

# KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Tuesday  
14<sup>th</sup> June 2022 at 6.30 pm in the Baptist Church, Keynsham

PRESENT: Councillors D Cooper, C Fricker, A Halliday and B Simmons.

IN ATTENDANCE: Dawn Drury – Town Clerk & Ian Kent – Responsible Financial Officer

## 1. APPOINTMENT OF CHAIRMAN

### *RECOMMENDED:*

*To defer the appointment of a Councillor as Chairman of the Committee for the Municipal Year 2022-2023 to the next meeting of the Finance and Policy Committee.*

## 2. APPOINTMENT OF VICE CHAIRMAN

### *RECOMMENDED*

*To defer the appointment of a Councillor as Vice-Chairman of the Committee for the Municipal Year 2022-2023 to the next meeting of the Finance and Policy Committee.*

## 3. CHAIRMANSHIP FOR THIS FINANCE & POLICY COMMITTEE MEETING

### *RESOLVED:*

*That Councillor C Fricker be Chair for this meeting only.*

## 4. MEMBERSHIP

### *RESOLVED:*

*To note that Councillors Dave Biddleston, Deb Cooper, Clive Fricker, Andy Halliday, Hal MacFie, Andy McGuinness and Brian Simmons are the appointed members of the Committee for the Municipal Year 2022/2023, as agreed at the Annual Meeting of the Town Council on 10 May 2022.*

## 5. APOLOGIES FOR ABSENCE

Councillors D Biddleston, H MacFie and A McGuinness.

## 6. DECLARATIONS OF INTEREST

There were none.

## 7. DISPENSATIONS

There were none.

## 8. RECORD OF PREVIOUS MEETINGS.

### *RESOLVED:*

*That the Minutes of the Finance Committee meeting held on 3<sup>rd</sup> May 2022 (previously circulated) be confirmed as a true record and signed by the Chairman (Councillor A McGuinness).*

## 9. PUBLIC PARTICIPATION.

There was one member of public present (Gareth Jones of SoVision)

With the agreement of committee members present

**RESOLVED**

*That item 18 on the agenda be brought forward in order to hear from Gareth Jones.*

## 10. IT EQUIPMENT AT TEMPLE STREET OFFICE

This item was introduced by the RFO, and Gareth Jones gave a verbal input in respect of this item.

**RESOLVED:**

- (i) *That a verbal update regarding the IT equipment at Temple Street following a meeting with KTC's IT service provider be received and noted.*
- (ii) *That in principle the Council approve the purchase of essential staff laptops, desktops and SSD upgrades on the condition that an exact quote is produced for number of laptops, desktops and upgrades required (the current quote is in excess of the actual requirement) and that the Town Clerk have delegated power to place an order for the necessary purchases and improvement required to the Town Council IT hardware.*
- (iii) *That a recommendation be made to full Council to accept the quotation for Sharepoint & Azure AD Migration (reducing Town Council electric costs, saving by not need further server purchases (approx. £4k - £5k) and improving the Town Council IT system.*

## 11. APPROVAL OF ITEMS & RECOMMENDATIONS TO TOWN COUNCIL MEETING ON 21<sup>ST</sup> JUNE 2022

### (a) STATEMENT OF INTERNAL CONTROL (TO BE PRESENTED AT TOWN COUNCIL)

**RECOMMENDED:**

*That the Statement of Internal Control be approved and signed by the Chairman of Keynsham Town Council.*

### (b) 2022/2023 BUDGET WITH ACTUAL 2021/22 END OF YEAR FIGURES

**RESOLVED:**

*That the Finance and Policy Committee receive and note the information.*

### (c) BUDGET MONITORING REPORT – YEAR END – MONTH 12

**RECOMMENDED:**

*That the Town Council approve the Budget Monitoring Report.*

(d) MOVEMENT TO AND FROM GENERAL & EARMARKED RESERVES

*RECOMMENDED*

- (i) *That Town Council approve the closing balance of earmarked and general reserves as at 31st March 2022 including transfer of surpluses.*
- (ii) *That Town Council note the proposed list of drawdowns to support the current year's expenditure and that there are no drawdowns for this current financial year.*

(e) ANNUAL BANK RECONCILIATION

*RECOMMENDED:*

*That Town Council note that the Annual Bank reconciliation has been approved and submitted to the External Auditor.*

(f) STATUTORY BALANCE SHEET – 2021/2022

*RECOMMENDED:*

*That the Balance sheet 2021/2022 be approved by Town Council and signed by the Chairman of the Town Council and submitted to the External Auditor.*

(g) STATUTORY INCOME/EXPENDITURE STATEMENT 2021/2022

*RECOMMENDED:*

*That Town Council approve the statutory Income/expenditure Statement 2021/2022 for publication and submission to the External Auditor.*

(h) ANNUAL RETURN 2021/2022 – ACCOUNTING STATEMENTS

*RECOMMENDED:*

*That Town Council approve the Accounting Statements for 2021/2022 and these be signed by the Chairman of the Town Council.*

