

KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Thursday 18th May 2023 at 6.30pm in the Town Council Office

PRESENT: Councillors A Wait (Chair) C Fricker, C Leonard, M Woodward and A Halliday (Substitute for Cllr M Burton)

IN ATTENDANCE: Amanda Hazell – Responsible Financial Officer

1. MEMBERSHIP

RESOLVED:

- (i) *To note that Councillors Souzan Alenshasy, Martin Burton, Chris Davis, Clive Fricker, Caroline Leonard, Andy Wait and Martin Woodward are the appointed members of the Committee for the Municipal Year 2023/2024, as agreed at the Annual Meeting of the Town Council on 11th May 2023.*
- (ii) *Chair of Committee as voted in the Full Council on 11th May 2023 is Cllr Andy Wait with Vice Chair Cllr Martin Burton.*

2. APOLOGIES FOR ABSENCE

Apologies received and accepted from Councillor M Burton. Councillors S Alenshasy and C Davis not in attendance.

3. DECLARATIONS OF INTEREST

Councillor A Wait declared an interest on item 25 Youth Festival Budget.



4. DISPENSATIONS

There were none.

5. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the Minutes of the Finance & Policy Committee meeting held on 11th April 2023 (previously circulated) be confirmed as a true record.

6. PUBLIC PARTICIPATION

There was none.

7. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 7th MARCH 2023

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

RESOLVED:

1. *Trellis panels for Cemetery Rose Garden £583.33 plus vat.*
2. *Climbing roses at £306 includes 15% discount for purchase before 18th April.*
3. *Dynabook Computer for Music Studio Manager £746 plus vat.*
4. *URGENTLY needed to ensure the safety of a piece of play equipment in upper Memorial Play area. 5 x PWS-AAU0630&FXG Clamp 2.38In and loose fixings @ £181.00 each less 10% discount @ £162.90 each - £814.50.*

8. FINANCIAL MONTHLY REPORTS – MONTH 12

RESOLVED:

That the Financial reports be received in June 2023 after the year end close down.

9. REVIEW OF STANDING ORDERS

RESOLVED:

That the review of Standing Orders be approved and recommended to Council.

10. REVIEW OF FINANCIAL REGULATIONS

RESOLVED:

That the review of Financial Regulations be approved and recommended to Council.

11. TERMS OF REFERENCE

RESOLVED:

That the Terms of Reference for Committees, Sub-Cttees and Working Groups be approved and recommended to Council.

12. FLAGSTONE INVESTMENTS



RESOLVED:

That the update on investments be received and noted.

13. INVESTMENT END DATE

RESOLVED:

To investigate other investment options and make recommendations to Council.

14. REVIEW OF EARMARKED RESERVES AND BUDGET VIREMENTS

RESOLVED:

- i) That the virements are approved and recommended to Council.*
- ii) That the EMR transfer be investigated as EMR 350 should transfer to Keynsham Now.*

15. ASSET REGISTER ANNUAL REVIEW

RESOLVED:

That the Asset Register had been reviewed and approved.

16. DIRECT DEBITS FOR FINANCIAL YEAR 2023/24

RESOLVED:

- (i) That the direct debits be approved.*
- (ii) Recommend to Full Council that the Direct Debits for 2023/24 be approved.*

17. ST JOHN'S PTA GRANT PAYMENT

RESOLVED:

That the grant application is not approved. Criteria not met.



18. THE PADDOCK, HERITAGE ASSESSMENT QUOTES

RESOLVED:

- (i) That the quote for £1,795 be approved.*
- (ii) To make recommendation to Council on the decision.*

19. ACCESSIBILITY SWING SEAT QUOTES

RESOLVED:

To contact organisations that use the swing for advice on the best swing for users.

20. PAVILION MANOR ROAD DEFIBRILLATOR

RESOLVED:

That the item be deferred to gather two more quotes.

21. PAVILION ALARM

RESOLVED:

- (i) That the quote for the intruder alarm be approved and recommended to Council.*
- (ii) Make the recommendation to Council that the fire alarm and CCTV is not approved.*

22. B&NES FOOTPATH AGENCY

RESOLVED:

That the information be received and noted.

23. SOVISION PRICE INCREASE

RESOLVED:

That the price increase be received and noted.

24. MINISTER CLEANING PRICE INCREASE

RESOLVED:

- i) That the price increase be received and noted.*
- ii) That the contract is checked, and if not bound by the contract, quotes gathered for the next meeting.*

25. NOVA FEST BUDGET



RESOLVED:

- i) Councillor A Wait declared an interest.*
- ii) That the budget be revisited and produce a detailed breakdown of all costs.*
- iii) That the budget includes income from sales of t-shirt and wristbands.*
- iv) That the food vouchers are re-negotiated with the festival organisers.*
- v) Accept the quote from the Music Festival organisers for infrastructure.*

26. FINANCE FOR COUNCILLORS' TRAINING

RESOLVED:

That the members contact the RFO with a preference on the date of the training to be undertaken for the RFO to make the booking.

27. DATE OF NEXT MEETING

RESOLVED:

That the next meeting is **Tuesday 13th June 2023** at 6.30p.m. in the Town Council Office.

The End of Year Audit is to take place on 16th June 2023 and the Committee 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 an ad hoc meeting to be arranged.

IMPORTANT NOTE: Further meeting on the 20th June 2023 at 7 p.m. in The Space prior to the Full Council meeting.

The meeting finished at 7.50p.m.

Signed

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[Handwritten Signature]
Chairman

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13 06 23
Date

