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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 8th APRIL 2025** commencing at **6.30 p.m.**

Signed on 3rd April 2025

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 APRIL 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 Finance & Policy Committee meeting held on 11th March 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 18TH MARCH 2025**

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

RECOMMENDATION:

There were none.

7. **UPDATES FROM THE RFO**

Responses to previous meetings questions from the Members:

- a) The RFO to check the electricity meters at Manor Road. The report states we have 2 can this be reduced to one. **There is now only one meter being used at Manor Road. We receive and pay one invoice a month.**
- b) To ask Barclays if we can use a CHAP'S transfer to move the remaining funds in the Barclays account to Unity Trust. **The RFO has spoken to the Clerk who has confirmed we cannot use the CHAP's transfer to move the remaining funds to Unity Trust.**
- c) To remove code 4026/102 from accounts over the monthly percentage. **This has been removed.**
- d) For the RFO to total up the income on the report. **The income has been totalled on the Budget Review report.**
- e) To report back to the next meeting what the social media EMR is being saved for. **This was for the KTCRfm Contract. A journal will be raised to move the spend from the Events EMR to the Social Media EMR. This will not be required next FY as KTCRfm have received a grant.**
- f) The RFO to produce a pack of the reports each month for a Councillor to check and sign off. **The pack has been produced.**

Updates from the RFO

The year end takes place on the 7th April. The final month 12 reports will be presented to Finance and Policy Committee at the May meeting.

8. **BUDGET REVIEW REPORT - MONTH 12 (attached)**

RECOMMENDATION:

To receive and note the Budget Review report for Month 12.

9. **DRAFT FINANCIAL MONTHLY REPORTS – MONTH 12 (attached)**

- (i) Budget Monitoring (Month 12 – March 2025)
- (ii) Bank Cash and Investment Reconciliation (Month 12 – March 2025)
- (iii) Balance sheet (Month 12 – March 2025)
- (iv) Cash Books 1 - 8 (Month 12 – March 2025)

- (v) Bank Statements – Cash Books 1,2, 5, 6,7 and 8 and the Public Sector Deposit Fund to follow (Month 12 – March 2025)
- (vi) Nominal ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 12 – March 2025)

RECOMMENDATION:

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

10. POLICIES (attached)

RECOMMENDATION:

- (i) To receive and review the following Policies:
 - a) Equalities and Diversity Policy
 - b) Investment Strategy Policy
- (ii) To recommend to Council to approve the Policies.

11. HEALTH AND SAFETY HANDBOOK AND POLICY (attached)

The Health and Safety Handbook and Policy have been reviewed by our external Health and Safety Advisors and just needs approving and signing off at Council.

RECOMMENDATION:

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

12. PRESS PROTOCOLS AND SOCIAL MEDIA, ELECTRONIC COMMUNICATION POLICIES

RECOMMENDATION:

That the policies be deferred to the May Finance and Policy Committee meeting, giving time to seek legal advice.

13. LOCAL GOVERNMENT TRANSPARENCY CODE

RECOMMENDATION:

- (i) To receive and note the Local Government Transparency Code.
- (ii) To recommend to Council to approve the Code.

14. DRAFT INTERNAL AUDIT REPORT (attached)

RECOMMENDATION:

To receive and note the attached draft Internal Audit Report.

15. PRECEPT LEAFLET 2025-26 (to follow)

RECOMMENDATION:

- (i) To receive and note the Precept Leaflet 2025-26.
- (ii) To recommend to Council to approve the leaflet.

16. HIRE OF BANDSTAND

We have received a request from a local University Student and small-scale sound engineer, looking to host a small live music event featuring local bands as part of gaining hands-on experience in live sound and event management. It would be a free event to the public. Event would last about 5 hours, including set up and pack down time.

They have previously worked with TimeOut at the Youth Tent at the Music Festival. They have already reached out to BANES event team, so they are aware. They will be handling all the necessary paperwork such as risk assessments, PLI and TEN is required.

This is a not-for-profit organisation; the event is about bringing people together to enjoy music.

RECOMMENDATION:

To discuss a suitable hire fee for this event and recommend to Council.

17. RESTORATION OF CEMETERY PLAN

Keynsham Town Council retain several original plans of the Cemetery. One of them, created in around 1947 shows the plot arrangement of the original Cemetery at that time. There have been some alterations to intended plots particularly around the entrance into the first extension to the side of the original Cemetery, but the document is important in the history of the Cemetery.

We have obtained scanned copies of the plans from Bath Archive Service but the 1947 plan is too frail to go through the flatbed scanner. Bath Archive Service are prepared to restore the plan using their in-house conservator for the sum of £250 plus VAT and provide it to us restored and with an electronic scanned copy too.

Without restoration the plan will continue to deteriorate.

It is recommended that the Committee resolve to approve incurring the cost of restoration to preserve the plan and, secondly complete the set of electronic scans we have now of all historic and current plans of the Cemetery.

RECOMMENDATION:

- (i) To authorise the restoration of the 1947 Cemetery plan by Bath Archive Service at a cost of £250 plus VAT. As this was not in the Budget it can be funded from the CIL EMR.
- (ii) To inform Council of the decision made.

18. CIL STATEMENT (attached)

RECOMMENDATION:

- (i) To receive and note the attached CIL Statement for 2024-2025.
- (ii) To recommend to Council to approve and sign the CIL Statement 2024-2025.

19. CIL REPORT AND TRACKING (attached)

RECOMMENDATION:

To receive the CIL report and tracking sheet.

20. SOVISION PRICE INCREASE

The following has been received from SoVision:

Dear Customer,

I hope this email finds you well. I'm reaching out personally to share an important update regarding our pricing.

As you know, running a business comes with its challenges, and with rising operational costs, we've had to make some difficult decisions to ensure we continue providing you with the high-quality service you expect from us. After careful consideration, we will be adjusting the pricing of all our services by **4%** starting **May 1st, 2025**. Please note that this change **does not apply to Microsoft 365 and Microsoft Azure**, which will remain at Microsoft's RRP.

We understand that price adjustments are never welcome news, and this decision was not made lightly. However, to maintain the level of service and support you rely on, it's a necessary step. Transparency is a core value for us, which is why we wanted to provide you with advance notice.

Beyond simply covering rising costs, we are continuously investing in enhancing our services and support that we give to our customers.

Your loyalty and trust mean everything to us, and we truly appreciate your continued support. If you have any questions or concerns, please don't hesitate to reach out—we're always here to help.

Thank you for choosing us as your technology partner. We remain committed to serving you with the same dedication and professionalism you've come to expect.

Best regards,

Alex

RECOMMENDATION:

To receive and note the correspondence from SoVision.

21. MUSIC STUDIO INCOME AND EXPENDITURE (attached)

Councillor Halliday has requested information regarding the income and expenditure of the Music Studio. Attached are the answers to the questions Cllr Halliday sent into the RFO. Unfortunately, the Studio Manager has now left the Council without replying to the request for information. The RFO has answered the questions she could with the information available.

RECOMMENDATION:

To receive and note the information provided regarding the Music Studio.

22. YOUTH PLANNING MAR/APR 25 (to follow)

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.

23. YOUTH ACTUAL SPEND FEB/MAR 25 (attached)

RECOMMENDATION:

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

24. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the date and time of the next meeting is Tuesday 13th May 2025 at 6.30 p.m. in the TOWN COUNCIL OFFICE.

25. 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 26 to progress sensitive issues.

26. SILVANUS PROJECT (attached)

RECOMMENDATION:

- (i) To receive and note the information attached.
- (ii) To make a decision on the funding requested.
- (iii) To inform Council of the decision made.