(i) ANNUAL RETURN 2021/2022 – ACCOMPANYING SCHEDULES

*RECOMMENDED:*

- (i) *That Town Council approve the Schedule of Significant Variations.*
- (ii) *That Town Council approve the Reserves Reconciliation.*

12. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 10<sup>th</sup> May 2022

*RECOMMENDED:*

*That Town Council note that the sum of £755.00 plus VAT was paid for China Jubilee mugs.*

13. FINANCIAL MONTHLY REPORTS

*RESOLVED:*

*That the following financial monthly reports be received and noted:*

- (i) *Budget Monitoring (Month 1 & 2 – April & May 2022)*

- (ii) *Bank Cash and Investment Reconciliation (Month 1 & 2 – April & May 2022)*
- (iii) *Balance sheet (Month 1 & 2 – April & May 2022)*
- (iv) *Bank Reconciliations for Cash Books 1, 2, 3 & 5 – (Month 1 & 2 – April & May 2022)*
- (v) *Bank Statements – Cash Books 1, 2 and 5 and Public Sector Deposit Fund (Month 1 & 2 – April & May 2022)*

*That the bank reconciliations and bank statements be signed of by this meetings Chair in the Town Council office on 15<sup>th</sup> June 2022 (copies for signing were unavailable at the meeting).*

#### 14. REVIEW OF EARMARKED RESERVES AND BUDGET VIREMENTS

The RFO explained movements that were required between cost centres due to previous incorrect codings and the requirement for two new codes.

**RECOMMENDED:**

- (i) *That Town Council approve a new code for Skip Hire be established with funds being moved from Recreation and Cemetery codes - £1,000 from each budget.*
- (ii) *That Town Council approve the recommendation made by the Defibrillator Working Party for a budget of £8,000 to be allocated for Defibrillators (new, replacement and equipment) funds to drawn down from general reserves.*
- (iii) *The RFO's report in respect of EMR balances and potential utilisation be received and noted.*

#### 15. ANNUAL CIL STATEMENT

**RECOMMENDED:**

- (i) *That the annual CIL Statement be approved and signed by the Chair of Council at the 21st June 2022 Town Council meeting.*

#### 16. TOWN COUNCIL INVESTMENTS

**RECOMMENDED:**

*That Town Council approve:*

- (i) *That the Town Clerk be granted approval to manage investment accounts via the Flagstone portal.*
- (ii) *That five short (1 – 2 Year) term investment pots in the sum of £80,000 each, equating to £400,000, be set-up together with increasing the CCLA public sector investment to £80,000.*
- (iii) *Councillors D Cooper, A McGuinness and H MacFie and the RFO Ian Kent be approved for read only access to the investment accounts.*
- (iv) *The Chair of Council to sign this item of the Town Council minutes of 21<sup>st</sup> June 2022 meeting, once produced so that a copy can be sent to Flagstone in order to gain access to the investment accounts.*

17. PROPOSAL TO ACQUIRE A CARD MACHINE FOR TEMPLE STREET OFFICE

*RECOMMENDED:*

*That Town Council approve the acquisition of a card machine and delegate power to the Town Council RFO to make a decision in respect of which device to acquire from the list provided.*

18. COMMUNITY ASSET TRANSFERS FOX AND HOUNDS LANE CONSERVATION AREA AND THE PADDOCK

*RECOMENDED:*

- (i) That Town Council receive and note the information.*
- (ii) That Town Council approve the purchase of the unrestricted freehold title of the above two parcels of land (monies to come from CIL funds).*

19. REPORT ON CEMETERY PLOTS

*RECOMMENDED:*

- (i) That Town Council receive and note the report from KTC staff on the current plot availability at Keynsham Cemetery.*
- (ii) That Town Council approve the proposed new sections planned for the Cemetery (as per the report).*
- (iii) That Town Council revisit the need to purchase additional land for the Cemetery in approximately 3 years' time (as required).*

20. PROPOSED AGREEMENT FOR HIRE OF MUSIC STUDIO

*RECOMMENDED:*

*That Town Council approve that the agreement be amended to include the following clauses/points:*

- a) No illegal software or music be downloaded and that responsible supervision of the use of the Studio and equipment should be in place at all times to prevent this action.*
- b) Keys to the TimeOut building and Studio be collected, signed out, returned, and signed in on the day of hire.*
- c) The hire cost be per hour to be determined by Council – figures to be presented at the meeting.*
- d) The refundable deposit (dependent of any breakages or losses of equipment) for use of the room and equipment to be determined by Council – figures to be presented at the meeting.*

21. UTILITY AID

The Town Clerk gave a verbal update and a report from Utility Aid will be presented at future Finance and Policy Committee meeting. No action needs to be taken until later in the year as the Town Council contract with DRAX for electric does not expire until March 2023.

22. FIRE SERVICE QUOTATION FOR 2022

*RESOLVED:*

*To receive and note a quotation for fire alarm maintenance at the Temple Street offices.*

23. DATE OF NEXT MEETING

To note that the date and time of the next meeting is **Tuesday 19<sup>th</sup> July 2022 at 6.30 p.m. in the Baptist Church.**

The meeting ended at 8.15 p.m.

..... (Chairman)

Dated: .....

DRAFT