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To All Members of the Finance & Policy Committee: Cllrs Souzan Alenshasy, Martin Burton, Chris Davis, Clive Fricker, Alan Greenfield, Caroline Leonard and Andy Wait (Chair).

Dear Councillor

You are summoned to attend a **MEETING OF FINANCE AND POLICY COMMITTEE** to be held in the Town Council Office on **TUESDAY 14th MAY 2024** commencing at **6.30 p.m.**

Signed on 8th May 2024

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 AND POLICY COMMITTEE AGENDA 14TH MAY 2024

1. APOLOGIES FOR ABSENCE

RECOMMENDED:

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 9th April 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 Agenda.

6. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 16th APRIL 2024

In accordance with the Schedule of Delegation approved under Financial Regulations January 2024, to note the delegated decision made in advance of the May 2024 scheduled payments taken by the Town Clerk in consultation with Members.

RECOMMENDATION:

To note, there have been no delegated actions.

7. UPDATES FROM THE RFO

- a. In the last meeting Councillor Alenshasy requested information on the 6000 and 6001 codes. These codes are movement in or out of the EMR codes. I have attached 2 reports from the codes which show each individual transaction from the last financial year.
- b. Councillor Alenshasy also questioned why we didn't spend at least 95% of the budget and had questions around the EMR's. Attached is a report covering the history of the finances of the Council, how we manage the finances and regulations we must follow while managing the finances. I hope this report answers the questions and gives all Councillors a broader understanding of the financial process and the management of EMR's and reserves. The full Joint Panel on Accountability and Governance (JPAG) Practitioners Guide and Financials regulations are available from the RFO.
- c. Councillor Cannon asked the RFO to investigate the ethics of the banks we hold investments with. Attached are the results of those investigations.
- d. It was also requested that a breakdown of the SoVision invoice be made available. Attached is a breakdown with an explanation of each charge.
- e. It was minuted that Councillor Alenshasy would email questions regarding the month 12 financial reports, no questions were received.

8. BUDGET REVIEW REPORT MONTH 1 (attached)

RECOMMENDATION:

To receive and note the Budget Review report.

9. FINANCIAL MONTHLY REPORTS (Month 12 – MARCH 2024) (Final month 12 reports post year-end) (attached).

- (i) Budget Monitoring (Month 12 – March 2024)
- (ii) Bank Cash and Investment Reconciliation (Month 12 – March 2024)
- (iii) Balance sheet (Month 12 – March 2024)

10. FINANCIAL MONTHLY REPORTS (Month 1 – APRIL 2024) (attached).

- (i) Budget Monitoring (Month 1 – April 2024)
- (ii) Bank Cash and Investment Reconciliation (Month 1 – April 2024)
- (iii) Balance sheet (Month 1 – April 2024)
- (iv) Bank Reconciliations for Cash Books 1 - 5 (Month 1 – April 2024)
- (v) Receipts and Payments Report for Cash Books 1 - 5 (Month 1 – April 2024)
- (vi) Bank Statements – Cash Books 1,2 and 3, Public Sector Deposit Fund (to follow) and the Flagstone account (Month 1 – April 2024)

RECOMMENDATION:

To receive and note the monthly financial reports.

11. FLAGSTONE INVESTMENTS

RECOMMENDATION:

To receive and note that:

(1) Santander – 95 days’ notice at 4.7%, account opened 01.06.23 and as at 31.4.2024 interest accrued equates to £3,420.59

(2) Aldermore – 9 months at 5.4% account opened 25.10.2023 and as at 31.4.2024 interest accrued equates to £2,319.78

12. LOCAL GOVERNMENT TRANSPARENCY CODE 2015 (attached)

Attached is an up-to-date Local Government Transparency Code 2015. This will be placed on the Website and updated annually when approved by Council.

RECOMMENDATION:

- (i) To receive the Local Government Transparency Code.
- (ii) To recommend to Council to approve the code to be added to the Council’s website.

13. POLICIES (attached)

RECOMMENDATION:

To review and approve the following policies and make a recommendation to Council:

- (i) Information & Data Protection Policy.
- (ii) Investment Strategy Policy.

14. INTERNAL AUDIT RECOMMENDATIONS UPDATE

Recommendations from the Internal Auditor:

Policies and procedures

The Standing Orders and Financial Regulations should be updated for the increases to the thresholds over which contracts must be competitively purchased, in line with the

most recent amendments to the Public Contracts Regulations 2015. The thresholds detailed in the recommendation in my last report have been changed again very recently by a Statutory Instrument published in December 2023. SI 2023 No 1117 - The Public Procurement (Agreement of Government Procurement) (Thresholds) (Amendment) Regulations 2021 came into force on 1 January 2024 and increases the threshold in sub paragraph a) for public works contracts from £5,336,937 to £5,372,609, and the threshold in sub-paragraph c) for goods and services from £213,477 to £214,904. SI 2022 No 1390 - Amendments to the Public Contract Regulations 2015 came into force on 21 December 2022 and increases the threshold set out in Section 109 2c) ii) over which contracts must be competitively purchased from £25,000 to £30,000. The Council should be aware that the NALC Model Financial Regulations have not been updated for these changes, and therefore the clerk would not have been aware of them. Page 4 of 4 Transparency

Update – The Standing Orders and Financial Regulations have been updated with the new figures.

The Council is not currently complying with the Local Government Transparency Code (2015) and should take appropriate steps to comply.

Update – Item 12 covers the Local Government Transparency Code (2015).

RECOMMENDATION:

To receive and note the update regarding the Internal Audit recommendations.

15. VAS SIGNAGE (from Capital Projects)

The conditions for a grant from the road fund run by the Police for purchasing these signs which reopened at the beginning of April 2024 has added a new condition that the applicant, with approval and agreement of the Local Authority for the sign and the location, must file in addition evidence of excessive speeding or road safety risk at the location for the funding body to consider the application.

KTC has approval and agreement of BANES for three VAS signs in two locations on the Wellsway and one at Charlton Road. KTC staff are trained and qualified to both fit and move the mobile signs. It would take time to assemble evidence of the excessive speed at the point of the location and Committee may feel that with a capital cost of £2950 plus VAT for one sign it would be better to purchase one and enter a memorandum of understanding with BANES that it can be moved to anyone of three locations.

The equipment itself can monitor the speed of vehicle passing it and that will yield accurate data over time that would merit further applications for two more paid by grant funding from the police. The £2950 plus VAT would have to be funded from general reserves as it has not been anticipated that would need to be a budget item

or come from an earmarked reserve. It could be funded from CIL reserves (see more information below)

Committee is invited to consider resolving to approve the purchase of one unit by KTC and it being fitted on a mobile basis at each of the three locations and in the future learn of evidence of speeding that the one unit yields to decide if more units should be purchased using grant fund applications.

RECOMMENDATION:

To recommend to Town Council to purchase one Sign at the cost of £2950 plus VAT from EMR.

16. CHRISTMAS LIGHTS COSTS

The costs for the Christmas lights 2024 have now been received from BANES. They are as follows:

Keynsham Volker Costs	£5,511.40
Keynsham F&L Costs	£7,220.92
Delivery, Storage/Refurb & Carriage Costs	£2,516.25
TOTAL	£15,248.57

There will also be a cost for electricity, estimated at £149. We have a budget of £18,000.

RECOMMENDATION:

To receive and note the information.

17. UPPER MEMORIAL PLAY AREA GATE

One of the gates to the Upper Memorial Play Area has been broken beyond repair for some time, it is currently padlocked closed.

This play area is without doubt the busiest in Keynsham and we will see an increase in visitors with the Summer approaching. Not only is the gate currently unsightly, having it operational would help with the increased numbers we are anticipating.

