

# KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Tuesday 13<sup>th</sup> September 2022 at 6.30pm in the Baptist Church, Keynsham

## 61. APOLOGIES FOR ABSENCE

Cllr Andy Halliday gave his apologies.

## 62. DECLARATIONS OF INTEREST

There were none.

## 63. DISPENSATIONS

There were none.

## 64. RECORD OF PREVIOUS MEETINGS

*RESOLVED:*

*That the Minutes of the Finance Committee meeting held on 16<sup>th</sup> August 2022 (previously circulated) be confirmed as a true record and signed by Cllr D Cooper (Chairman).*

## 65. PUBLIC PARTICIPATION

There was none.

## 66. FINANCIAL MONTHLY REPORTS

*RESOLVED:*

*That the Finance and Policy Committee approved the August Bank Statements and Bank Reconciliations and that they be signed by Cllr D Cooper (Chairman)*

*That the RFO undertake a fact-finding exercise in respect of electric vans and report back at a future meeting.*

## 67. PSDF FACTSHEET

*RESOLVED:*

*That the PSDF factsheet was received and noted.*

68. PUBLIC SECTOR DEPOSIT ACCOUNT (CCLA)

*RESOLVED:*

*That the information was received and noted.*

69. DRAX – TOWN COUNCIL ELECTRIC SUPPLIERS TERMS AND CONDITIONS CHANGING

*RESOLVED:*

- a) That it was noted that Utility Aid have not been able to find any suitable new contracts with the constant movements in the energy markets recently.*
- b) That the Responsible Financial Officer and Town Clerk will contact Drax in respect of obtaining figures for a new fixed term deal with Drax from 1<sup>st</sup> April 2023.*
- c) That the Town Council appoint Clear Solutions (recommended by NALC) a free energy deal sourcing company to seek alternative quotes for fixed term contracts from 1<sup>st</sup> April 2023.*
- d) That all quotes be brought back to Finance and Policy Committee as soon as possible.*
- e) That the above recommendations be taken to full Council.*

70. DEFIBRILLATOR FOR MANOR ROAD

*RESOLVED:*

*That Finance and Policy Committee recommend to Town Council that the defibrillator be purchased.*

71. QUOTES FOR COTONEASTER TREE

*RESOLVED:*

*That Finance and Policy Committee recommend to Town Council to accept the quote for a Cotoneaster Wateri tree from Company B.*

72. QUOTES FOR SWING REPAIRS

*RECOMMENDED:*

*That Finance and Policy Committee recommend to Town Council to accept Quote 3.*

73. SAAA OPT-OUT COMMUNICATION

*RESOLVED:*

*That Finance and Policy Committee recommend to Town Council that they do not opt out of the SAAA central external auditor appointment arrangements.*

74. CEMETERY CHARGES

*RESOLVED:*

*That Finance and Policy Committee approved the revised Cemetery charges in relation to VAT.*

75. FIDELITY INSURANCE

*RESOLVED:*

*That the Finance and Policy Committee recommend to Town Council that it re-visits increasing its Fidelity Insurance to £2,000.000 when renewing our three-year term insurance contract in August 2023.*

76. UPDATE ON CAPITAL PROJECTS

a) Keynsham Cemetery and Chapel

*RESOLVED:*

- (i) That the report was received and noted.*
- (ii) That the Finance and Policy Committee recommend to full Council that the Town Clerk can seek tenders from suitable suppliers to commission an asbestos report.*
- (iii) The Town Clerk to report back with any responses to Council for a decision on whether to appoint someone.*

b) Manor Road Pavilion

*RESOLVED:*

*That the report was received and noted.*

c) Fox and Hounds Lane Conservation Area and The Paddock

*RESOLVED:*

*That the report was received and noted.*

77. LITTER BINS AND DOG WASTE BINS SOMERDALE

*RESOLVED:*

- a) That the report was received and noted.*
- b) That Finance & Policy recommend to full Council to charge to Green Square Accord the purchase and installation costs of one dog waste bin and one litter bin.*
- c) That Finance & Policy recommend to full Council to charge monthly to Green Square Accord the cost of emptying one dog waste bin and four standard bins on the Somerdale Estate and that this charge should be subject to an annual review.*

*It was also noted that the RFO would provide clarification at the next Town Council meeting regarding whom would be overly responsible for the new installed bins from an insurance perspective.*

78. PHOTOGRAPHS AT COUNCIL EVENTS POLICY

**RESOLVED:**

*That the verbal report was received and noted, and this is listed as an item on a future Agenda of the Committee once further consultation from specialists had been sought.*

79. SLCC MEMBERSHIP

**RESOLVED:**

*That Finance and Policy Committee recommend to Town Council to purchase SLCC membership for Alan Jenner, the Assistant Town Clerk, and receive a contribution of £19 from Corston Parish Council for the fee so it can have access to the membership benefits through its Clerk Alan Jenner.*

80. DATE OF NEXT MEETING

**RESOLVED:**

*That the next meeting is Tuesday 13<sup>th</sup> October 2022 at 6.30p.m. in the Baptist Church.*

81. EXCLUSION OF PRESS AND PUBLIC

No press or public were present at the meeting.

82. OFFICE MOVE

**RESOLVED:**

- (i) That the report was received and noted.*
- (ii) To recommend to full Council to accept tender A and appoint as Architect.*
- (iii) To recommend to full Council to authorise the Town Clerk to seek tenders for a company to undertake a measured building survey and to report back with responses to the tender invitation as soon as possible.*

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Chairman

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Date