

KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Tuesday 9th January 2024 at 6.30pm in the Town Council Office

PRESENT: Councillors A Wait (Chair), C Fricker, A Greenfield, C Davis and C Leonard

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

147. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor M. Burton. Councillor S Alenshasy noted as absent.

148. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

149. DISPENSATIONS

There were none.



150. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the Minutes of the Finance & Policy Committee meeting held on Tuesday 5th December 2023 (previously circulated) be confirmed as a true record and signed by the Chair.

151. PUBLIC PARTICIPATION

There was none.

152. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 9th NOVEMBER 2023

In accordance with the Schedule of Delegation approved on 22nd April 2021, to note the delegated decision made in advance of the January 2024 scheduled payments taken by the Town Clerk in consultation with Members.

RESOLVED:

That there were no delegated actions.

153. FINANCIAL MONTHLY REPORTS – MONTH 9

RESOLVED:

To receive and note:

- (i) Budget Monitoring (Month 9 – December 2023)
- (ii) Bank Cash and Investment Reconciliation (Month 9 – December 2023)
- (iii) Balance sheet (Month 9 – December 2023)
- (iv) Bank Reconciliations for Cash Books 1 - 5 – (Month 9 – December 2023)
- (v) Receipts and Payments Report for Cash Books 1 - 5 – (Month 9 – December 2023)
- (vi) Bank Statements – Cash Books 1,2 and 3, Public Sector Deposit Fund (to follow) and the Flagstone account (Month 9 – December 2023)

154. FLAGSTONE INVESTMENTS

RESOLVED:

That the update on investments be received and noted.

155. UPDATES FROM THE RFO

RESOLVED:

That the updates from the RFO be received and noted.

156. BUDGET REVIEW REPORT - MONTH 9

RESOLVED:

That the Budget Review Report Month 9 be received and noted.



157. INTERNAL AUDIT REPORT

RESOLVED:

- (i) That the Internal Audit Report be received and noted.
- (ii) That the Bank Reconciliation will in future be initialled by the RFO, and initialled by a Councillor as evidence that it has been checked.
- (iii) That the Aged Debtors' listings will be taken to Finance Committee meetings quarterly (Months 3,6,9 and 12) for review and any action to be taken on amounts overdue to the Council. The office staff will meet monthly to monitor the debtors.

158. POLICIES

RESOLVED:

That the following Policies be reviewed, and a recommendation be made to Council to approve:

- (i) Standing Orders (Amended).
- (ii) Financial Regulations (Revised).
- (iii) Confidentiality and Data Protection Policy – Youth Service.

159. HYDRAULIC SHORING



RESOLVED:

- (i) That the 2 quotes for the required Hydraulic Shoring be received.
- (ii) That quote 1 be approved and to inform Town Council of the decision.

160. CIL CHARGING SCHEDULE

RESOLVED:

That the information regarding the CIL Charging Schedule be received and noted.

161. SYCAMORE TREE – FOX AND HOUNDS LANE KEYNSHAM

RESOLVED:

- (i) That the quote for the tree removal be received.
- (ii) That the quote is approved, if the third party insurers refuse to pay for the removal of the tree.
- (iii) To recommend to Town Council to approve the quote, if required.

162. AVON PENSION FUND CLIMATE TARGETS

RESOLVED:

That the information on the Avon Pension Fund Climate Targets be received and noted.

163. BWS

RESOLVED:

That the information received from BWS be received and noted.

164. TIMEOUT GENERAL RISK ASSESMENT

RESOLVED:

- (i) That the Risk Assessment be received.
- (ii) That the Assessment be updated with up-to-date figures and mitigating circumstances.
- (iii) That the updated assessment be presented to Council.

165. DATE OF NEXT MEETING

RESOLVED:

That the next meeting is **Tuesday 13th February 2024** at 6.30p.m. in the Town Council Office.

166. EXCLUSION OF PRESS AND PUBLIC:

In accordance with Standing Order 3(d) to **RESOLVE** that pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted. Agenda Items 21 & 22 - to progress sensitive issues.

167. 2024/2025 BUDGET

RESOLVED:

- (i) To receive the budget and corresponding papers.
- (ii) To make the following changes to the existing budget to take into account the comments from the Town Council meeting on the 12th December 2023:
 - a. Add a budget line for Staff Overtime Costs.
 - b. To not decrease the Tree budget.
 - c. To not add a budget line for Tourism.
 - d. That the Youth Fest cost be funded from the S106 funding from the EMR.
 - e. That the NPD be funded from the EMR.

(iii) To recommend that Town Council approve the final 2024/2025 budget.

168. 2024/2025 PRECEPT

RESOLVED:

- (i) That the 2024/2025 Precept calculations be received.
- (ii) That the Committee recommends to Town Council to make a decision on a Precept increase of 5%, 6% or 7% based on the figures supplied for the Financial Year 2024/2025.

The meeting finished at 7.40 p.m.

Signed:

.....
Chairman



.....
Date

130224