



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

Dear Councillor

You are summoned to participate in a remote attendance of a **MEETING OF KEYNSHAM TOWN COUNCIL** to be held by Zoom Conference on **Tuesday 23rd JUNE 2020** commencing at **7.30 p.m.**

REMOTE COUNCIL MEETINGS.

In accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”), Keynsham Town Council will be holding Council and Committee meetings virtually using the Zoom software platform whilst these regulations remain in place during the COVID crisis.

The meeting ID and password specific for the meeting concerned will be available on the agenda posted on the Town Council website, so that members of the public can attend.

The details for joining this specific meeting are as follows:

<https://us02web.zoom.us/j/87482343490?pwd=WXFiclVmSElibEdKQlpXNjdtZnVtQT09>

Meeting ID: 874 8234 3490

Password: 529638

For telephone dial-in number please contact townclerk@keynsham-tc.gov.uk

Details of how to join a zoom meeting using computer, tablet or phone can be accessed here

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

THIS MEETING IS OPEN TO THE PUBLIC

The Council will be prioritising and focusing on urgent issues/business. Members of the public wishing to address the Council during Public Participation are asked to bring this to the attention of the Clerk or in any case the Chairman before the start of the meeting and are reminded that the Council cannot make any decision on matters that do not appear on the agenda. If any members of the public have questions about matters not on the agenda, they are requested to contact the Clerk of the meeting by telephoning 07904 161097 or emailing townclerk@keynsham-tc.gov.uk

The Agenda for the meeting appears overleaf.

17th June 2020

Dr Cheryl Scott – TOWN CLERK

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

The Chairman/Clerk will explain the arrangements for conducting this meeting.

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 Standing Order 13.

RECOMMENDATIONS:

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 **PUBLIC PARTICIPATION**

(a) 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 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

(b) With the agreement of the Chairman, Members of the Public may also speak on one single item detailed on the Agenda just prior to that item being discussed. 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

To note the members of the public who are wishing to speak on a particular Agenda item immediately before that item is to be discussed at the current meeting

5. RECORD OF PREVIOUS MEETINGS

RECOMMENDATIONS:

- (i) That the Minutes of the meeting of the Town Council held on 17th March 2020 (previously circulated) be confirmed as a true and accurate record and signed by the Chairman
- (ii) That the recordings of the above meeting be either preserved or deleted
- (iii) That the Minutes of the meeting of the Town Council held on 19th May 2020 (previously circulated) be confirmed as a true record and signed by the Chairman.
- (iv) That the recordings of the above meeting be either preserved or deleted

Clerk's note: If the Council wish to preserve the recordings they will need to firstly agree to suspend Standing Order 12(f) in order to do so as follows:

- (a) To suspend standing Order 12(f)*
- (b) To approve preservation of the recordings of the meetings*

6. CHAIRMAN'S ANNOUNCEMENTS

The Chairman will report back on activities, events and meetings attended or taken part in since the last Council meeting.

7. QUESTIONS ON NOTICE BY MEMBERS

In accordance with Standing Order 3(e) (iv) a Member may ask the Chairman any question concerning the business of the Council, provided that notice of the question 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. The Chairman must rule out of order any statement that is not a question and no question should lead to or result in a resolution with financial or staffing considerations. The options available to the Chairman in respect of a response include deferring the matter to a future Committee, providing an answer verbally at the meeting or providing an answer in writing.

8. KEYNSHAMNOW

RECOMMENDATION

To receive and note report from KeynshamNow.

9. REPORTS FROM B&NES COUNCILLOR(S)

RECOMMENDATION

To receive and note updates from B&NES Councillors

10. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

For Members to report back on any meetings they have attended.

RECOMMENDATION

To receive and note reports

11. MINUTES OF MEETINGS (previously circulated)

<u>Committee Meeting</u>	<u>Date</u> (2019)	<u>Status</u>
Finance & Policy Cttee.	10 th March 2020	APPROVED
Planning & Development Cttee	15 th June 2020	DRAFT
Finance & Policy Cttee	16 th June 2020	DRAFT

RECOMMENDATIONS:

- (i) That the Minutes of the above meetings are received and noted.
- (ii) That the recommendations that are not subsequent Agenda Items are approved (recommendations of Finance Cttee 10th March were tabled as Agenda items for discussion at March Town Council meeting)

URGENT BUSINESS12. KEYNSHAM – SAFER HIGH STREET PROPOSALS

To consider alternative proposals from B&NES Ward Councillors to implement the Government's safer High Street campaign in Keynsham

RECOMMENDATION

To issue a response to B&NES on the proposals.

13. KELSTON PARK PLAY AREA – ADDITIONAL PLAY EQUIPMENT

To consider the response received from B&NEs and whether the Town Council wishes to contribute further CIL funding towards the cost of additional play equipment.

RECOMMENDATION

To decide how the Council wishes to proceed

14. BLM STATEMENTRECOMMENDATION

To agree a statement from the Town Council

15. 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

16. ANNUAL SCHEDULE OF DIRECT DEBITS 2020/2021

(attached)

The Financial Regulations require all expenditure to be authorised by Council before payment is taken/made. In order to manage Direct debits whilst complying with the regulations , the Council approves a schedule of direct debits annually.

