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

Dear Councillor

You are invited to participate in a remote attendance of the **FINANCE & POLICY COMMITTEE on Tuesday 8th September 2020 commencing at 6.30pm**

1st September 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/86090526892?pwd=YnBYeTYrN2kvS3Jaby9hTXhQRXhOZz09>

Meeting ID: 860 9052 6892

Passcode: 293735

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. 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.

RECOMMENDATION

To receive requests for dispensations (for disclosable pecuniary interests) prior to an individual item (s) being discussed, that Members may only become aware of during the meeting itself.

4. RECORD OF PREVIOUS MEETINGS

RECOMMENDATION

That the Minutes of the Finance Cttee meeting held on 14th July 2020 (previously circulated) be confirmed as a true record and signed by the Chairman.

5. PUBLIC PARTICIPATION

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.

6. TOWN COUNCIL APPLICATION FOR COVID SMALL BUSINESS GRANT

Update on the Town Council's application for the £10k COVID Small Business Grant offered by HM Gov.

RECOMMENDATION

To note the above

7. QUOTATION FROM INTERNAL AUDITOR

As per the request to the Internal Auditor, a quotation is provided for Internal Audit services this coming financial year to include for a second interim visit. As the additional visit was not budgeted for, the money will need to come from General Reserves

RECOMMENDATION

To make recommendation to Town Council on the acceptance of the quotation with the additional money to come from General Reserves

8. REMEMBRANCE DAY PARADE

RBL Branches around the country have been advised that they should not be using their charitable funds for organising the street closures/Remembrance Day parades and that this should be done by the local Authority (or Town/Parish Council). The Town Council has been approached to organise the parade both this year (scaled down because of COVID) and in future years. The Deputy Town Clerk needs to act now to apply for the street closure and as such the matter cannot wait until the Town Council meeting on 22nd September.

RECOMMENDATION

The Finance Cttee is asked to consider the proposal for this year, with a view to making recommendations to the Town Council for future years.

Money for this year for the street closure/PA system can be taken from GPOC budget which is usually put towards civic and other events.

9. TELEPHONE/BROADBAND CONTRACTS

Proposals for supply of broadband and telephone services are presented for consideration.

RECOMMENDATION

To consider the report.

10. OFFICE REINSTATEMENT INSURANCE CLAIM

RECOMMENDATION

To review the Schedule of Losses for submission to the loss adjuster

11. TREE MANAGEMENT 3YR AGREEMENT WITH B&NES

The Town Council is formalising its current long-standing case-by-case arrangement with B&NES Arboricultural Department in respect of performance of tree inspections and any subsequent works to put in place a 3 year contract.

The money for works normally comes from the existing Recreation Grounds/General Maintenance budget (4508) each year however as this is now a formal agreement/commitment it requires approval by Town Council.

RECOMMENDATION

To make recommendation to Town Council on approving the agreement with/without amendments.

12. ANNUAL RISK MANAGEMENT REVIEW

In accordance with the Corporate Governance timetable, the Annual Risk Management review is presented for consideration.

RECOMMENDATION

To consider the review

13. CAPITAL PROJECTS REVIEW PART 1

In advance of any recommendations on priority of capital projects for next year's budget, which are to be considered at the next meeting of the Cttee, to receive an update on the current status/progress of capital projects.

RECOMMENDATION

To consider current status of this year's capital projects

14. COVID19 CONTINGENCY GRANT FUND – TERMS AND CONDITIONS

The Town Council will be considering several applications of the COVID contingency grant fund at its next meeting. Currently there are no formal terms and conditions so a draft is circulated for consideration.

RECOMMENDATION

To consider the terms and conditions and make recommendations to the Town Council accordingly.

15. DATE OF NEXT MEETING

RECOMMENDATION:

That the next scheduled Zoom meeting will be held on Tuesday 6th October 2020 at 6.30 p.m.