It has been the plan to wait for the Memorial Park Masterplan, as this included a full refurb of the play area and therefore replacement gate. Also the price of a replacement gate had been deemed too expensive.

Unfortunately, although we have requested one, we haven't had an update on the Masterplan for a while and I cannot foresee this project being completed this year.

There is currently a gate on offer from our supplier at a substantially discounted rate:

SP-40-053 Prosafe Gate 1.2m high £650.00 + Carriage &
VAT **Saving £415 ex VAT** Limited offer while stocks last.

RECOMMENDATION:

- (i) To receive and note the quote for the gate.
- (ii) To recommend to Council to accept the quote for £650 + carriage and VAT.

18. SAFER SHOPS WEST (attached)

RECOMMENDATION:

- (i) To receive and note the options for the Safer Shops West Project.
- (ii) To recommend to Council the decision on the option chosen.

19. STUDIO RATES

The Studio Manager has put together the following for the hourly rate for hiring the studio:

The costs of hiring a studio vary a lot, depending on the facilities and experience of the engineer.

It is fairly standard to pay around £10ph for a good space that has been sound treated, that is not including any kit.

The other costs is the hiring of an engineer, that can be anywhere between £15ph to £100ph. Granted the higher end of costs would be including the space hire.

If we were to charge £75ph we would be covering the costs of staffing (myself and music worker) and the space while building a small pot of money to bolster the service. This fee would be the option to organisations such as PRUS and 121 services etc that would want a space and organisation suited to working with young people with barriers to engagement.

If it was the insertion of a music worker within a fully staffed session our costs would be less, but we should still stick with the £75ph. I can modify the amount depending on the ask.

I'd say as a blanket offer £75ph for the insertion of a music worker in an external providers session at Timeout.

Should an individual wish to hire the space the costs will be dependent on the amount of time they want, with discounts applying the more amount of time they wish to hire.

It's important to remember our recording studio is situated without a youth centre, a strength and weakness. It's never going to be regarded as a top of the range environment to record while we have young people accessing the space. But when offering external providers a recording specialist within their hire of the (B&NES owned) space we can cater to a niche recording need that is a goldmine in terms of positive outcomes for young people.

As you have read I've explored this with some BANES workers already. They were very interested in following through and said they had the funds. I've yet to send a more thorough offer as all decisions need to be ok'd and costs agreed.

RECOMMENDATION:

- (i) To receive and note the information from the Studio Manager.
- (ii) To make a recommendation to the Council on the decision of the hourly hire rate.

20. FOOTFALL DATA HISTORIC INFORMATION (attached)

RECOMMENDATION:

To receive and note the information received from BANES.

21. HIRE LICENCE AGREEMENT FOR MAKESPACE (attached)

RECOMMENDATION:

- (i) To receive and note the License Agreement.
- (ii) To recommend to Council to approve the License Agreement.

22. LINE MARKER (attached)

RECOMMENDATION:

- (i) To receive the paper and 3 quotes for the line marker.
- (ii) To recommend to Council the decision on the quote.

23. CEMETERY STRIMMER (attached)

RECOMMENDATION:

- (i) To receive the paper and 3 quotes for the strimmer.
- (ii) To recommend to Council the decision on the quote.

24. PLAYGROUND EQUIPMENT (Report attached, quotes to follow)

RECOMMENDATION:

- (i) To receive the paper and 2 quotes for the playground equipment.
- (ii) To recommend to Council the decision on the quote.

25. **KTCR FM AGREEMENT (attached)**

RECOMMENDATION:

- (i) To receive the paper and the Radio Agreement.
- (ii) To recommend to Council to approve the Agreement.

26. **DIRECT DEBITS FOR FINANCIAL YEAR 2024/25 (attached)**

RECOMMENDATION:

- i) To review the direct debit payments.
- ii) To recommend to Full Council to approve the payments.