RECOMMENDATION FROM FINANCE COMMITTEE

To approve the direct debits mandates in place

17. INVESTMENTS AND INTEREST RATES (attached)
The report considered by Finance & Policy committee advises of change in interest rates, slight amendments to the Council's investment policy in view of the fact that the Council is not eligible for the £85,000 protection under the Financial services Compensation Scheme and makes recommendation about investment of the Council's reserves.

RECOMMENDATION FROM FINANCE COMMITTEE:

- (i) To approve the changes to the Investment Policy
(ii) To make the following investments of reserves from Barclays Bank Rate Rewards account to the following accounts (subject to satisfactory credit checks)
£100,000 to Cambridge and Counties for 5 years at 1.7%
£100,000 to Triodos Bank at 0.4% for one year
£100,000 to Unity Bank for 0.4% for one year
£40,000 to Public sector deposit fund (24 hours notice, current yield 0.2992%)

END OF YEAR ACCOUNTS AND ANNUAL RETURN SUBMISSION

I. RISK MANAGEMENT, INTERNAL CONTROL AND ANNUAL GOVERNANCE STATEMENT

The following items are considered in order to enable the Town Council to take a view on the Assertions it will be required to make on the Annual Return in Agenda Item 22

18. CORPORATE GOVERNANCE ANNUAL TIMETABLE (Attached)
The Finance & Policy Committee report that the Council will have completed all aspects of the Corporate Governance Timetable by the time of this Council meeting and did not feel any changes should be made to timetable for the new financial Year.

RECOMMENDATION FROM FINANCE COMMITTEE

To note performance against the Corporate Governance Timetable and approve the Timetable for the new financial year

19. 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 Finance & Policy Committee considered how/whether COVID19 could significantly affect the Council's finances

RECOMMENDATIONS FROM FINANCE COMMITTEE

To consider the report

20. INTERNAL AUDITORS FINAL REPORT (2019/2020) AND COMPLETION OF ANNUAL RETURN INTERNAL AUDIT REPORT AND APPOINTMENT OF INTERNAL AUDITOR (attached)
The Finance and Policy Committee have reviewed the internal Auditors final report, and recommendations, considered the schedule of Internal Audit procedures and undertaken the one year performance review of the internal Auditor as per the 3 year contract.

RECOMMENDATIONS FROM FINANCE & POLICY COMMITTEE

- (i) To approve the Auditors Final report (2019/2020) and recommendations
- (ii) To note the Internal Auditors completion of the relevant section of the Annual Return.
- (iii) To approve continuing with the current Internal Auditor for the remaining two years

21. ANNUAL RETURN 2019-2020 – ANNUAL GOVERNANCE STATEMENT (attached)
The Town Council is required to approve each of the 8 Assertions of the Annual Governance Statement INDIVIDUALLY IN TURN, following which it 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 FROM FINANCE & POLICY COMMITTEE

That the Town Council has complied with all assertions 1-8 in respect of approving and signing the Annual Governance Statement 2019/2020.

II. **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 FROM FINANCE & POLICY COMMITTEE

To approve the report

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 FROM FINANCE & POLICY COMMITTEE

- (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 (attached)
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 which have been approved by Town Council on a monthly basis.

RECOMMENDATION FROM FINANCE & POLICY COMMITTEE

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

25. STATUTORY 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 FROM FINANCE & POLICY COMMITTEE

To approve the Balance Sheet 2019/2020 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 FROM FINANCE & POLICY COMMITTEE

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 FROM FINANCE & POLICY COMMITTEE

To approve the Annual 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 schedules when submitting the Annual Return. In addition the Town Council has to submit the notice of public rights with correct dates.

RECOMMENDATION FROM FINANCE & POLICY COMMITTEE

- (i) To approve the Schedule of Significant Variations.
- (ii) To approve the Bank Reconciliation with reference to Box 8
- (iii) To approve the Reserves Reconciliation with reference to Boxes 7 and 8
- (iii) To approve 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**

A schedule is submitted detailing all information to be submitted for the review

RECOMMENDATION BY FINANCE COMMITTEE

To approve the schedule of information to be submitted to the External Auditor

MONTHLY FINANCE

30. SCHEDULE OF INVOICES DUE FOR PAYMENT Month 3 (June) (attached)

RECOMMENDATION:

That the attached Schedule of Invoices be approved for payment.

31. FINANCE MONTHLY REPORTS

Owing to the issues with working remotely with the accounts software and the delay in year end processes, transactions for the current financial year are only just starting to be entered onto the accounts system so month 1 and 2 reports will be available for the next Council meeting,

- (a) Schedule of Expenditure – MAY (Month 3)
- (b) Bank Reconciliation – MAY (Month 3)
- (c) Petty Cash Expenditure – NONE
- (d) Journals - NONE TO REPORT
- (e) Budget Monitoring Reports April, May - DEFERRED
- (f) Youth Finances - Month 12

RECOMMENDATIONS:

To approve the above reports

32. UPDATE ON YOUTH SERVICE

A report will be presented to the July meeting of Town Council

RECOMMENDATION

To note the above

33. DELEGATED ACTIONS SINCE LAST MEETING
NONE AT PRESENT

RECOMMENDATION:

To ratify any delegated actions if any.

34. CORRESPONDENCE ITEMS (REDACTED)

Keynsham Independent Business and Traders Group (previously circulated).

RECOMMENDATION:

To note any attached correspondence.

35. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the scheduled date for the Town Council's next meeting is Tuesday 21 July 2020 at 7.30pm to meet remotely by zoom