

KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Tuesday
22nd February 2022 at 7.00pm in The Space, Keynsham

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

IN ATTENDANCE: Dawn Drury – Acting Town Clerk

120. APOLOGIES FOR ABSENCE.

There were none.

121. DECLARATIONS OF INTEREST.

There were none.

122. DISPENSATIONS.

There were none.

123. RECORD OF PREVIOUS MEETINGS.

RESOLVED:

That the Minutes of the Finance Committee meeting held on 18th January 2022 (previously circulated) be confirmed as a true record and signed by the Chairman.

124. PUBLIC PARTICIPATION.

There was none.

125. FINANCE MONTHLY REPORTS.

n.b. Cash Book 1 – Current account, Cash Book 2 Business Premium,
Cash Book 3 – Petty Cash and Cash Book 5 Rate Reward, there is no Cash Book 4.

- (i) Budget Monitoring (Month 10 – January 2022)
- (ii) Bank Cash and Investment Reconciliation (Month 10 – January 2022)
- (iii) Trial Balance sheet (month 10 – January 2022)
- (iv) Cash Books 1, 2, & 5 – (month 10 – January 2022)
- (v) Bank Reconciliations for Cash Books 1, 2, 3 & 5– (month 10 – January 2022)
- (vi) Bank Statement – Cash Books 1, 2 and 5 (month 10 – January 2022)
- (vii) Petty Cash Report – (month 10 – January 2022)

RESOLVED:

- (i) *That the Financial reports be received and noted*
- (ii) *That the Bank Reconciliation for month 10 – January 2022 be confirmed as correct and signed off against the relevant bank statements by the Chair of Finance and Policy Committee.*

126. INTERNAL AUDITORS REPORT AND RECOMMENDATIONS

RESOLVED:

That the Auditor's second interim report be received, noted and the recommendations of the Internal Auditors be actioned. Matters requiring decision (future Town Council investments) to be brought to a future Finance and Policy Committee meeting.

RECOMMENDATION:

That Council receive and note the Auditors report

127. MICROSOFT OFFICE PLAN.

RESOLVED:

That the report be received and noted.

RECOMMENDATION:

That Council receive and note the information.

128. CPRE DONATION.

RESOLVED:

That the report be received and noted.

RECOMMENDATION:

That full Council consider a donation of £100 to be paid to CPRE.

129. KEYNSHAM ALLOTMENTS RENT REVIEW 2022.

RESOLVED:

That the report including details of the rent increase be received and noted.

RECOMMENDATION:

That Council receive and note the rent increase information.

130. SECTION 106 ALLOTMENT MONIES.

RESOLVED:

To note the sum of £19.605.00 has been received in respect of Section 106 allotment funding.

RECOMMENDATION:

That Council receive and note the information

131. THE PUBLIC SECTOR DEPOSIT FUND (“THE FUND”), A SUB-FUND OF CCLA PUBLIC SECTOR INVESTMENT FUND.

RESOLVED:

To receive and note the contents of the letter.

RECOMMENDATION:

That full Council receive and note the letter.

132. DRAFT COUNCIL TAX LEAFLET 2022-2023.

RESOLVED:

To approve a final version of the 2022-2023 Council Tax Leaflet for publication.

RECOMMENDATION

That full Council approve the final version of the 2022-2023 Council Tax Leaflet for publication.

133. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 18TH JANUARY 2022.

RESOLVED:

In accordance with the Schedule of Delegation approved on 22nd April 2021, to note the delegated decision made in advance of the February 2022 scheduled payments taken by the Acting Town Clerk in consultation with Members.

Bateman Skip Hire dated 09.02.2022 £312.00

134. DATE OF NEXT MEETING.

To note that the date and time of the next virtual consultation with the Acting Town Clerk is on Tuesday 8th March 2022 at 6.30 p.m. and next physical meeting in The Space is on Tuesday 22nd March 2022 at 7.00 p.m.

135. 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. Items 16 - 17 of the agenda - to progress sensitive issues.

136. B&NES RECEIPT AND PAYMENTS OF CIL.

RESOLVED:

- (i) To receive and note the confidential report.*
- (ii) That Keynsham Town Council request from B&NES an excel sheet on CIL of the kind generated by B&NES for Section 106.*
- (iii) That Keynsham Town Council identify from its own wish list of capital projects, through the Capital Projects Committee, that it wishes to invite B&NES to contribute additional CIL funds. Keynsham Town Council have an opportunity from its own CIL reserves, S106 and CIL B&NES money to create a full wish-list of projects across a diverse range of activity. This step may justify a submission to the Capital Projects Committee by any Councillor of a desired project that can be considered.*
- (iv) That the sub-committee draw up recommendations from the wish list and full Council resolve which of these projects should go forward for a draft proposal or proposals to be drawn up for submission to B&NES. The proposal or proposals will embody the language and concepts of the draft B&NES plan.*
- (v) That any proposal is then submitted by Keynsham Town Council to B&NES for dialogue and approval of drawdown of those funds.*

RECOMMENDATIONS:

- (i) That full Council receive and note the confidential report.*
- (ii) That full Council approve the recommendations points (ii) – (iv) above.*

137. OFFICE MOVE.

RECOMMENDED:

To receive and note the confidential report.

RECOMMENDATION:

- (iii) That full Council receive and note the confidential report.*

The meeting ended at 7.25 p.m.

..... (Chairman)

Dated: