RFO's recommendations.
- (ii) To make any changes to the Draft Budget.
- (iii) To recommend a final Budget to Town Council for 2025/2026.

21. PRECEPT 2025-2026 (to follow)

Attached is a paper for the increase in the Precept for 2025-2026. There are 5 options to consider.

RECOMMENDATION:

- (i) To receive and note the Precept Paper.
- (ii) To recommend to Council the level of Precept decided for the year 2025-2026.

22. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the date and time of the next meeting is Tuesday 11th February 2025 at 6.30 p.m. in the TOWN COUNCIL OFFICE.