

KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Tuesday 13th February 2024 at 6.30pm in the Town Council Office

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

IN ATTENDANCE: Amanda Hazell – Responsible Financial Officer

169. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor C Leonard. Councillor S Alenshasy noted as absent.

170. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

171. DISPENSATIONS

There were none.



172. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the Minutes of the Finance & Policy Committee meeting held on Tuesday 9th January 2024 (previously circulated) be confirmed as a true record and signed by the Chair.

173. PUBLIC PARTICIPATION

There was none.

174. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 16th JANUARY 2024

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

RESOLVED:

That there were no delegated actions.

175. UPDATES FROM THE RFO

RESOLVED:

That the updates from the RFO be received and noted.

176. BUDGET REVIEW REPORT - MONTH 10

RESOLVED:

That the Budget Review Report Month 10 be received and noted.

177. FINANCIAL MONTHLY REPORTS – MONTH 10

RESOLVED:

To receive and note:

- (i) Budget Monitoring (Month 10 – January 2024)
- (ii) Bank Cash and Investment Reconciliation (Month 10 – January 2024)
- (iii) Balance sheet (Month 10 – January 2024)
- (iv) Bank Reconciliations for Cash Books 1 - 5 – (Month 10 – January 2024)
- (v) Receipts and Payments Report for Cash Books 1 - 5 – (Month 10 – January 2024)
- (vi) Bank Statements – Cash Books 1,2 and 3, Public Sector Deposit Fund and the Flagstone account (Month 10 – January 2024)



178. FLAGSTONE INVESTMENTS

RESOLVED:

That the update on investments be received and noted.

179. DRAFT COUNCIL TAX LEAFLET 2024-2025

RESOLVED:

- (i) That the Council Tax Leaflet for 2024/2025 be approved for publishing on the B&NES and the Town Council website with the following changes:
 - a. Insert Youth Festival under Youth Services.
 - b. Add in "Support" to the Music Festival.
 - c. Include Spring Show under Events.
 - d. In Outdoor Costs, take out staffing and vans and insert the word Maintaining.
 - e. Activities Expenditure, remove GWR Expenditure and insert Station Artwork.
 - f. Under Grants/Projects remove the word Projects. Add Environmental Grants.
 - g. On the budget second page insert the word "grant" after Music Festival.

- h. To check with the Clerk if 23/24 budget column can be removed.
- (ii) To make the recommendation to Council to approve the leaflet with the above changes being made.

180. POLICIES

RESOLVED:

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

- (i) Adverse Weather Policy.
 - a. Item 5.5 – Town Clerk to make the decision on sending staff home and inform the Councillors of the decision.
- (ii) Petty Cash Policy and Procedure.
 - a. Item 2.7 add in the word “VAT” before receipt.

181. ANNUAL FINANCIAL RISK MANAGEMENT REVIEW 2024 -2025

RESOLVED:

To recommend to Council to approve the Annual Financial Risk Management with the following changes:

- a. Top of page 3 – remove spouse and insert anyone.
- b. Page ten – Has the investigation of the key man been completed?

182. INTERNAL FINANCIAL CHECKS



RESOLVED:

That the Internal Finance Check form be approved and to begin using them in March 2024. The RFO to sign that the tasks have been completed, the Clerk to confirm and two Councillors to countersign.

183. DEBTORS LETTERS

RESOLVED:

That the Debtor letters be approved with the following changes:

- a. In the 60 day letter include a warning of we will no longer be able to do business with you if the invoice is not paid.
- b. In the 90 day letter include “The Council will no longer be doing business with your Company”.

184. CHANGING BANK ACCOUNTS

RESOLVED:

- (i) To approve changing bank accounts to Unity Trust.
- (ii) To recommend to Council to change the bank account to Unity Trust.

185. CIL PAYMENT

RESOLVED:

That the information received regarding the CIL payment be received and noted.

186. TRIPOD LADDER

RESOLVED:

- (i) That quote one be accepted.
- (ii) To recommend to Council to accept quote one.



187. MENTORING FOR YOUTH LEADER

RESOLVED:

The Committee would like to view the following documents before making a decision:

- (i) The existing contract in place for mentoring.
- (ii) The details on the SLA in place currently with Youth Connect Southwest.
- (iii) Youth Leaders terms and conditions of employment.
- (iv) A report from the Town Clerk including a recommendation.

188. REGISTRATION SOFTWARE FOR YOUTH

RESOLVED:

The Committee would like the following information before making a decision:

- (i) More information on quotes 2 and 3.
- (ii) For the Clerk to find other Councils who use the software for recommendations.

189. PICNIC IN THE PARK

RESOLVED:

- (i) That approval is granted for the budget to be increased using funds from the newly formed Events EMR. There is to be no commitment for a Picnic in the Park in 2025.
- (ii) To inform Council of the decision.

190. STRUCTURAL INSPECTION OF UNIT 11A BURNETT BUSINESS PARK

RESOLVED:

- (i) That the quote for the Structural Inspection of 11A Burnett Business Park be approved.
- (ii) To inform Council of the decision.

191. PRS LICENCE

RESOLVED:

That the purchase of the PRS license is not approved on the grounds the Committee believe it is unprofessional to have a radio on where the public enter the premises and telephone calls are received regarding the Cemetery.

192. DOODLE POLL

RESOLVED:

- (i) That the monthly cost of £7.71p for Doodle Poll be approved.
- (ii) To recommend to Council to sign up for Doodle Poll.

193. SYCAMORE TREE FOX AND HOUNDS LANE

RESOLVED:

To receive and note the information received regarding the Sycamore tree at Fox and Hounds Lane.

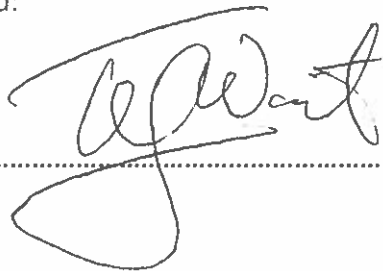
194. DATE OF NEXT MEETING

RESOLVED:

That the next meeting is **Tuesday 12th March 2024** at 6.30p.m. in the Town Council Office.

The meeting finished at 8.45p.m.

Signed:



Chairman

120324

Date

