

KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Tuesday
19th October 2021 at 7.00pm in The Space, Keynsham

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

IN ATTENDANCE: Dawn Drury – Acting Town Clerk and Alan Jenner (Locum Clerk)

NOT PRESENT: Councillors were either present or gave apologies

34. APOLOGIES FOR ABSENCE

RESOLVED:

Apologies for absence were received from Cllr J Wallcroft.

35. DECLARATIONS OF INTEREST

There were none.

36. DISPENSATIONS

There were none.

37. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the Minutes of the Finance Cttee meeting held on **21st September 2021** (previously circulated) be confirmed as a true record and signed by the Chairman.

38. PUBLIC PARTICIPATION

There was none.

39. 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 11th October 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 12th October 2021.

The Chairman went through each of the recommendations in turn:

40. CAPITAL PROJECTS COMMITTEE

RESOLVED:

- (i) That the Capitals Projects Committee be reinstated.
- (ii) That the Committee members and number of members be deferred to Town Council for a decision.
- (iii) That the quorum for this Committee be resolved at Town Council meeting.

41. CAPITAL PROJECTS UPDATE

Keynsham Chapel and Cemetery

A verbal and written update was presented in respect of the Keynsham Chapel and Cemetery. Information was provided in respect of archaeological findings in the past, possible future discoveries, maintenance works necessary at the chapel and cemetery grounds, including repairs to the spire, chapel wall and collapsed walls.

RESOLVED:

- (i) That letters for tender be sent out in respect of the Cemetery Quinquennial Survey which is overdue, to four companies that have been selected.
- (ii) That the submitted Quinquennial Surveys be presented to the new Capital Projects Committee for review and decision on the company to be selected and decision on next steps.
- (iii) That an electronic plan of the Cemetery be produced with an overlay detailing all architectural areas of significance.

Sec. 106 Allotments matters

RESOLVED:

To receive and note the information in respect of the Sec. 106 funding for the existing Park Road Allotment site.

Manor Road Pavilion

RESOLVED:

To receive and note information on matters relating to Manor Road Pavilion.

42. ARREARS OF MANOR ROAD HIRE CHARGES BY REAL SAINT GEORGE

RESOLVED:

That the debt be left to run for the time being as it would not be cost effective to pursue the debt through the courts. Town Council staff will continue to monitor the debt and chase should any more information come to light regarding the team.

43. KEYNSHAM CULTURAL PROGRAMME COORDINATOR

RESOLVED:

That the appointment of a Keynsham Cultural Programme Coordinator be noted.

44. FINANCIAL RISKS AND RESERVES POLICY REVIEW

RESOLVED:

To receive and note that a review of the Annual Review of the Financial Risks and Reserves Policy has been undertaken.

45. HEDGE WORKS AT KEYNSHAM CEMETERY

RESOLVED:

That Quote 2 be selected and the Contractor appointed to undertake vegetation clearance from the collapsed wall between Keynsham Cemetery and Broadlands Playing Fields.

46. TOWN COUNCIL BINS

RESOLVED:

(i) That three bins be purchased during the financial year 2021/2022, one from each of the following budgets: -

Litter and dog waste bin budget
Cemetery general maintenance budget
Recreation grounds maintenance budget

(ii) That the metal bin be chosen at a cost of £474.56 plus VAT together with ground fixing bolts at £27.79 plus VAT, as the bin to be purchased, as above.

(iii) That £2,000 be put in the 2022/2023 litter and dog waste bin budget.

47. TOWN COUNCIL OFFICE ADDITIONAL SOCKETS & NEW HEATING

RESOLVED:

(i) That new double sockets in various locations be installed at a cost of £720.00 plus VAT.

(ii) That option 3 be selected to replace all the office night storage heaters (these are not working) with energy efficient panel heaters permanently on with thermostatic control. Modification of the current consumer unit and installation of additional units as 3.0kw are no longer available and will need to be replaced with 2.0kw units. Full works costed at £2963.73 plus VAT (materials £1963.73, labour £675.00 and waste disposal £325.00).

48. STAFF SALARY REVIEW

RESOLVED:

That a verbal update on the staff salary review be received and noted.

49. ELLIS WHITTAM ANNUAL LEGAL EXPENSES INSURANCE POLICY REVIEW DECLARATION

RESOLVED:

That it be noted that the Ellis Whittam annual legal expenses insurance policy review declaration has been undertaken.

50. CIL FUNDING APPLICATIONS

RESOLVED:

That information in respect of CIL funding ideas and the next steps be received and noted.

51. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 21ST SEPTEMBER 2021

RESOLVED:

That the delegated decisions be received and noted.

52. TRANSITION KEYNSHAM REQUEST FOR FUNDING FOR EQUIPMENT

Having received an update in respect of the Tennis Hut a decision was made as follows:

RESOLVED:

That Transition Keynsham be informed that they can continue to store their equipment in the Tennis Hut.

53. CHRISTMAS TREE – ST. JOHN’S CHURCH

RESOLVED:

That further quotes be sought before making a decision in respect of the Christmas tree, if need be, a purchase may need to be taken under delegated powers in respect of the expenditure.

54. CHANGE OF DATE OF NEXT VIRTUAL CONSULTATION

RESOLVED:

That the date of the next virtual consultation of the Finance and Policy Committee be changed from Tuesday 16th November to **Monday 15th November 2021 at 6.00 pm.**

55. DATE OF NEXT MEETING

RESOLVED:

That the date of the next Committee meeting be held on **Tuesday 23rd November 2021 at 7.00 p.m.** in The Space.

56. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

In accordance with Standing Order 3(d) to RESOLVE that pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted. (Agenda Items 24 – 25 to progress sensitive issues).

57. CAPITAL PROJECTS UPDATE

Keynsham Town Council Office

RESOLVED:

That this matter be deferred to the following meeting of the Town Council (19th October 2021).

58. RENT ARREARS – KEYNSHAM TOWN COUNCIL OFFICE

RESOLVED:

That this matter be deferred to the following meeting of the Town Council (19th October 2021.)

The meeting ended at 7.26 p.m.

..... (Chairman)

Dated: