



Dr Cheryl Scott – Town Clerk
15-17 Temple Street,
Keynsham, Bristol BS31 1HF
Temp Telephone: 07904 161097
Fax: 0117 986 6359
E-mail: townclerk@keynsham-tc.gov.uk
www.keynsham-tc.gov.uk

To All Members of the Finance & Policy Committee: Cllrs Dave Biddleston, Deb Cooper, Tony Crouch (Vice Chairman), Clive Fricker, Andy Halliday, Hal MacFie (Chairman) and Brian Simmons.

Dear Councillor

You are invited to participate in a remote attendance of the **FINANCE & POLICY COMMITTEE** on **Tuesday 16 June 2020 commencing at 2 p.m.**

10 June 2020


Dr Cheryl Scott
Town Clerk

This meeting is open to Members of the Public. For telephone dial in details please contact the Town Clerk.

To Join the Meeting

<https://us02web.zoom.us/j/84569421399?pwd=MG5UQVJWVa04xRWVyMEtXdnpLczVMZz09>

Meeting ID: 845 6942 1399

Password: 794422

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).

AGENDA

1. APPOINTMENT OF CHAIRMAN

To note the re-appointment of Councillor Hal Macfie as Chairman of the Committee for the Municipal Year 2019-2020, as agreed at the Annual Meeting of the Town Council on 19 May 2020.

2. APPOINTMENT OF VICE CHAIRMAN

To note the re-appointment of Councillor Tony Crouch as Vice-Chairman of the Committee for the Municipal Year 2019-2020, as agreed at the Annual Meeting of the Town Council on 19 May 2020.

3. MEMBERSHIP

To note that Councillors Dave Biddleston, Deb Cooper, Tony Crouch, Clive Fricker, Andy Halliday Hal MacFie and Brian Simmons are the appointed members of the Committee for the municipal year 2020/2021, as agreed at the Annual Meeting of the Town Council on 19 May 2020.

4. TERMS OF REFERENCE (attached)

To note the Committee's Terms of Reference (attached) as agreed at the Annual Meeting of the Town Council on 19 May 2020.

5. APOLOGIES FOR ABSENCE

RECOMMENDATION:

To receive apologies for absence.

6. 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).

7. 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.

8. RECORD OF PREVIOUS MEETINGS

RECOMMENDATIONS:

- (i) That the Minutes of the Finance Cttee meeting held on ~~(correction)~~ 10th March 2020 (previously circulated) be confirmed as a true record and signed by the Chairman.

9. PUBLIC PARTICIPATION

- (a) In accordance with Standing Order 3(e), 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 four clear days before the meeting where possible, and in any case to the Chairman before the meeting. This also applies to all Committees of the Council.

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.

10. JPAG GUIDANCE 2020 (attached)

The Town Council is required in law to follow “proper procedures” in respect of finance and internal control. The proper procedures are laid down in the Guidance issued by the Joint Practitioners Accounting Group. The latest guidance (issued in 2020) is attached to provide guidance when considering subsequent Agenda items

RECOMMENDATION

To note receipt of the Guidance.

11. BUDGET 2020/2021 (attached)

RECOMMENDATION:

To note the approved budget set by Town Council for 2020/2021 together with the year end ACTUAL expenditure for 2019/2020 as confirmed by the accountants

12. ANNUAL SCHEDULE OF DIRECT DEBITS 2020/2021 (attached)

RECOMMENDATION

To review and approve the direct debits mandates in place

13. URGENT BUSINESS – IT ISSUES (attached)

A report is presented to change broadband supplier to increase upload and down load speed whilst making savings on the monthly bill and to purchase a replacement desk top in order to establish sufficient remote desk top capability to enable staff to work more efficiently from home.

RECOMMENDATION

To approve the expenditure

14. INSURANCE CLAIM – OFFICE REINSTATEMENT UPDATE

To receive a verbal update from the Clerk on progress in respect of the Insurance Claim

RECOMMENDATION

To appoint a panel to review the final Schedule of losses prior to submission

15. INVESTMENTS AND INTEREST RATES (attached)

- (a) Barclays change in Interest Rates June 2020
- (b) Public Sector Deposit Fund
- (c) Investment Policy

RECOMMENDATION:

To review the changes in Interest Rates and Performance of the Council's Investments.

RISK MANAGEMENT AND INTERNAL CONTROL

16. CORPORATE GOVERNANCE ANNUAL TIMETABLE (Attached)

RECOMMENDATION

To review the Council's performance against the Annual Corporate Governance Timetable

17. RISK MANAGEMENT – SIGNIFICANT RISKS COVID19 (attached)

The Town Council generally and Members individually are responsible for risk management. The Committee has already undertaken an Annual Risk Management review in October 2019. In light of the COVID Pandemic, and in order to comply with Assertion 8 of the Annual Governance Statement, the Committee is invited to consider the impact of the COVID pandemic and how this could significantly affect the Council's finances

RECOMMENDATION:

To consider the report

18. STATEMENT OF INTERNAL CONTROL (attached)

RECOMMENDATION:

To review/sign the Council's Statement of Internal Control for adoption by Town Council.

