

# KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Tuesday  
15<sup>th</sup> November 2021 at 7.00pm in the Baptist Church, Keynsham

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

IN ATTENDANCE: Dawn Drury – Acting Town Clerk

NOT PRESENT: Councillor J Wallcroft

In the absence of the Chair, Councillor H MacFie (Vice) chaired the meeting

## 59. APOLOGIES FOR ABSENCE

RESOLVED:

Apologies for absence were received from Councillor A McGuinness (Chair)

## 60. DECLARATIONS OF INTEREST

Councillor B Simmons in respect of matters relating to Keynsham and District Dial-A-Ride and Councillors B Simmons and C Fricker in respect of matters relating to Keynsham Music Festival Association Limited.

## 61. DISPENSATIONS

There were none.

## 62. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the Minutes of the Finance Cttee meeting held on **19<sup>th</sup> October 2021** (previously circulated) be confirmed as a true record and signed by the Vice Chairman.

## 63. PUBLIC PARTICIPATION

There was none.

## 64. FINANCE MONTHLY REPORTS

- a. Budget Monitoring Report – Mth 7
- b. Balance sheet – Trial Balance Mth.6 – September 2021
- c. Bank cash & Investment reconciliation as at 30<sup>th</sup> September 2021
- d. Balance sheet as at 30<sup>th</sup> April 2021

RESOLVED:

That the financial reports be approved.

## 65. BUDGET REQUESTS FROM OUTSIDE BODIES

The following requests listed below were considered so that amounts can be put in the Town Council draft budget for 2022-2023, which will be brought to the meeting of the Town Council on 23<sup>rd</sup> November 2021 for approval.

- a) KeynshamNow – requested £1,200
- b) Dial-A-Ride requested £3,500
- c) Keynsham Music Festival Association Limited requested £25,000
- d) Keynsham In Bloom requested £4,000

RECOMMENDED:

That Town Council approval be given to the following financial requests:

- a) KeynshamNow - **£1,100** together with any surplus at the financial year end being transferred to earmarked reserves.
- b) Dial-A-Ride - **£3,500**.
- c) Keynsham Music Festival Association Limited **£25,000 requested** – The Acting Town Clerk to investigate whether any surplus funds from £18,000 grant 2021/2022 that was given to support a smaller Music Festival Event in 2021 is to be returned to Keynsham Town Council.  
That this matter be deferred to full Council for a decision on 2022/2023 grant funding.
- d) Keynsham In Bloom - **£4,000**.

## 66. GRANTS BUDGET 2022/20323

RECOMMENDED:

That Town Council approval be given to the following:

- (i) That the budget for GENERAL COMMUNITY GRANTS 2022/2023 be disbursed by Grants Committee be **£22,000**.
- (ii) That the budget for Environmental Grants 2022/2023 be disbursed by Grants Committee be **£10,000**.

## 67. BUDGET ITEMS

RECOMMENDED:

That Town Council approval be given to the following:

- (i) That the budget for litter/dog bins 2022/2023 be **£2500**.

## 68. APPROVAL OF RECOMMENDATIONS TO TOWN COUNCIL

Figures recommended by Members of the EATH Committee on 11<sup>th</sup> October 2021 and Finance & Policy Committee on 15<sup>th</sup> November 2021.

RECOMMENDED:

That the following Budgets be approved by Town Council:

- (i) That the budget for Winter Festival 2022/2023 be **£9,000**.
- (ii) That the budget for Bandstand Events 2022/2023 be **£8,000**.
- (iii) That the budget for new events (general) 2022/2023 be **£2,500**.
- (iv) That the budget for Christmas Lights 2022/2023 be **£7,000**.
- (v) That the budget for Community Networking Event 2022/2023 be **£150**.
- (vi) That the budget for Arts General (including the arts newsletter) 2022/2023 be **£3,500**.
- (vii) That the Keynsham News 4 editions 2022/23 be **£10,000**.
- (viii) That the budget for Tourism 2022/2023 be **£2,500**.
- (ix) That the budget for Mosaics (coming from CIL) 2022/2023 be **£2,500**.
- (x) That the budget for Business Forum 2022/2023 be **£1,500**.
- (xi) That the budget for GWR display posters (restricted GWR earmarked reserves) 2022/2023 be **£1,000**.
- (xii) That the budget for Remembrance Parade 2022/2023 be **£1,000**.

## 69. CAPITAL PROJECTS REVIEW

RECOMMENDED:

- (1) That Town Council approve and confirm the Capital Projects budget for 2022/2023, and note that on 6<sup>th</sup> October 2020 Capital Projects Review 2021 Part 2 was undertaken and timetabling and budgets for capital projects were resolved for (3 years) 2021/2024 as follows:

Project no	Description	Amount to put in budget
20	Burnett Lease	<b>£10,000</b>

1	Cemetery walls	£10,000 (CIL)
2	Cemetery railings	£10,000 (CIL)
11	Existing Allotments	£20,305 (s106 from B&NES) – to be claimed. Note figure in 2021/22 budget is shown as a figure of £19,160
19	Office premises	£600,000 PWL repayment
33	Tree planting	£2,000
22	High Street Shop Front	£40,000 (CIL)
13	Cemetery records digitisation	£3,000 (Plus new EMR £2500)
21	Timeline	£14,346 from EMR
32	Manor Rd NEW Pavilion	£10,000

(2) That Town Council approve the following contributions to EMR should be allocated in the draft budget as follows:

327	Cemetery Driveway	£5,000
335	Cemetery Chapel	£5,000
338	Bandstand Roof	£2,000
343	Cemetery Extension	£5,000
344	Bus Shelters	Revenue surplus only
346	Play Areas	£8,000
347	Capital Equipment	£3,000
348	Noticeboards	£3,000
349	Bins and Benches	Revenue surplus only
353	New Vehicle	£2,500
354	Play Area Surfacing	£3,000
360	Office Move	£10,000
	Manor Rd	£10,000
	Bus Service	£2,500

## 70. PETTY CASH POLICY AND PROCEDURE APPROVAL

RESOLVED:

That the matter be deferred for approval by full Council on 23<sup>rd</sup> November 2021.

## 71. COMPLETION OF AUDIT

RESOLVED:

To note that an Internal Audit review was undertaken by our Auditor on Friday 12<sup>th</sup> November 2021, the outcome of the review will be presented to future meetings of the Finance and Policy and full Council meetings in the future.

## 72. ANNUAL CIL STATEMENT 2020 – 2021

RESOLVED:

To note that the Annual CIL Statement 2020 – 2021 approved at the Town Council meeting on 28<sup>th</sup> July 2021 has been published on the Town Council website.

### **73. SUBSCRIPTIONS 2022/2023**

RECOMMENDED:

That the subscriptions for 2022/2023 be approved by the Town Council.

### **74. CANCELLATION OF SW COMMUNICATIONS CONTRACT – PHONE SYSTEM**

RESOLVED:

That Keynsham Town Council continue paying the ongoing charges until the termination of the contracts - PBX maintenance until 01/04/2022 at a cost of £54.49 per month and PBX finance until 28/02/2022 at a cost of £37.69 per month rather than pay an early termination charge of £423.65.

### **75. BANDSTAND ELECTRICS**

RESOLVED:

That Bath and North East Somerset Council's contractor be instructed to carry out electrical works to Keynsham Bandstand to re-instate the electrics to good working order at a cost of £1893.00 plus VAT.

### **76. UPDATE ON MANOR ROAD PAVILION REFURBISHMENT**

RESOLVED:

That the verbal update in respect of Manor Road Pavilion refurbishment be received and noted.

### **77. MANOR ROAD CHARGES**

RESOLVED:

That due to the condition of the Pavilion it is recommended that the current charges remain with the 50% COVID reduction.

### **78. KEYNSHAM NEWS 2022 COSTS**

RESOLVED:

That costs associated with the production of Keynsham News 2022/2023 be received and noted.

## 79. QUOTES FOR CEMETERY PLAN

RESOLVED:

That quotes for production of an editable plan of the grave spaces at Keynsham Town Council be deferred to 2022 when staffing is improved.

## 80. INVESTMENT REVIEW

RECOMMENDED:

That Town Council approve the following:

- (i) That the Keynsham Town Council Investment Strategy Review/Investment Position Statement (and supporting Share Class 4 Yield Summary) as stipulated by the Corporate Governance Review Timetable be received and noted.
- (ii) That once posts are filled for Senior Posts with the Town Council that matters relating to banking be looked into including:
  - (i) Banking with an alternative bank.
  - (ii) Amendments to the bank signatories.
  - (iii) Accounts for future investments.

## 81. ELLIS WHITTAM - CHANGE IN THE RATE OF LEGAL EXPENSES INSURANCE (LEI) (Letter appended page 11)

RESOLVED:

- (i) That the correspondence received from Ellis Whittam in respect of changes to the rate of the Legal Expenses Insurance (LEI) covering Employment Claims and Health and Safety Prosecution be received and noted.
- (ii) That the LEI policy cover that runs alongside our service agreement be continued at cost of £295.50 plus VAT.
- (iii) That the Town Council has a 3 year agreement with Ellis Whittam ending 30.11.2023. The combined Employment Law and HR and Health and Safety cover equates to £4600 per annum be noted.
- (iv) That the budget for 2022/23 £4600 plus £295.50 with LEI Policy – Total £4895.50 (£4896.00) be approved.

## 82. NALC RECOMMENDED ENERGY CONSULTANT FREE AUDIT

RESOLVED:

That the Acting Town Clerk contact the Company and seek more information on how they undertake the assessment, and would they still be offering the same free service in 2022 when the Town Council's contract ends at the end of March.

**83. DATE OF NEXT MEETING**

RESOLVED:

That the next consultation with the Finance & Policy Committee will be on Tuesday 14 December 2021 at 6.30 p.m. and the next full meeting of the Committee will be held on Tuesday 21 December at 7.00 p.m. in The Space.

The meeting ended at 7.35 p.m.

..... (Chairman)

Dated: .....

DRAFT