



Dr Cheryl Scott – Town Clerk
15-17 Temple Street,
Keynsham, Bristol BS31 1HF
Temp Telephone: 07904 161097
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 6 October 2020 commencing at 6.30pm**

Signed on 29 September 2020

By Dr Cheryl Scott, Town Clerk and Responsible Financial Officer

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/85899181736?pwd=Umh3clB2VjFyNWtERWxyUThDdUVDQT09>

Meeting ID: 858 9918 1736

Passcode: 529638

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 CTTEE 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 8 September 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. CAPITAL PROJECTS REVIEW PART 2

RECOMMENDATION:

To determine the capital projects priorities for inclusion in next year's budget and beyond.

7. FINANCIAL RISKS & RESERVES POLICY

As part of the Corporate Governance review timetable, to undertake the annual review of the Financial Risks and Reserves Policy.

RECOMMENDATION:

To consider the above.

8. UPDATE ON CONCLUSION OF AUDIT 2019/2020

[SI 2020/404 The Accounts and Audit \(Coronavirus\) \(Amendment\) Regulations 2020](#) amends the deadline by which the Annual Governance Statement and Statement of Accounts of the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be published from 30 September 2020 to 30 November 2020.

In the absence of any communication from the External Auditor by the time of the meeting, the Cttee will be asked to defer the matter until the November meeting.

RECOMMENDATION:

To consider the above.

9. CIL – CALL FOR COMMUNITY PROJECTS

The Town Council has agreed it would set aside £10,000 of CIL each year for small community-led projects. Owing to COVID, this matter has not been progressed as yet. The Cttee is now invited to consider applications forms/eligibility requirements. An article can appear announcing the call in the next Keynsham News (deadline of articles 12th October with distribution in early November) if desired, and application forms will be made available following their approval at the next Town Council meeting.

RECOMMENDATION:

To consider the above.

10. DATE OF NEXT MEETING

RECOMMENDATION:

That the next scheduled Zoom meeting will be held on Tuesday 10 November 2020 at 6.30 p.m.