

KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Tuesday 10th October 2023 at 6.30pm in the Town Council Office

PRESENT: Councillors A Wait (Chair), C Fricker, S Alenshasy, E Cannon and C Davis.

IN ATTENDANCE: Amanda Hazell – Responsible Financial Officer

96. APOLOGIES FOR ABSENCE

Apologies received and accepted from Councillors M Burton and C Leonard.

97. DECLARATIONS OF INTEREST

The following declarations of interest were made:

- (i) Councillor Andy Wait – Item 12 Music Festival
- (ii) Councillor Clive Fricker – Item 12 Music Festival
- (iii) Councillor Chris Davis- Item 12 Dial-a-Ride

98. DISPENSATIONS

There were none.

99. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the Minutes of the Finance & Policy Committee meeting held on 12th September 2023 (previously circulated) be confirmed as a true record and signed by the Chair.

100. PUBLIC PARTICIPATION

There was none.

101. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 19th September 2023

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

RESOLVED:

There were none.

102. FINANCIAL MONTHLY REPORTS – MONTH 6

RESOLVED:

- (i) That the Financial reports for month 6 - September be received and noted.
- (ii) That the Bank Cash and Investment Reconciliation for month 6 - September be received and noted.
- (iii) That the Balance Sheet for month 6 - September be received and noted.
- (iv) That the Bank Reconciliations for month 6 - September be confirmed as correct and signed off against the relevant bank statements by Councillors A Wait and C Davis.
- (v) That the Bank Statements for month 6 - September be received and noted.

103. FLAGSTONE INVESTMENTS

RESOLVED:

- (i) To accept the replacement HSBC investment for 6 months at 5.35% and Aldermore for 6 months at 5.40%
- (ii) That the update on investments be received and noted.

104. PSDF FACTSHEET

RESOLVED:

That the PSDF Factsheet be received and noted.

105. CONCLUSION OF AUDIT

RESOLVED:

That the Conclusion of Audit for financial year 2022/23 be received and noted.

106. POLICIES

RESOLVED:

That the following policies are approved and recommended to Council:

- (i) Freedom of Information Policy, Request form and Model Publication Scheme.
- (ii) Vexatious Communications and Complaints Policy.
- (iii) Financial Risk and Reserves Policy.

107. OUTSIDE BODY FUNDING APPLICATION

RESOLVED:

That the following funding applications be approved and recommended to Council.

- (i) Keynsham in Bloom.
- (ii) Dial-a-Ride.
- (iii) Keynsham Music Festival.

To confirm to new Councillors, these funding applications are made to outside organisations who have taken over Keynsham Town Council services.

108. ENVIRONMENT AND SUSTAINABILITY BUDGET 24/25

RESOLVED:

That the budget for Environment and Sustainability for 2024-2025 be received and noted.

109. MANOR ROAD PITCH FEES - KEYNSHAM RANGERS

RESOLVED:

That the request for pitch fees instalments be received and noted.

110. AVON PENSION FUND – NET ZERO

RESOLVED:

That the Councillors complete the survey individually.

111. FESTIVE ILLUMINATIONS

RESOLVED:

To go back to B&NES with the following questions:

- (i) Can the increase of £980.49 please be explained?
- (ii) Why should the “Merry Christmas from Keynsham Town Council” be disposed of?
- (iii) How much would a replacement cost?
- (iv) Accept the proposal for the Fountain Display to be moved to a column near St Johns Church.

112. WORKNEST CONTRACT

RESOLVED:

That the 5-year contract be accepted and recommended to Council.

113. CORPORATE GOVERNANCE

RESOLVED:

That the timetable for the Corporate Governance be approved and recommended to Council.

114. NOVA FEST EVALUATION

RESOLVED:

That the document does not include information the Council wishes to see. It is clear that the evaluation document was written to apply for funds for next year. It has not informed Council of how the funding was spent. We would like to go back to the Youth Team and request a clearer document on what the Council is expecting covering the following points:

- (i) How was the funding spent?
- (ii) Evidence on the spend.
- (iii) What were the aims and objectives?
- (iv) Were the aims and objectives met?
- (v) Lessons learned. With clear documentation on how to make changes next year.

115. DATE OF NEXT MEETING

RESOLVED:

That the next meeting is **Tuesday 14th November 2023** at 6.30p.m. in the Council Office.

The meeting finished at 8.45p.m.

Signed

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Chairman

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Date