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

Dear Councillor

REMOTE CONSULTATION – TUESDAY 15TH JUNE 6.30PM

In accordance with the Schedule of Delegation approved by Town Council on April 22nd 2021 the Town Clerk/Deputy Town Clerk is required to exercise delegated power (in consultation with the members of the cttee) to make decisions on the following items:

1. To prepare a list of recommendations for submission to Town Council on the attached items. These recommendations to be ratified at a short Finance & Policy Cttee meeting to be held at 6.45pm on Tuesday 22nd June in The Space, immediately preceding the Town Council meeting.

You are therefore invited to a consultation with the Town Clerk on Tuesday 15th June at 6.30pm

[To join the Consultation](#)

Meeting ID: 846 3629 2208

Passcode: 699199

Signed on 9th June 2021

By Dr Cheryl Scott, Town Clerk and Responsible Financial Officer

ITEMS WITH PROPOSED RECOMMENDATIONS

1. BUDGET 2020/2021 (attached)

CLERKS PROPOSED RECOMMENDATION:

For information only - To note the approved budget set by Town Council for 2020/2021 together with the year end ACTUAL expenditure for 2020/2021 as confirmed by the accountants.

2. BANK RECONCILIATIONS AND END OF YEAR

To receive an update from Cllr MacFie in respect of the ease of performing the end of year bank reconciliations and discuss further improvements that may be required for the new financial procedures.

CLERK'S PROPOSED RECOMMENDATION

For information only at this stage - No requirement to make recommendations to Town Council.

3. INTERNAL AUDITORS FINAL REPORT (2020/2021) AND COMPLETION OF ANNUAL RETURN INTERNAL AUDIT REPORT (to follow)
The year end internal audit is being conducted on Friday 11th June. The report will not be available until the day of the meeting at which point the Clerk will consider recommendations to be made to Town Council.

4. STATEMENT OF INTERNAL CONTROL (attached)
Following review of the statement, to recommend the Chairman of the Cttee to sign the Council's Statement of Internal Control for adoption by Town Council.

CLERK'S PROPOSED RECOMMENDATION

That the Statement of Internal Control be signed by the Chairman of the Cttee and presented to Council for approval and signing by the Chair of Council.

5. ANNUAL RETURN 2020-2021 – 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. Councillors are requested to review the statements with a view to a recommendation to Council on whether each assertion should be approved

CLERK'S PROPOSED RECOMMENDATION

That each assertion can be responded to in the positive by the Town Council.

END OF YEAR ACCOUNTS AND ANNUAL RETURN ACCOUNTING STATEMENTS

6. BUDGET MONITORING REPORT – YEAR END – MONTH 12 (attached)
This is the final year end Budget Monitoring Report following the completion of Year End procedures. To consider the report, noting surpluses and deficits so the Clerk can make recommendations to Town Council.

7. MOVEMENT TO AND FROM GENERAL & EARMARKED RESERVES (attached)
In accordance with the decisions of the Town Council throughout 2020/2021, the report shows movement to and from general and ear-marked reserves in respect of surpluses and transfers.

CLERK'S PROPOSED RECOMMENDATIONS

- (i) To approve the closing balance of earmarked and general reserves as at 31st March 2021 including transfer of surpluses.
- (ii) To note the proposed list of drawdowns to support the current year's expenditure as approved by the Town Council in January 2021.

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

CLERK'S PROPOSED RECOMMENDATION

To approve the Annual Bank reconciliation.

9. STATUTORY BALANCE SHEET– 2020/2021 (attached)
The Responsible Financial Officer has submitted the Balance sheet for the year ended 31st March 2021 for submission with the Annual Return

CLERK'S PROPOSED RECOMMENDATION

To advise Town Council the Balance Sheet 2020/2021 can be approved for signing by the Chairman of the Town Council.

10. STATUTORY INCOME/EXPENDITURE STATEMENT 2020/2021 (attached)
The Statutory Income and Expenditure statement is submitted by the Responsible Financial Officer for consideration prior to publication on the website.

CLERK'S PROPOSED RECOMMENDATION

To advise the Town Council that the statement can be approved for publication.

11. ANNUAL RETURN 2020/2021 – ACCOUNTING STATEMENTS (attached)

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

CLERK'S PROPOSED RECOMMENDATION

To advise the Town Council on approval of the Accounting Statements for 2020/2021 to be signed by the Chairman of the Town Council at the Town Council meeting.

12. ANNUAL RETURN 2020/2021– 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.

CLERK'S PROPOSED RECOMMENDATION

- (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.

13. ANNUAL RETURN 2020/2021– 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

- Evidence that the authority is registered as an employer with HMRC

JPAG (2020) s 5.48-5.54 refers

CLERK'S PROPOSED RECOMMENDATION

To approve the material to be submitted.