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

Dear Councillor

You are invited to participate in a remote attendance of the **FINANCE & POLICY COMMITTEE on Tuesday 27th April 2021 commencing at 6.30pm**

Signed on 20th April 2021

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](#)

Meeting ID: 824 8937 6560

Passcode: 403383

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.

4. RECORD OF PREVIOUS MEETINGS

RECOMMENDATION:

That the Minutes of the Finance Cttee meeting held on 9th March 2021 (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 about items not already on the Agenda.

6. JPAG PRACTITIONERS GUIDANCE 2020-2021 and 2021-2022 (attached)

The Practitioners' Guide is issued by the Joint Panel on Accountability and Governance (JPAG) to support the preparation by smaller authorities in England of statutory annual accounting and governance statements found in the Annual Governance and Accountability Return (AGAR). A report is provided detailing changes in practices which affect the Town Council for both the 2020-2021 AGAR in preparation and practices to be introduced for the financial year 2021-2022.

RECOMMENDATION

- (i) To consider, receive and note the current Guidance and list of changes for 2020-2021 including the changes to recording staff costs in the AGAR.
- (ii) To consider, receive and note the current Guidance and list of changes for 2021-2022 .
- (iii) To consider new Section 4 of the 2021-2022 Guidance.

7. INTERNAL AUDITORS SECOND INTERIM REPORT (attached)

To receive the report of the second interim audit from the Internal Auditors.

RECOMMENDATION

To consider the report and recommendations of the Internal Auditors

8. EXTERNAL AUDIT – INTERMEDIATE REVIEW REQUIREMENTS 2020-2021

To discuss the additional requirements to be submitted as part of the intermediate review required by the External Auditor for 2020-2021 as follows:

- Copies of evidence that the authority is registered as an employer with HMRC.
- Copies of minutes and any agreed plan showing the corrective action taken to address the prior year 'except for' matters (ONLY for smaller authorities who received 'except for' matters in the 2019/20 external auditor report).

RECOMMENDATION

To consider if any action needs to be taken to address the requirements.

9. BANK RECONCILIATIONS AND END OF YEAR (attached)

To receive the bank statements, accounts reports and bank reconciliation for March 2021 and to consider procedures for the Cttee to check the 2021-2022 bank reconciliations quarterly as per the Council's Internal Controls System and Financial Regulations.

RECOMMENDATION

- (i) To perform the Year End Bank Reconciliation as at March 2021.
- (ii) To approve procedures for future bank reconciliations to be undertaken by the Committee

10. FINANCIAL TRANSACTION PROCEDURES (INVOICE PROCESSING and PURCHASING) update (to follow)

To receive an update on progress from the Town Clerk.

RECOMMENDATION

To review proposed procedures.

11. ASSET REGISTER ANNUAL REVIEW (attached)

RECOMMENDATION

To review the Asset Register.

12. ANNUAL REVIEW OF PERFORMANCE AGAINST CORPORATE GOVERNANCE TIMETABLE (Attached)

In advance of the Council approving the Statement of Internal Control and the assertions in the Annual Governance Statement at its meeting in June, the Annual Corporate Governance timetable is submitted for review.

RECOMMENDATION

To review performance against the timetable.

13. PRESS AND SOCIAL MEDIA POLICY (attached)

The Town Council press policy was last reviewed in 2013 and contains no reference to social media.

RECOMMENDATION

To consider a new press and social media policy

14. REVIEW OF TERMS OF REFERENCE (attached)

RECOMMENDATION

To review the Terms of Reference for Committees, Sub-Cttees and Working Groups for submission to the Annual Town Council meeting on 5th May.

15. FINANCIAL REGULATIONS REVIEW (to follow)

Amendments are proposed to incorporate new legislation and changes to invoice processing and other procedures.

RECOMMENDATION

To review the financial regulations for submission to the Annual Town Council meeting on 5th May.

16. DATE OF NEXT MEETING

The next scheduled meeting of the Cttee is due to take place on Tuesday 8th June. This date is after virtual meetings become prohibited but before national lockdown ends. The End of Year Audit is not due to take place until 11th June and the Cttee is required to review all documentation associated with Annual Return, Statement of Internal Control and End of Year accounts prior to submission for approval at the Town Council meeting of 22nd June.

RECOMMENDATIONS:

- (i) That the meeting of 8th June be rescheduled to be held on Tuesday 15th June 2021 at 6.30 p.m.
- (ii) To discuss arrangements for the meeting to be held in the event legislation is not forthcoming to permit virtual meetings.