19. INTERNAL AUDITORS FINAL REPORT (2019/2020) AND COMPLETION OF ANNUAL RETURN INTERNAL AUDIT REPORT (attached)

RECOMMENDATIONS:

- (i) To consider the Auditors Final report (2019/2020) and make any recommendations for consideration by Town Council.
- (ii) To note the Internal Auditors completion of the relevant section of the Annual Return.

20. REVIEW OF COUNCIL'S INTERNAL AUDIT PROCEDURES AND APPOINTMENT OF INTERNAL AUDITOR (attached)

The Council reviewed its internal audit procedures/specification as part of the procurement exercise for appointment of an Internal Auditor in March 2019. The successful applicant was appointed for a period of 3 years, pending a review after the first year

RECOMMENDATIONS:

- (i) To review the Internal Audit procedures
- (ii) To consider whether to extend the contract with the current Internal Auditor for the remaining two years duration

21. ANNUAL RETURN 2019-2020 – ANNUAL GOVERNANCE STATEMENT (attached)

The Town Council is required to approve the 8 Assertions of the Annual Governance Statement which is then signed by the Chairman and Town Clerk. JPAG Guidance provides details of what elements of the Town Council's activities need to be reviewed against each of the Assertions before approval can be given

RECOMMENDATION

To make recommendations to Town Council in respect of signing the Annual Governance Statement 2019/2020.

END OF YEAR ACCOUNTS AND ANNUAL RETURN ACCOUNTING STATEMENTS

22. BUDGET MONITORING REPORT – YEAR END – MONTH 12 (attached)

This is the final year end Budget Monitoring Report following the visit from the accountant.

RECOMMENDATION

To consider the report, noting surpluses and deficits and make recommendations to Town Council.

23. MOVEMENT TO AND FROM GENERAL & EARMARKED RESERVES (attached)

In accordance with the decisions of the Town Council throughout 2019/2020, the report shows movement to and from General and ear-marked reserves in respect of surpluses and transfers.

RECOMMENDATIONS

- (i) To approve the closing balance of earmarked and general reserves as at 31st March 2020 including transfer of surpluses.
- (ii) To approve the opening balances of earmarked and general reserves as at 1st April 2020 including any drawdowns to support the current year's expenditure.

24. BANK RECONCILIATIONS

The Annual Bank reconciliation is attached. Individual bank statements and reconciliations for the various accounts throughout the year are available for inspection by appointment with the office.

RECOMMENDATION

To consider the Bank and cash reconciliation as at 31st March 2020.

25. STAUTORY BALANCE SHEET– 2019/2020 (attached)

The Responsible Financial Officer has submitted the Balance sheet for the year ended 31st March 2020 for submission with the Annual Return

RECOMMENDATION

To advise Town Council on whether the Balance Sheet 2019/2020 can be approved for signing by the Chairman of the Town Council.

26. STATUTORY INCOME/EXPENDITURE STATEMENT 2019/2020 (attached)

The Statutory Income and Expenditure statement is submitted by the Responsible Financial Officer for consideration prior to publication on the website

RECOMMENDATION

To advise the Town Council on whether the statement can be approved for publication

27. ANNUAL RETURN 2019/2020 – ACCOUNTING STATEMENTS (attached)

The completed Accounting Statements (Part 2 of the Annual Return) is submitted by the Responsible Financial Officer for consideration.

RECOMMENDATION

To advise the Town Council on approval of the Accounting Statements for 2019/2020 to be signed by the Chairman of the Town Council at the Town Council meeting.

28. ANNUAL RETURN 2019/2020– ACCOMPANYING SCHEDULES (attached)

The Town Council is required to fill in the accompanying when submitting the Annual Return. In addition the Town Council has to submit the notice of public rights with correct dates.

RECOMMENDATION

- (i) To consider the Schedule of Significant Variations.
- (ii) To consider the Bank Reconciliation with reference to Box 8
- (iii) To consider the Reserves Reconciliation with reference to Boxes 7 and 8
- (iii) To consider the Notice of Public Rights and accompanying s26/27 explanation for submission with the Annual Return

29. ANNUAL RETURN 2019/2020– INTERMEDIATE LEVEL REVIEW (attached)

As the Town Council's total gross income or expenditure is greater than £200,000 then it automatically meets the requirements for an intermediate level review and the following additional information in support of one of the assertions must accompany the Annual Return

• a copy of the relevant minutes, agenda papers and any related reports from 2019/20 to support the setting of the budget for the subsequent financial year

Assertion 8: Significant events We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements

30. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the date of the next meeting to take place by zoom conferencing as Tuesday 7th July and **to determine a time for the meeting to commence**