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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 13th MAY 2025** commencing at **6.30 p.m.**

Signed on 8th May 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 13th MAY 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 8th April 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 15th APRIL 2025

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

RECOMMENDATION:

There were none.

7. UPDATES FROM THE RFO

The final Internal Audit for 24/25 was carried out on the 2nd May, report attached under item 18.

Update on Barclays bank account – We have now transferred all but £60,000 to Unity Trust. We have a couple of Direct Debits to move. Two payments have been set up using the debit card which are proving more difficult to change. The Clerk will be contacting Unity Trust regarding withdrawing funds for petty cash using the corporate card as at present it has not been possible.

The paperwork for the External Audit is ready to be signed and they will be presented to Council at the June meeting.

8. BUDGET REVIEW REPORT - MONTH 1 (attached)

RECOMMENDATION:

To receive and note the Budget Review report for Month 1.

9. FINANCIAL MONTHLY REPORTS – MONTH 12 YEAR END (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) Bank Reconciliations for Cash Books 1 - 8 (Month 12 – March 2025)
- (v) Receipts and Payments Report for Cash Books 1,3,4,6 and 7 (Month 12 – March 2025)

RECOMMENDATION:

To recommend to Town Council to approve the month 12 2024/2025 financial reports.

10. FINANCIAL MONTHLY REPORTS – MONTH 1 (attached)

- (i) Budget Monitoring (Month 1 – April 2025)

- (ii) Bank Cash and Investment Reconciliation (Month 1 – April 2025)
- (iii) Balance sheet (Month 1 – April 2025)
- (iv) Bank Reconciliations for Cash Books 1 - 8 (Month 1 – April 2025)
- (v) Receipts and Payments Report for Cash Books 1,3,4,6 and 7 (Month 1 – April 2025)
- (vi) Bank Statements – Cash Books 1,2,3,6,7 and 8 and the Public Sector Deposit Fund to follow (Month 1 – April 2025)
- (vii) Nominal ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 1 – April 2025)

11. POLICIES (attached)

RECOMMENDATION:

- (i) To receive and review the following Policies:
 - a) Filming and Recording Parish Council Meetings Protocol (new policy).
 - b) CIL Policy (amended policy).
 - c) KTC Investment Strategy & Policy (amended policy).
 - d) Health & Safety Policy (amended policy).
 - e) Code of Conduct (to review).
- (ii) To recommend to Council to approve these Policies.

12. SCHEDULE OF DIRECT DEBITS 2025/2025 (attached)

RECOMMENDATION:

- (i) To review the Direct Debit payments.
- (ii) To recommend to Full Council to approve the payments.

13. PLAY AREA INSPECTION APP

Safety Culture (formerly iAuditor) whom we use for our play area inspections have changed what their free plan can do as of the end of March this year. They now only allow up to five free templates. With 9 play areas and both operational and weekly play area inspection templates for each we need a minimum of 18 templates. this means we will need to upgrade to premium which is done on a per user basis.

Full seat user \$24 per month

Lite seat User \$5 per month

Guest user free

We require 3 seats, 2 for the Groundsmen and one for the Clerk.

At current exchange rate its 3 full seats @\$864-£649.05 or 2 full seats+1 lite @\$636-£477.77 per year.

We have signed up for the month free trial so we can carry on with the play inspections. Another quote obtained previously is for £1,500 + VAT.

The Groundsmen are very used to this system now and it would be a considerable upheaval to change to a different set up. We also have the historic data on the app.

RECOMMENDATION:

To sign up for the plan of 3 full seats, 2 for the Groundsmen and one for the Town Clerk. To be funded from account code 4508 – Grounds Equip/Maintenance, funds available £3,783.

14. PALLET TRUCK (attached)

Attached are 2 quotes for a pallet truck for the Grounds Team to assist with heavy lifting during the working week and during events.

RECOMMENDATION:

- (i) To approve quote one. To be funded from account code 4508 – Grounds Equip/Maintenance, funds available £3,783.
- (ii) Inform the Council of the decision made.

15. MUSIC STUDIO INCOME AND EXPENDITURE (attached)

RECOMMENDATION:

To receive and note the Rialtas reports provided regarding the Music Studio. Please note there is no report for expenditure as no funds have been spent this financial year.

16. YOUTH PLANNING MAY/JUNE 25 (attached)

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

RECOMMENDATION:

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

17. YOUTH ACTUAL SPEND APR/MAY 25 (attached)

RECOMMENDATION:

To receive and note the actual spend from April/May 2025 for Youth.

18. FINAL INTERNAL AUDIT REPORT (attached)

RECOMMENDATION:

To receive and note the Final Internal Audit Report.

19. STRONGER THINGS CONFERENCE

The following email has been received from Cllr Burton:

I attended the NALC training today funded by KTC, thank you for funding. One of the Speakers was from New Local who run a National Conference which looks very useful, if I went as a community member on behalf of Keynsham Community Hub its free, if I went as a Councillor it's £75.00. Would KTC be willing to pay 50% of my travel costs £45.00. If I went as a Town Council delegate, it would be £165.00 with travel and Town Council fee.

The Conference can be joined online for no cost. Cllr Burton can attend as a Community Member for free. He is asking for the Town Council to cover the cost half his travel expensive at £45.

We have £500 in the budget for the year for Councillor travelling expenses.

RECOMMENDATION:

The recommendation from the Clerk is for Cllr Burton to attend the Conference online at no cost to the Council. The Council should not pay for travelling expenses for a member of the Community.

20. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the date and time of the next meeting is Tuesday 10th June 2025 at 6.30 p.m. in the TOWN COUNCIL OFFICE.