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

Dear Councillor

You are summoned to attend a **MEETING OF FINANCE AND POLICY COMMITTEE** to be held in **the Town Council Office** on **TUESDAY 13<sup>th</sup> June 2023** commencing at **6.30 p.m.**

Signed on 7<sup>th</sup> June 2023

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 13<sup>th</sup> JUNE 2023**

#### **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 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 Cttee meeting held on 18<sup>th</sup> May 2023 (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 23<sup>rd</sup> MAY 2023**

In accordance with the Schedule of Delegation approved on 22<sup>nd</sup> April 2021, to note the delegated decision made in advance of the June 2023 scheduled payments taken by the Town Clerk in consultation with Members.

**RECOMMENDATION:**

*To note there are no delegated actions.*

**7. FINANCIAL MONTHLY REPORTS (Month 1 April & Month 2 May 2023 attached)**

- (i) Budget Monitoring (Month 1 – April 2023)
- (ii) Budget Monitoring (Month 2 – May 2023)
- (iii) Bank Cash and Investment Reconciliation (Month 1 – April 2023)
- (iv) Bank Cash and Investment Reconciliation (Month 2 – May 2023)
- (v) Balance sheet (Month 1 – April 2023)
- (vi) Balance sheet (Month 2 – May 2023)
- (vii) Bank Reconciliations for Cash Books 1, 2, 3, 4 & 5 – (Month 1 – April 2023)
- (viii) Bank Reconciliations for Cash Books 1, 2, 3, 4 & 5 – (Month 2 – May 2023)
- (ix) Bank Statements – Cash Books 1, 2 and 5 and Public Sector Deposit Fund (Month 1 – April 2023)
- (x) Bank Statements – Cash Books 1, 2 and 5 and Public Sector Deposit Fund (Month 2 – May 2023)

**RECOMMENDATION:**

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

**8. FLAGSTONE INVESTMENTS**

**RECOMMENDED:** *To receive and note that:*

*(1) Aldermore – 12 months at 4.30%, account opened 24.10.22 and as at 01.06.2023 interest accrued equates to £2,073.42*

*(2) Aldermore – 18 months at 3.75%, account opened 05.10.22 and as at 01.06.2023 interest accrued equates to £1,964.38*

*(3) Charter Savings Bank – 12 months at 4.40%, account opened 03.11.22 and as at 01.06.2023 interest accrued equates to £2,025.20*

*(4) HSBC (first account opened) 12 months at 3.87%, account opened 03.10.22 and as at 01.06.2023 interest accrued equates to £2,044.20*

**9. BANK MANDATE**

To nominate up to 5 Councillors to act as signatories on the Bank Mandate for both signing of cheques and authorising BACS payments for approval by Town Council. BACS payments

require Councillors to be issued with an authorisation bank card and PIN. Each BACS run takes approximately an hour and authorisation needs to occur once a week. Amendments are due to be made to the Financial Regulations in July to allow the BACS run to occur weekly. It is advised to create a rota to cover this and also to add Katherine Sears and Amanda Hazell as bank signatories with online banking access.

**RECOMMENDATION:**

- (i) To appoint five Councillors as bank signatories with online banking access.*
- (ii) To approve the addition of Katherine Sears (Deputy Town Clerk) and Amanda Hazell (Responsible Finance Officer) as bank signatories with online banking access.*
- (iii) That the Financial Regulations and Standing Orders, with any amendments, be brought to Finance & Policy Committee meeting in July for recommendations to be made to full Council.*

**10. KEYNSHAM CEMETERY RULES AND REGULATIONS AMENDED (attached)**

Following a number of recent cemetery courses staff have attended the Rules and Regulations have been amended accordingly, to be approved for publication by members of the Council.

Once the Regulations have been approved they will be made into an easy to read leaflet to send out to Funeral Directors and all future purchasers of plots at the Cemetery. The one page Lawn Regulations for signing by purchasers of lawn plots will be amended accordingly.

**RECOMMENDATION:**

*To approve the amended Cemetery Rules and Regulations and recommend to Town Council.*

**11. NOVA BUDGET UPDATE (attached)**

**RECOMMENDATION:**

- i. To receive and note the updated budget for the Nova Fest.*
- ii. To consider and make recommendations to Council.*

**12. YOUTH SERVICE MISSION STATEMENT (attached)**

**RECOMMENDATION:**

- i. To receive and note the attached Youth Service Mission Statement.*
- ii. To consider and make recommendations to Council.*

**13. CONFLICT OF INTEREST**

This year we have a new company, BDO LLP, carrying out the external audit. They have provided a form (attached) to complete to confirm there is no conflict of interest with the Council and disclose if there is a conflict.

**RECOMMENDATION:**

*To confirm or disclose a conflict of interest and instruct the Clerk to complete the form.*

**14. TOWN COUNCIL UPDATED FOUR YEAR ACTION PLAN (attached)**

To consider if there are any financial additions to the four-year plan, and to note the final updated four-year plan, which will be presented to full Council in July after it has been received by Town Council Committees and Working Parties.

**RECOMMENDATION:**

*To recommend any additions to the Four Year Action Plan to full Town Council.*

**15. PARKING ISSUE AT CHERWELL ROAD**

Correspondence received from BANES regarding the parking issue at Cherwell Road:

“We’ve had a quote back to install bollards at Cherwell Road.

The cost to install 3 no. fixed wooden bollards and 2 no. removable wooden bollards in galvanised sockets (for access for our mowing equipment) is £946.00.

As I think I explained, before we got the quote – this is about 8% of our overall budget for repairs, materials and small projects in parks. We fund improvement projects – like Manor Road solely through S106 and CIL- so essentially the £12k budget that we have has to cover anything else at the 150 other parks and open spaces that we maintain. It normally gets spent on minor repairs that the Property Team can’t cover and materials like padlocks, paint for railings/benches, etc, repairs to steps and handrails and new signs in parks – and every year the Budget is spent to the penny.

So, I’m reluctant to suggest spending so much on 5 bollards to stop someone parking on a piece of green space; particularly as this is a problem across the district. But I can make a case for match funding this, if there are other sources of funding available – so for instance do you think that the Town Council would be willing to contribute?

We recently had to tell Saltford Parish Council that we didn’t have funds to install bollards at The Shallows, and they chose to fund that project themselves.”

**RECOMMENDATION:**

*To decide whether to fund the bollards and make a recommendation to Town Council.*

**16. BWS STANDFAST CHANGE TO DIRECT DEBIT (attached)**

See attached quote from BWS Standfast.

**RECOMMENDATION:**

*To approve the quote and make recommendation to Council.*

**17. DATE OF NEXT MEETING**

**RECOMMENDATION:**

*To note that the date and time of the next meeting is Tuesday 20<sup>th</sup> June 2023 at 7 p.m. in The Space prior to the Town Council meeting.*

**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. Item 19 - to progress sensitive issues.

**19. FUNDING OPPORTUNITY (attached)**

See attached paper regarding a funding opportunity from the Community Ownership fund.

**RECOMMENDATION:**

*To consider applying for the funding and make a recommendation to Council.*