

KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Wednesday
28th July at 7.00pm in The Space, Keynsham

PRESENT: Councillors C Fricker, H MacFie (Vice Chair), A McGuinness
(Chair)

IN ATTENDANCE: Dawn Drury – Acting Town Clerk

NOT PRESENT Councillors B Simmons and J Wallcroft

12. APOLOGIES FOR ABSENCE

RECOMMENDATION:

To receive apologies for absence from Cllrs D Biddleston and A Halliday.

13. DECLARATIONS OF INTEREST

There were none.

14. DISPENSATIONS

There were none.

15. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the Minutes of the Finance Cttee meetings held on **27th April and 22nd June 2021** (previously circulated) be confirmed as a true record and signed by the Chairman.

16. PUBLIC PARTICIPATION

There was none.

17. APPROVAL OF RECOMMENDATIONS TO TOWN COUNCIL

The Acting Town Clerk had drawn up a series of recommendations under delegated powers following consultation with the Members of the Committee on 6th July 2021. 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 6th July 2021.

The Chairman went through each of the recommendations in turn:

(a) UPDATE ON OFFICE DISRUPTION/INSURANCE CLAIM

It was reported that the action in relation to this matter had been undertaken and the insurance claim is now settled and the sum of £16268.42 was received into the Town Council bank account on 23rd July 2021.

RESOLVED:

That the Acting Town Clerk source all related paperwork and finalise and that the insurance claim be approved.

(b) **PREVIOUS EMPLOYEE INSURANCE CLAIM**

It was reported that this matter has been actioned due to time constraints and the Town Council will be kept informed by our Insurers.

RESOLVED:

To approve the following action :

That the Acting Town Clerk source all related paperwork and liaise with Town Council's insurers in respect of the above claim.

(c) **ANNUAL CIL STATEMENT 2020/2021 FOR PUBLICATION**

RESOLVED:

That the Annual CIL Statement be approved and signed off by the Chair of Council at the 28th July Town Council meeting.

(d) **ASSET REGISTER AND INSURANCE REVIEW**

It was reported that this matter has been actioned due to time constraints and that a meeting with the Town Council's insurance broker is arranged for 3rd August to review the insurance for 2021/2022

RESOLVED:

That the Acting Town Clerk to gather necessary information to be presented at a future Finance & Policy consultation/meeting be approved.

(e) **ANNUAL HEALTH & SAFETY AUDIT REPORT**

RESOLVED:

That the Acting Town Clerk presents the Annual Health & Safety Audit Report at the Finance & Policy consultation on **14th September 2021 (revised date)** be approved.

(f) **CAPITAL PROJECTS REVIEW**

The following action was RESOLVED:

- (i) To undertake a Capital Projects Review at the Finance & Policy consultation on **14th September 2021 (revised date)**.
- (ii) To progress the possible relocation of the Town Council office. Appoint necessary professionals and apply for Public Works Loan.

(iii) That dates be arranged for Councillors to have a tour of the Town Council assets. The Acting Town Clerk to arrange these during August.

(g) **ANNUAL RISK ASSESSMENT**

RESOLVED:

That the Acting Town Clerk gather necessary information to be presented at the Finance & Policy consultation/meeting on **5th October 2021** be approved.

(h) **3 YEAR FINANCIAL PROJECTIONS**

RESOLVED:

That the Acting Town Clerk gather necessary information to be presented at the Finance & Policy consultation/meeting on **9th November 2021** be approved.

(i) **INTERIM INTERNAL AUDIT REVIEW**

RESOLVED:

That the Acting Town Clerk gather necessary information to be presented at the Finance & Policy consultation/meeting on **9th November 2021** be approved.

(j) **DRAFT BUDGET**

RESOLVED:

That the Acting Town Clerk gather necessary information to be presented at the Finance & Policy consultation/meeting on **7th December 2021** be approved

(k) **TEVIOT ROAD AND S106**

RESOLVED:

That the Acting Town Clerk gather necessary information for a report to be considered at a future Finance & Policy consultation/meeting (date to be advised) be approved.

(l) **REVIEW OF STANDING ORDERS**

RESOLVED:

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

18. PHOTOCOPIER LEASE

RESOLVED:

That Company A be the selected photocopier supplier details to be signed off at this meeting and at the Town Council meeting following this meeting .

19. THREE NEW BENCHES

RESOLVED:

That 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 costs to be considered at a future Finance & Policy consultation/meeting (date to be advised).

20. GROUNDS MAINTENANCE POSTS

It was reported that this matter has been actioned due to time constraints and the posts were advertised and two grounds maintenance workers were appointed to commence with the Town Council on Monday 2nd August 2021.

During the process a decision was made to look into a possible apprenticeship for one of the other candidates.

RESOLVED:

That the posts for two new grounds maintenance workers be advertised and interviews be arranged.

That the above action being taken be approved.

21. UNPAID INVOICES 2019/2020

RESOLVED:

To approve the two invoices to be written off in the Town Council accounts during the financial year 2021/2022.

22. MANOR ROAD FOOTBALL INVOICE 2020/2021

RESOLVED:

To approve that an invoice issued to a team who played at Manor Road during the 2021/2021, season that remains unpaid, be paid back to the Town Council in monthly instalments

23. DATE OF NEXT MEETING

RESOLVED

That the date of the next consultation of the Finance and Policy Cttee be on **Tuesday 14th September at 7.00 p.m.** followed by a meeting on **Tuesday 21st September at 7.00 p.m.**

The meeting ended at 7.25 p.m.

..... (Chairman)

Dated: