

# KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Tuesday 21<sup>st</sup>  
September 2021 at 7.00pm in The Space, Keynsham

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

IN ATTENDANCE: Dawn Drury – Acting Town Clerk

NOT PRESENT: Councillors were either present or gave apologies

## 24. APOLOGIES FOR ABSENCE

RESOLVED:

Apologies for absence were received from Cllrs D Biddleston and A Halliday.

## 25. DECLARATIONS OF INTEREST

There were none.

## 26. DISPENSATIONS

There were none.

## 27. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the Minutes of the Finance Cttee meeting held on **28<sup>th</sup> July 2021** (previously circulated) be confirmed as a true record and signed by the Chairman.

## 28. PUBLIC PARTICIPATION

There was none.

## 29. 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 14<sup>th</sup> September 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 14<sup>th</sup> September 2021.

The Chairman went through each of the recommendations in turn:

### a. Annual Health & Safety Audit Report

RESOLVED:

To receive and note information in respect of the Annual Health & Safety Audit report.

**b. Annual Risk Management Review**

RESOLVED:

To receive and note information in respect of the Annual Risk Management Review.

**c. Internal Audit Review**

RESOLVED:

To receive and note that in July 2019, Bridget C Bowen (Chartered Accountant) was appointed to carry out the Internal Audits of the Council (Interim and Final Audits) for the next 3 financial years. Internal Audits have been booked in for 12 November 2021 and 11 February and 7 June 2022.

**d. Asset Register and Insurance Review**

RESOLVED:

To receive and note information on the asset register and insurance review of 3<sup>rd</sup> August and insurance premiums for 2021/2022.

**e. Section 106 agreement – Land to South of Bath Road – Hygge Development**

RESOLVED:

To receive and note information in respect of the Section 106 agreement (Land to South of Bath Road – Hygge Development) including funding allocated as a bus infrastructure contribution towards enhancing existing telemetrics in bus stops in Keynsham. Together with funding towards maintenance and improvement of Teviot Road open space area.

**f. Capital Projects Review**

RESOLVED:

To receive and note information in respect of refurbishment works for Manor Road Pavilion and installation of a new valve to the water system and the planned steps in respect of repairs at the Cemetery.

Councillors will be invited to visit Burnett lock up in the next few weeks and a map detailing the location of Town Council play areas will be produced and distributed to all Councillors so that they may make their own personal visits.

**g. Budget Monitoring – Presentation of Reports**

RESOLVED:

That Budget Monitoring Reports be presented at Finance and Policy committee meetings on a monthly basis and to Town Council on a quarterly basis.

Schedules of Expenditure, Petty Cash and Bank Reconciliations will continue to be presented to Town Council on a monthly basis.

### 30. STAFF SALARY REVIEW

- (i) RESOLVED:  
That information in respect of quotes for undertaking a staff salary review be received and noted.
- (ii) RESOLVED:  
That Company B be appointed to undertake the review of salaries.
- (iii) RECOMMENDED  
That Town Council approve the appointment of Company B to undertake the review of salaries.

### 31. QUOTES FOR REPLACEMENT SPACE NET – KEYNSHAM MEMORIAL PARK – UPPER PLAY AREA.

RESOLVED:

- (i) That the space net be replaced.
- (ii) That company A be appointed to remove the old net and replace with re-purposed net, shackles and covers, including carrying out installation in a safe manner at a cost of £5271.43 plus VAT.

### 32. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 28<sup>TH</sup> JULY 2021

RESOLVED:

To receive and note the delegated decisions a – f, made since the Town Council meeting on 28<sup>th</sup> July 2021.

### 33. DATE OF NEXT MEETING

RESOLVED:

That the date of the next consultation of the Finance and Policy Cttee be on **Monday 11<sup>th</sup> October at 7.00 p.m.** followed by a meeting on **Tuesday 19<sup>th</sup> October at 7.00 p.m.**

The meeting ended at 7.20 p.m.

..... (Chairman)

Dated: .....