

# KEYNSHAM TOWN COUNCIL

## Minutes of the Finance & Policy Committee meeting held on Tuesday 22<sup>nd</sup> March 2022 at 7.00pm in The Space, Keynsham

PRESENT: Councillors D Biddleston, A Halliday, H MacFie, A McGuiness  
(Chair) and B Simmons.

IN ATTENDANCE: Dawn Drury – Town Clerk

### 138. APOLOGIES FOR ABSENCE.

There were none.

### 139. DECLARATIONS OF INTEREST.

There were none.

### 140. DISPENSATIONS.

There were none.

### 141. RECORD OF PREVIOUS MEETINGS.

RESOLVED:

That the Minutes of the Finance Committee meeting held on 22<sup>nd</sup> February 2022 (previously circulated) be confirmed as a true record and signed by the Chairman.

### 142. PUBLIC PARTICIPATION.

There was none.

### 143. FINANCE MONTHLY REPORTS.

- (i) Budget Monitoring (month 11 – February 2022)
- (ii) Bank Cash and Investment Reconciliation (month 11 – February 2022)
- (iii) Trial Balance sheet (month 10 – February 2022)
- (iv) Cash Books 1, 2, & 5 – (month 10 – February 2022)
- (v) Bank Reconciliations for Cash Books 1, 2, 3 & 5 – (month 11 – February 2022)
- (vi) Bank Statement – Cash Books 1, 2 and 5 (month 11 – February 2022)
- (vii) Petty Cash Report – (month 11 – February 2022)

RESOLVED:

- (i) *That the Financial reports be received and noted.*
- (ii) *That the Bank Reconciliation for month 11 – February 2022 be confirmed as*

*correct and signed off against the relevant bank statements by the Chair of Finance and Policy Committee.*

**144. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 22<sup>nd</sup> FEBRUARY 2022.**

**RESOLVED:**

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

<i>Heartsafe</i>	<i>Replacement Defibrillator</i>	<i>07.03.2022</i>	<i>£1170.00</i>
<i>HMRC</i>	<i>Tax and NI</i>	<i>07.03.2022</i>	<i>£6245.11</i>

**145. KEYNSHAM TOWN COUNCIL INVESTMENT OPTIONS**

**RESOLVED:**

- (i) That the report be received and noted.*
- (ii) That the Finance and Policy Committee recommend to Town Council that a Financial Advisor be appointed to review any chosen investment funding opportunities selected by the Town Council (suggested investment opportunities already recorded in previous minutes).*

**146. ENERGY AUDIT BY UTILITY AID**

**RESOLVED:**

- (i) That the report be received and noted.*
- (ii) That the Finance and Policy Committee recommend to Town Council that Utility Aid be instructed to undertake a free energy audit on the Town Council's electric supply.*

**147. 2022-2023 FEES AND CHARGES**

- a) Cemetery Fees
- b) Manor Road Football Fees
- c) Photocopying Fees

**RESOLVED:**

- (i) That the fees and charges as proposed for the Cemetery, Manor Road and Photocopying be received and noted.*
- (ii) That the Finance and Policy Committee recommend that any decisions in respect of this matter be decided by full Town Council.*

**148. REVIEW OF CEMETERY RULES AND REGULATIONS**

**RESOLVED:**

- (i) That the Cemetery Rules and Regulations with amendments be received and noted.*
- (ii) That the Finance and Policy Committee recommend to Town Council that the Cemetery Rules and Regulations amendments be approved.*
- (iii) That the Finance and Policy Committee recommend to Town Council that there be no charge included for residents requesting tree planting at the Cemetery.*

**149. BATEMANS SKIP HIRE PRICE INCREASES**

**RESOLVED:**

*That the price increase from Batemans Skip Hire be received and noted.*

**150. AVON PENSION FUND – STATEMENT**

**RESOLVED:**

*That the Avon Pension Fund Statement be received and noted.*

**151. DATE OF NEXT MEETING**

**RESOLVED:**

*That it be noted that the date and time of the next virtual consultation with the Town Clerk is on **Tuesday 5<sup>th</sup> April 2022 at 6.30 p.m.** and next physical meeting in **The Space** is on **Tuesday 19<sup>th</sup> April 2022 at 7.00 p.m.***

**152. 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 of the agenda - to progress sensitive issues.*

**153. UPDATE ON SECTION 106 MATTERS AND FURTHER REPORT ON SECTION 106 PAYMENTS**


**RESOLVED:**

- (i) That the report be received and noted.*
- (ii) That the Finance and Policy Committee recommend to Town Council that the Town Clerk makes a diary reminder to ask B&NES for updated Sec 106 spreadsheets regularly and these be brought back to Town Council on receipt, and that Town Council questions any financial changes to expenditure on the spreadsheet. Also, that B&NES be questioned in respect of how works undertaken*

*in the Town are being paid for (whether if funded by Sec.106 funds as recorded on the spreadsheet, or CIL monies or from other funding sources).*

Thanks were expressed to Alan Jenner for his work on the Sec.106 matters.

The meeting ended at 7.26 p.m.

 (Chairman)

Dated: 12/4/22