

KEYNSHAM TOWN COUNCIL

Notes of the Finance & Policy Committee consultation held on Tuesday 6th
July at 6.30pm via Zoom video conferencing.

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

IN ATTENDANCE: Dawn Drury – Acting Town Clerk

NOT PRESENT Cllrs D Biddleston and J Wallcroft

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. Items 1 – 10 to prioritise order of importance and produce a realistic timeline to act upon the items listed.
2. The lease of a new photocopier.
3. The installation, insurance, addition to Town Council asset register and maintenance of three possible new benches.
4. The appointment of grounds maintenance workers and/or freelance grounds maintenance worker.

1. ITEMS 1 – 10

RECOMMENDATIONS TO TOWN COUNCIL

To approve the order of items to be actioned on as follows: -

Update on Office Disruption/Insurance Claim

RECOMMENDATION

Acting Town Clerk to source all related paperwork and finalise the insurance claim.

Previous Employee Insurance Claim

RECOMMENDATION

Acting Town Clerk to source all related paperwork and liaise with Town Council insurers in respect of the same.

Annual CIL Statement 2020/2021 for Publication

RECOMMENDATION

Annual CIL Statement to be approved at the Finance and Policy Committee meeting on 28th July and signed off by the Chair of Council at the 28th July Town Council meeting.

Asset Register and Insurance Review

RECOMMENDATION

Page 1 of 3

Acting Town Clerk to gather necessary information to be presented at a future Finance and Policy consultation/meeting – Insurance expires 26th August 2021 (review 3rd August 2021)

Annual Health & Safety Audit Report

RECOMMENDATION

Acting Town Clerk to present the Annual Health and Safety Audit Report at the Finance and Policy consultation/meeting on 7th September 2021.

Capital Projects Review

RECOMMENDATION

To undertake a Capital Projects Review at the Finance and Policy consultation/meeting on 7th September 2021.

To progress the possible relocation of the Town Council office. Appoint necessary professionals and apply for Public Works Loan.

Tour (on Dial-A-Ride bus) for Councillors to view Council building assets to be arranged after 19th July 2021. Priority order of capital projects (Cemetery Chapel and grounds, Manor Road Pavilion and Burnett Lock Up) to be reviewed at an Extra Ordinary Finance and Policy consultation (in August date to be confirmed).

Annual Risk Assessment

RECOMMENDATION

Acting Town Clerk to gather necessary information to be presented at Finance and Policy consultation/meeting on 5th October 2021.

3 Year Financial Projections

RECOMMENDATION

Acting Town Clerk to gather necessary information to be presented at Finance and Policy consultation/meeting on 9th November 2021.

Interim Internal Audit Review

RECOMMENDATION

Acting Town Clerk to gather necessary information to be presented at Finance and Policy consultation/meeting on 9th November 2021.

Draft Budget

RECOMMENDATION

Acting Town Clerk to gather necessary information to be presented at Finance and Policy consultation/meeting on 8th December 2021.

Teviot Road and S106

RECOMMENDATION

Acting Town Clerk to gather necessary information for a report to be considered at a future Finance and Policy consultation/meeting (date to be confirmed).

Review of Standing Orders

RECOMMENDATION

Standing Orders and Financial Regulations to be reviewed at meeting on 11th January 2022 for presentation at the Town Council meeting on 22nd January 2022.

2. PHOTOCOPIER LEASE

RECOMMENDATION

That company A be the selected photocopier supplier details to be signed off at Finance and Policy Committee meeting and Town Council meeting on 28th July 2021.

3. THREE NEW BENCHES

RECOMMENDATION

Town Council staff seek a quote for three benches and ground extension fixings from David Ogilvie Engineering (to be funded by Ward Councillor Initiative Funding). This matter, together with insurance cover costs, to be dealt with at a later date.

4. GROUNDS MAINTENANCE POSTS & FREELANCE GROUNDS MAINTENANCE WORKER.

RECOMMENDATION

Interviews to be arranged, as soon as possible. Advertise through Indeed and for a shorter period. Cllr Simmons, Grounds Maintenance Supervisor and Acting Town Clerk to short list. Cllr Wait, Grounds Maintenance Supervisor and Acting Town Clerk to interview. Closing date and interviews dates to be arranged.

5. DATE OF NEXT MEETING

RECOMMENDATION

That a virtual consultation will be conducted by Zoom on Tuesday 7th September 2021 at 6.30pm for urgent matters and that the next meeting of Finance & Policy Cttee will be **Wednesday 28th July 2021 at 7.00pm** in The Space, Keynsham.

The consultation ended at 19.11 pm.