

KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Tuesday 7th March 2023 at 6.30pm in the Town Council Office

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

IN ATTENDANCE: Amanda Hazell – Responsible Financial Officer & Dawn Drury – Town Clerk

148. APOLOGIES FOR ABSENCE

Apologies received and accepted from Councillor D Biddleston.

149. DECLARATIONS OF INTEREST

There were none.

150. DISPENSATIONS

There were none.

151. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the Minutes of the Finance & Policy Committee meeting held on 7th February 2023 (previously circulated) be confirmed as a true record and signed by Cllr D Cooper (Chairman).

152. PUBLIC PARTICIPATION

There was none.

153. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 14th FEBRUARY 2023

In accordance with the Schedule of Delegation approved on 22nd April 2021, to note the delegated decision made in advance of the February 2023 scheduled payments taken by the Town Clerk in consultation with Members.

RESOLVED:

To note there were none.

154. FINANCIAL MONTHLY REPORTS – MONTH 10

RESOLVED:

That the financial reports for month 10 be approved.

155. FINANCIAL MONTHLY REPORTS – MONTH 11

RESOLVED:

That the financial reports for month 11 be approved.

156. FLAGSTONE INVESTMENTS

RESOLVED:

That the update on investments be received and noted.

157. INTERNAL AUDIT JANUARY 2023 REPORT AND RECOMMENDATIONS

RESOLVED:

To receive and note the internal audit report from January 2023.

158. 2023-2024 FEES AND CHARGES (Attached)

RESOLVED:

- (i) To receive and note the fees and charges as proposed for the Cemetery, Manor Road and Photocopying.*
- (ii) To make a recommendation to Town Council as follows:
Cemetery – increase of 5% for in Parish Charges and 10% for out of Parish Charges.
Printing – 10% for A4 (colour and black and white), A3 colour 50p black and white 25p. Officers to calculate the cost of laminating.
Manor Road – To be reviewed in August when Pavilion works are completed.*

159. PUBLIC SECTOR DEPOSIT FUND FACT SHEET JANUARY 2023

RESOLVED:

To receive and note the report.

160. QUOTE FOR GAMING COMPUTERS (Attached)

RESOLVED:

- (i) To consider the quotation for two gaming computers.*
- (ii) To recommend to Town Council to obtain more information on usage and request a risk analysis.*

161. BRISTOL CITY COUNCIL PENALTY CHARGE NOTICE 31ST JAN 2023 (Attached)

RESOLVED:

To receive and note the information in respect of a penalty notice.

162. WORKNEST H & S AUDIT FEBRUARY 2023

RESOLVED:

To receive and note the WorkNest H & S audit report from February 2023.

163. KEYNSHAM TOWN COUNCIL INVESTMENT STRATEGY & POLICY

RESOLVED:

- (i) To receive and note the Keynsham Town Council Investment Strategy & Policy.*
- (ii) To note that the document is to be adopted at the May Annual Town Council meeting.*

164. OVERFLOW STATION CAR PARK, KEYNSHAM ROAD

RESOLVED:

- (i) To receive and note the information.*
- (ii) To recommend to Town Council to decline the invite to quote.*

165. DATE OF NEXT MEETING

RESOLVED:

To note that the date and time of the next meeting is Tuesday 11th April 2023 at 6.30 p.m. in the TOWN COUNCIL OFFICE.

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Chairman

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Date

Meeting finished at 7.15 p.m.