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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 11<sup>th</sup> FEBRUARY 2025 commencing at 6.30 p.m.**

Signed on 6<sup>th</sup> February 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 11<sup>TH</sup> FEBRUARY 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 16<sup>th</sup> 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 & Policy Committee meeting held on 14<sup>th</sup> January 2025 (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 21<sup>ST</sup> JANUARY 2025**

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**

The payments into Unity Trust are ongoing. We can only transfer £50,000 a day so it will take a few weeks to complete. We have requested forms for the direct debits to be moved to Unity Trust.

The week 5 actuals from Youth are as follows:

		Budget	Actual
Activities	Marbling Ink Set (Glue pens, scratch crafts Cone bags)	£10	9.74
	Official pool rules book	£10	0.00
	Card stencil	£5	0.00
	Twiddlers		11.53
Cooking	Smoothies/ Milkshakes	£20	0.00
	Loaded Fries with chili, beans, cheese and gravy		0.00
	Flapjacks	£5	0.00
	Eggs		1.75

**8. BUDGET REVIEW REPORT - MONTH 10 (attached)**

**RECOMMENDATION:**

To receive and note the Budget Review report for Month 10.

**9. FINANCIAL MONTHLY REPORTS – MONTH 10 (attached)**

- (i) Budget Monitoring (Month 10 – January 2025)

- (ii) Bank Cash and Investment Reconciliation (Month 10 – January 2025)
- (iii) Balance sheet (Month 10 – January 2025)
- (iv) Bank Reconciliations for Cash Books 1 - 8 (Month 10 – January 2025)
- (v) Receipts and Payments Report for Cash Books 1,3,4,6 and 7 (Month 10 – January 2025)
- (vi) Bank Statements – Cash Books 1,6,7 and 8 and the Public Sector Deposit Fund to follow (Month 10 – January 2025)
- (vii) Nominal ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 10 – January 2025)

**RECOMMENDATION:**

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

**10. POLICIES (attached)**

**RECOMMENDATION:**

- (i) To receive and review the following Policies:
  - a) KTC Carers Leave Policy.
  - b) Compassionate Leave Policy.
- (ii) To recommend to Council to approve the Policies.

**11. ANNUAL FINANCIAL RISK MANAGEMENT REVIEW 2025-2026 (attached)**

**RECOMMENDATION:**

- (i) To receive and review the new Annual Financial Risk Management document 2025-2026.
- (ii) To recommend to Council to approve the Annual Financial Risk Management document 2025-2026.

**12. INTERNAL AUDIT (attached)**

**RECOMMENDATION:**

To receive and note the Internal Auditor's report.

**13. CIL REPORT (attached)**

**RECOMMENDATION:**

To receive and note the CIL report.

**14. CIL SUBMISSION (attached also attached the CIL Policy for reference)**

Several organisations have contacted the Council with requests for grants rather than a CIL suggestion. As they did not conform to the policy, we have contacted the organisations and request they apply for a grant. Cllr Burton has requested that the St Francis Church application be considered.

**RECOMMENDATION:**

- (i) To receive and note the CIL submission from St Francis Church.

- (ii) To decide whether the submission is a suggestion for CIL or a grant application.
- (iii) To decide whether to grant St Francis Church the funding requested or suggest they apply for a grant.
- (iv) To recommend to Council the decisions made.

**15. ALLOTMENT RENT REVIEW (attached)**

***RECOMMENDATION:***

To receive and note the allotment rent review.

**16. GATE ENTRANCE FOX AND HOUNDS LANE (attached)**

The Assistant Clerk sent the gate entrance work out for tender and received only one quote back (attached).

***RECOMMENDATION:***

- (i) To receive and approve the quote for the gate entrance at Fox and Hounds.
- (ii) To inform Council of the decision to approve the quote.

**17. GATE REPAIR AT KELSTON PARK (attached)**

We have only received one quote for the gate repair. GB Sports have been out to do an inspection and originally installed the gate.

***RECOMMENDATION:***

- (i) To receive and approve the quote for the gate repair at Kelston Park.
- (ii) To inform Council of the decision to approve the quote.

**18. SPRING SHOW BUDGET (attached)**

***RECOMMENDATION:***

- (i) To receive and approve the Spring Show Budget.
- (ii) To inform Council of the decision to approve the budget.

**19. TOWN COUNCIL UTILITIES (attached)**

We have received correspondence from TUS Group regarding our electricity supply:

I'm one of the senior energy consultants here at TUS and I work closely with parish and town councils, reviewing ways they can reduce their utility costs (across gas, electricity and water).

As a group we're trusted by the likes of Odeon, Virgin Care and Starbucks and have a variety of ways we can help. These range from finding you the right type of energy contracts to also advising on ways your council can go greener if relevant and reduce its carbon footprint (exploring the likes of solar pv, heat pumps, EV charging, CHP and voltage optimisation).

Your current set-up and next steps

- With many other councils with circa 18 months to run on their current plans, quite often we're looking to help by supporting with things like early renewals and the forward buying of energy. With forecasted increases on the cards, this means we're able to take advantage of when there's dips in the market and help the council with budget certainty – avoiding having to pay more in future.
- We're also able to help green focused councils with sustainability projects too – helping you understand your usage and making informed decisions on whether areas such as solar could be of benefit.

Below are some articles describing what is happening in the energy market right now and how prices are forecasted to increase:

- <https://www.energylivenews.com/2025/01/28/energy-bills-warning/>
- <https://news.sky.com/story/uk-bills-could-rise-as-europes-gas-consumption-falls-by-unprecedented-amount-13284719>
- <https://news.sky.com/story/britains-gas-storage-levels-concerningly-low-after-cold-snap-says-owner-of-british-gas-13286305>

Attached is the TUS Overview of Services

**RECOMMENDATION:**

- (i) To receive and note the information regarding the Council electricity supply.
- (ii) To decide if the Council will sign up to TUS.
- (iii) To inform Council of the recommendation.

**20. YOUTH PLANNING FEB/MAR 25 (attached)**

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

**RECOMMENDATION:**

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

**21. YOUTH ACTUAL SPEND JAN/FEB 25 (attached)**

**RECOMMENDATION:**

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

**22. BLACK HISTORY WORKSHOP (attached)**

**RECOMMENDATION:**

- (i) To receive and review the 2 quotes for the Youth Black History Workshop.
- (ii) To decide which quote to accept.
- (iii) To inform Council of the decision made.

**23. YOUTH GRANT (attached)**

**RECOMMENDATION:**

- (i) To receive and note the information regarding the remaining grant funding.
- (ii) To recommend to Council to approve the spending of the remaining funds.

**24. FILMING WORKSHOPS (to follow)**

**RECOMMENDATION:**

- (i) To receive and note the information regarding the Filming workshops.
- (ii) To recommend to Council to approve the funding of the Filming workshops.

**25. INVOICE PAYMENT (report attached)**

The attached report has been received from the Youth Leader:

**RECOMMENDATION:**

To approve payment of the invoice.

**26. DATE OF NEXT MEETING**

**RECOMMENDATION:**

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

**27. 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 item 28 to progress sensitive issues.

**28. CLINICAL SUPERVISIONS (attached)**

**RECOMMENDATION:**

- (i) To receive and review the 3 quotes for the Youth Staff Clinical Supervisions.
- (ii) To decide which quote to accept.
- (iii) To inform Council of the decision made.