

# KEYNSHAM TOWN COUNCIL

## Minutes of the Finance & Policy Committee meeting held on Tuesday 18<sup>th</sup> July 2023 at 7.30pm in the Town Council Office

PRESENT: Councillors M Burton (Chair), C Davis, C Fricker, S Alenshasy,

IN ATTENDANCE: Amanda Hazell – Responsible Financial Officer

### 44. APOLOGIES FOR ABSENCE

Apologies received and accepted from Councillors A Wait and C Leonard.

### 45. DECLARATIONS OF INTEREST

There were none.

### 46. DISPENSATIONS

There were none.

### 47. RECORD OF PREVIOUS MEETINGS

#### **RESOLVED:**

*That the Minutes of the Finance & Policy Committee meeting held on 20<sup>th</sup> June 2023 (previously circulated) be confirmed as a true record and signed by the Chair.*

### 48. PUBLIC PARTICIPATION

*There were none.*

### 49. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 18<sup>th</sup> May 2023

In accordance with the Schedule of Delegation approved on 22<sup>nd</sup> 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:**

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

MB

3 x Galaxy Tablets (One to replace a broken Councillor tablet, one for Grounds Maintenance Team – play area inspection App and photos and one for Youth Service for outreach work). Cost includes labour for set up by SoVision £801.00 plus VAT.

Manor Road Pavilion for the phase 2 works in the sum of £20,376 (sum already agreed within the budget for the works) the invoice due date was 28<sup>th</sup> June 2023, hence the urgency of this request.

## 50. FINANCIAL MONTHLY REPORTS – MONTH 2 & 3

### **RESOLVED:**

- (i) That the Financial reports for month 2 - May be received and noted.
- (ii) That the Financial reports for month 3 – June be received and noted.
- (iii) That the Bank Reconciliations for month 2 & 3 – May and June 2023 be confirmed as correct and signed off against the relevant bank statements by Councillor A Wait.

## 51. FLAGSTONE INVESTMENTS

### **RESOLVED:**

That the update on investments be received and noted.

## 52. CHANGE TO INTEREST RATE

### **RESOLVED:**

That the information on the interest rate be received and noted.

## 53. INTERNAL AUDIT REPORT

### **RESOLVED:**

That the internal audit report be received and noted.

## 54. POLICIES

### **RESOLVED:**

- i) To receive and note the changes to the following policies:
  - a) Financial Regulations
  - b) Bad Debt Policy
  - c) CIL & s106 Policy
  - d) Co-option Policy
- ii) To recommend to Council that the Financial Regulations, Bad Debt and Co-Option be approved with changes made.
- iii) Officers to investigate why CIL cannot be given as grants.

MB

- iv) *The Committee were reminded, as stated in the Financial Regulations, they have delegated authority for up to £5,000 per agenda item for expenditure on revenue items.*

**55. OUTSOURCING PAYROLL**

**RESOLVED:**

- i) *That the quote C be accepted.*
- ii) *To make recommendation to Council to accept quote C.*

**56. CHRISTMAS LIGHTS ADAPTATION**

**RESOLVED:**

*To approve adapting column 2 at a cost of £294.98 and to hire a further motif to go on it at a cost of £298.00 a year.*

**57. REPLACEMENT COMMUNITY NOTICE BOARD – CHANDAG ROAD**

**RESOLVED:**

*To approve the purchase of option B.*

**58. GRANT APPLICATION**

**RESOLVED:**

*To deny the grant application. Officers to write to the applicant with an explanation and include a copy of the policy.*

**59. ASSET REGISTER**

**RESOLVED:**

*That the quote be approved.*

**60. INSURANCE**

**RESOLVED:**

*To recommend to Council delegated powers be given to the Town Clerk when all quotes have been received. The decision to be made with the Chair and Deputy Chair of the Council and the Chair and Deputy Chair of Finance and Policy.*

61. DATE OF NEXT MEETING

**RESOLVED:**

*That the next meeting is Tuesday 15<sup>th</sup> August 2023 at 6.30p.m. in the Council Office.*

62. TRADE UNION AND LABOUR RELATIONS (Consolidation) Act 1992: Notice to Employer of ballot results

**RESOLVED:**

*That the notice be received and noted.*

The meeting finished at 8.25p.m.

Signed

*M. C. Bullock*

Chairman

*15/8/23*

Date