

# KEYNSHAM TOWN COUNCIL

## Minutes of the Finance & Policy Committee meeting held on Tuesday 14<sup>th</sup> November 2023 at 6.30pm in the Town Council Office

PRESENT: Councillors A Wait (Chair), C Fricker, S Alenshasy, M Burton, C Leonard, A Greenfield and C Davis.

IN ATTENDANCE: Amanda Hazell – Responsible Financial Officer

### 115. APOLOGIES FOR ABSENCE

No apologies received.

### 116. DECLARATIONS OF INTEREST

There were no declarations of interest made.

### 117. DISPENSATIONS

There were none.

### 118. RECORD OF PREVIOUS MEETINGS

#### **RESOLVED:**

That the Minutes of the Finance & Policy Committee extra ordinary meeting held on Thursday 9<sup>th</sup> November 2023 (previously circulated) be confirmed as a true record and signed by the Chair.

### 119. PUBLIC PARTICIPATION

There was none.

### 120. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 9<sup>th</sup> NOVEMBER 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 November 2023 scheduled payments taken by the Town Clerk in consultation with Members.

To purchase a replacement Draytek router from SoVision to replace the BT router to ensure connection to the server - £375.

**RESOLVED:**

That the delegated action be noted.

**121. FINANCIAL MONTHLY REPORTS – MONTH 7**

**RESOLVED:**

- (i) That the Financial reports for Month 7 - October be received and noted.
- (ii) That the Bank Cash and Investment Reconciliation for Month 7 - October be received and noted.
- (iii) That the Balance Sheet for Month 7 - October be received and noted.
- (iv) That the Bank Reconciliations for Month 7 - October 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 7 - October be received and noted.

**122. FLAGSTONE INVESTMENTS**

**RESOLVED:**

- (i) For the RFO to investigate the complications of having two investments with the same bank regarding the protection and get advice from the Internal Auditor.
- (ii) That the update on investments be received and noted.

**123. BUDGET REVIEW REPORT MONTH 7**

**RESOLVED:**

- (i) That the Budget Review Report be received and noted.
- (ii) That the following changes be made to the report:
  - Enlarge the pie chart.
  - Take out the salaries from the pie chart.
  - Add the percentages to the pie chart.
  - Insert an end date on the ERM report.
  - Create a presentation on the Financial Position including projected spend until the end of the year.

**124. CCLA ACCOUNT**

**RESOLVED:**

- (i) For the RFO to confirm the protection will cover 2 separate accounts.
- (ii) To open a second account if covered by insurance.

**125. GATE AT UPPER MEMORIAL PARK**

**RESOLVED:**

That the information from B&NES be received and noted.

**126. CEMETERY SOILBOX**

**RESOLVED:**

That quote 2 be accepted.

**127. PLAY INSPECTION APP**

**RESOLVED:**

To accept to use the free app for play inspections.

**128. TIMEOUT RISK ASSESMENT**

**RESOLVED:**

That the Risk Assessment be deferred to the Personnel Committee.

**129. TREE INSPECTION SLA**

**RESOLVED:**

- (i) That the SLA be received and noted
- (ii) Recommend to Council to accept the SLA agreement.

**130. DATE OF NEXT MEETING**

**RESOLVED:**

That the next meeting is **Tuesday 5<sup>th</sup> December 2023** at 6.30p.m. in the Council Office.

The meeting finished at 7.15p.m.

Signed

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*Chairman*

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*Date*