

# KEYNSHAM TOWN COUNCIL

## Minutes of the Finance & Policy Committee meeting held on Tuesday 11<sup>th</sup> October 2022 at 6.30pm in the Baptist Church, Keynsham

PRESENT: Councillors C Fricker, B Simmons, H MacFie, A McGuiness, D Biddleston

IN ATTENDANCE: Ian Kent – Responsible Financial Officer

### 83. APOLOGIES FOR ABSENCE

Cllrs Andy Halliday and Deb Cooper gave their apologies.

### 84. DECLARATIONS OF INTEREST

There were none.

### 85. DISPENSATIONS

There were none.

### 86. RECORD OF PREVIOUS MEETINGS

**RESOLVED:**

*That the Minutes of the Finance Committee meeting held on 13<sup>th</sup> September 2022 (previously circulated) be confirmed as a true record and signed by Cllr H MacFie (Vice Chairman).*

### 87. PUBLIC PARTICIPATION

There was none.

### 88. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 27<sup>TH</sup> SEPTEMBER 2022

**RESOLVED:**

*It was noted that the following sums (incl VAT) were paid:*

- i) £840 for staff first aid training*
- ii) £132 for additional desk phones*

### 89. FINANCIAL MONTHLY REPORTS

**RESOLVED:**

*That the Finance and Policy Committee approved the September Bank Statements and Bank Reconciliations and that they be signed by Cllr H MacFie (Vice Chairman)*

90. UPDATE ON ENERGY CONTRACTS

**RESOLVED:**

*The verbal update on the situations concerning Drax and Clear Solutions were noted.*

91. FLAGSTONE INVESTMENTS

**RESOLVED:**

*It was received and noted that:*

- i) £160,000 has been transferred from the Council's Business Premium account to our Flagstone investment holding account.*
- ii) That two investments of £80,000 each have been made using these funds:  
(1) HSBC Bank – 12 months at 3.87%  
(2) Aldermore – 18 months at 3.75%.*

92. CONCLUSION OF AUDIT FOR THE YEAR ENDED 31 MARCH 2022

**RESOLVED:**

- i) It was noted that the audited AGAR was displayed on the Council office window and posted on the website on 26 September 2022 to meet the 30 September statutory deadline. This was communicated to the Chair of this Committee at the time.*
- ii) To recommend to Town Council that the AGAR and Conclusion of Audit are approved.*

93. NEW TABLET AND DATA PLAN FOR YOUTH SERVICE

**RESOLVED:**

*To defer this item to the next meeting.*

94. COMMUNITY QUILT OWNERSHIP

**RESOLVED:**

*To recommend to Town Council to agree the transfer of the Quilt and the associated insurance addition.*

95. PASSWORD MANAGER SUBSCRIPTION FOR OFFICE STAFF

**RESOLVED:**

*To recommend to Town Council to purchase a subscription to 1password.*

96. MANOR ROAD FOOTBALL PITCHES

*RESOLVED:*

*To authorise the Council to produce a flier, outlining the booking and payment process, that can be handed out to those using the pitches without the Council's prior knowledge and for placing on the noticeboard at Manor Road.*

97. DOWNFIELD PLAY AREA REDESIGN QUOTATIONS

*RESOLVED:*

- i) To recommend to Town Council to upgrade the play area.*
- ii) To recommend that Town Council decides on which quotation to accept.*

98. UNISON SUBSCRIPTIONS

*RESOLVED:*

*To receive and note the attached communication from Unison and that the review was undertaken by the Town Clerk with no changes necessary.*

99. PURCHASE OF XMAS LIGHTS FOR XMAS TREE AT ST JOHNS

*RESOLVED:*

*To recommend that Town Council decide on which quotation to accept as further information will be presented at the next meeting.*

100. DATE OF NEXT MEETING

*RESOLVED:*

*That the next meeting is Tuesday 15<sup>th</sup> November 2022 at 6.30p.m. in the Baptist Church.*

.....  
*Chairman*

.....  
*Date*