

KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Tuesday 3rd
May 2022 at 6.30 pm in the Baptist Church, Keynsham

PRESENT: Councillors D Biddleston, C Fricker, A Halliday, H MacFie, A McGuinness and B Simmons.

IN ATTENDANCE: Dawn Drury – Town Clerk, Ian Kent – Responsible Financial Officer, Alan Jenner – Locum Clerk and Councillor D Cooper.

171. APOLOGIES FOR ABSENCE.

There were none.

172. DECLARATIONS OF INTEREST.

There were none.

173. DISPENSATIONS.

There were none.

174. RECORD OF PREVIOUS MEETINGS.

RESOLVED:

That the Minutes of the Finance Committee meeting held on 12th April 2022 (previously circulated) be confirmed as a true record and signed by the Chairman (Councillor A McGuinness).

175. PUBLIC PARTICIPATION.

There was none.

176. JPAG PRACTITIONERS' GUIDANCE 2021-2022 AND 2022-2023 PLUS REPORT DETAILING CHANGES (ATTACHED)

RESOLVED:

- (i) That the current Guidance and list of changes for 2021-2022 had been considered and noted.
- (ii) That the current Guidance and list of changes for 2022-2023 had been considered and noted.
- (iii) That paragraph 2.10 in respect of Treatment of amounts refunded/reimbursed and receipt and payment reporting had been considered.

177. FINANCE MONTHLY REPORTS

RESOLVED:

To note that the reports are only draft at this stage, due to the year-end accounts being prepared by the Accountants on 18 May. The final versions, together with the May finance reports, will be attached to the agenda for the Town Council’s meeting on 21 June 2022.

178. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 22nd March

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.

RESOLVED:

- (i) To note that there were none.

179. ASSET REGISTER ANNUAL REVIEW

RESOLVED:

That the Asset Register had been reviewed and approved.

180. ANNUAL REVIEW OF PERFORMANCE AGAINST CORPORATE GOVERNANCE TIMETABLE

RESOLVED:

That the Performance Against Corporate Governance Timetable had been reviewed and approved.

181. DATE OF NEXT MEETING

RESOLVED:

To note that the date and time of the next meeting is Tuesday 14th June 2022 at 6.30p.m. in the Baptist Church.

For information:

The End of Year Audit is to take place on 18th May 2022 and the Cttee is required to review all documentation associated with Annual Return, Statement of Internal Control and End of Year accounts prior to submission for approval at the Town Council meeting of 21st June 2022.

The meeting ended at 6.55 p.m.

..... (Chairman)

Dated: