

KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Tuesday 22nd
June at 6.45pm in The Space, Keynsham

PRESENT: Councillors D Biddleston, C Fricker, A Halliday,
A McGuinness (Chair), H MacFie and B Simmons

IN ATTENDANCE: Cheryl Scott – Town Clerk/RFO

NOT PRESENT Cllr J Wallcroft

1. APPOINTMENT OF CHAIRMAN

RESOLVED

To note the appointment of Councillor Andy McGuinness as Chairman of the Committee for the Municipal Year 2021-2022, as agreed at the Annual Meeting of the Town Council on 5 May 2021.

2. APPOINTMENT OF VICE CHAIRMAN

RESOLVED

To note the appointment of Councillor Hal MacFie as Vice-Chairman of the Committee for the Municipal Year 2021-2022, as agreed at the Annual Meeting of the Town Council on 5 May 2021.

3. MEMBERSHIP

RESOLVED

To note that Councillors Dave Biddleston, Clive Fricker, Andy Halliday, Hal MacFie, Andy McGuinness, Brian Simmons and Jonathan Wallcroft are the appointed members of the Committee for the Municipal Year 2021/2022, as agreed at the Annual Meeting of the Town Council on 5 May 2021.

4. TERMS OF REFERENCE

RESOLVED

To note the Committee's Terms of Reference (attached) as agreed at the Annual Meeting of the Town Council on 5 May 2021.

5. APOLOGIES FOR ABSENCE

RECOMMENDATION:

To receive apologies for absence from Cllr Wallcroft.

6. DECLARATIONS OF INTEREST

There were none.

7. DISPENSATIONS

There were none.

8. RECORD OF PREVIOUS MEETINGS

RECOMMENDATIONS:

That the Minutes of the Finance Cttee meeting held on **27th April** (previously circulated) be deferred to the next meeting.

9. PUBLIC PARTICIPATION

There was none.

10. APPROVAL OF RECOMMENDATIONS TO TOWN COUNCIL

The Clerk had drawn up a series of recommendations under delegated powers following consultation with the Members of the Committee on 15th June. These recommendations, subject to approval by the Cttee at the current meeting, would be put to the Town Council meeting later that evening. Reports for each item had been previously circulated to the Committee on 11th June.

The Chairman went through each of the recommendations in turn:

- (a) INTERNAL AUDITORS FINAL REPORT (2020/2021) AND COMPLETION OF ANNUAL RETURN INTERNAL AUDIT REPORT

[RECOMMENDATION TO TOWN COUNCIL](#)

To approve the Internal Audit report and recommendation.

- (b) STATEMENT OF INTERNAL CONTROL

[RECOMMENDATION TO TOWN COUNCIL](#)

That the Statement of Internal Control be approved and signed by the Chairman of Keynsham Town Council.

- (c) ANNUAL RETURN 2020/2021 – ANNUAL GOVERNANCE STATEMENT

[RECOMMENDATION TO TOWN COUNCIL](#)

To individually approve Assertions 1-8.

- (d) 2021/2022 BUDGET WITH ACTUAL 2020/21 END OF YEAR FIGURES

[RECOMMENDATION TO TOWN COUNCIL](#)

To note receipt.

- (e) BUDGET MONITORING REPORT – YEAR END – MONTH 12

[RECOMMENDATION TO TOWN COUNCIL](#)

- (i) To approve the Budget Monitoring Report.
- (ii) That the Town Council (via Planning & Development Cttee and Finance & Policy Cttee) must in future make every effort to monitor existing and proposed s106 agreements agreed between B&NES and developers for larger scale development in Keynsham, to ensure the Town Council is consulted and that the best outcomes for Keynsham are obtained from s106 contributions, including before new agreements are signed.

(f) MOVEMENT TO AND FROM GENERAL & EARMARKED RESERVES

RECOMMENDATIONS TO TOWN COUNCIL

- (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.
- (iii) That the preliminary work required to progress the possible office move be expedited as soon as is practically possible in order to be considered at the September Finance & Policy Meeting.

(g) ANNUAL BANK RECONCILIATION

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.

RECOMMENDATION TO TOWN COUNCIL

To approve the Annual Bank reconciliation for submission to the External Auditor.

(h) STATUTORY BALANCE SHEET– 2020/2021

The Responsible Financial Officer has submitted the Balance Sheet for the year ended 31st March 2021 for submission with the Annual Return.

RECOMMENDATION TO TOWN COUNCIL

To approve the Balance Sheet 2020/2021 for signing by the Chairman of the Town Council and submission to the External Auditor.

(i) STATUTORY INCOME/EXPENDITURE STATEMENT 2020/2021

RECOMMENDATION TO TOWN COUNCIL

To approve the statement for publication and submission to the External Auditor.

(j) ANNUAL RETURN 2020/2021 – ACCOUNTING STATEMENTS

RECOMMENDATION TO TOWN COUNCIL

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

(k) ANNUAL RETURN 2020/2021– ACCOMPANYING SCHEDULES

RECOMMENDATIONS TO TOWN COUNCIL

- (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.
- (iv) To approve the Notice of Public Rights and accompanying s26/27 explanation for submission with the Annual Return.

(l) ANNUAL RETURN 2020/2021– INTERMEDIATE LEVEL REVIEW

Additional information in support of one of the assertions that must accompany the Annual Return

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

RECOMMENDATION TO TOWN COUNCIL

To approve the material to be submitted.

11. DATE OF NEXT MEETING

RESOLVED

That a virtual consultation will be conducted by zoom on Tuesday 6th July at 6.30pm for urgent matters and that the next meeting of Finance & Policy Cttee will be **Thursday 22nd July 2021 at 7.00pm** in The Space, Keynsham

The meeting ended at 19.07.

..... (Chairman) Dated:

DRAFT