

KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Tuesday 12th March 2024 at 6.30pm in the Town Council Office

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

IN ATTENDANCE: Amanda Hazell – Responsible Financial Officer

195. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor C Leonard.

196. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

197. DISPENSATIONS

There were none.

198. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the Minutes of the Finance & Policy Committee meeting held on Tuesday 20th January 2024 (previously circulated) be confirmed as a true record and signed by the Chair.

199. PUBLIC PARTICIPATION

There was none.

200. 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 March 2024 scheduled payments taken by the Town Clerk in consultation with Members.

RESOLVED:

That there were no delegated actions.

201. UPDATES FROM THE RFO

RESOLVED:

That the updates from the RFO be received and noted.

202. BUDGET REVIEW REPORT - MONTH 11

RESOLVED:

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

203. FINANCIAL MONTHLY REPORTS – MONTH 11

RESOLVED:

To receive and note:

- (i) Budget Monitoring (Month 11 – February 2024)
- (ii) Bank Cash and Investment Reconciliation (Month 11 – February 2024)
- (iii) Balance sheet (Month 11 – February 2024)
- (iv) Bank Reconciliations for Cash Books 1 - 5 – (Month 11 – February 2024)
- (v) Receipts and Payments Report for Cash Books 1 - 5 – (Month 11 – February 2024)
- (vi) Bank Statements – Cash Books 1,2 and 3, Public Sector Deposit Fund and the Flagstone account (Month 11 – February 2024)

204. FLAGSTONE INVESTMENTS

RESOLVED:

That the update on investments be received and noted.

205. MATURED FLAGSTONE INVESTMENTS

RESOLVED:

- (i) That the investment opportunities be received from the Clerk.
- (ii) That the following be recommended to Council:
 - a. That the Aldermore investment be withdrawn and transferred to the CCLA account.
 - b. That the HSBC investment be replaced with a new opportunity of 5.1% for 3 months. The Clerk will advise of any changes when the original investment term ends.
- (iii) That the RFO will investigate an NS&I account and report back at the next meeting.

206. BARCLAYS BUSINESS DEBIT CARD

RESOLVED:

- (i) That Councillors M Burton and C Davis be cardholders for the Council and Councillor C Leonard have read access to the bank accounts.
- (ii) That the approved Councillors sign the Barclays Board Resolution.

Councillor H MacFie joined the meeting.

207. 2024-2025 FEES AND CHARGES

RESOLVED:

That the following increases in fees and charges be recommended to Council:

- (i) Cemetery – 5% increase for in parish and 5% increase for out of parish.
- (ii) Manor Road – No increase this year.
- (iii) Photocopying and laminating – 2 pence per sheet on all photocopying.

208. KEYNSHAM TOWN COUNCIL INVESTMENT STRATEGY & POLICY

RESOLVED:

- (i) That the Investment Strategy and Policy be received and noted.
- (ii) That the recommendation is for the Investment Strategy and Policy be adopted at the May Annual Town Council meeting.

209. WORKNEST H & S AUDIT FEBRUARY 2024

RESOLVED:

That the findings from the Worknest H&S Audit be received and noted.

210. INTERNAL AUDIT FEBRUARY 2024 REPORT AND RECOMMENDATIONS

RESOLVED:

- (i) That the draft Internal Audit report be received and noted.
- (ii) That the Clerk arranges a meeting with the auditor and the Finance Committee.

211. BENCH SLATS

RESOLVED:

- (i) That the paper and quotes be received.
- (ii) That the recommendation to Council be to accept quote 1.

212. FUNDING FOR KEYNSHAM MAKESPACE

RESOLVED:

That the funding be accepted and spent on MakeSpace when required.

213. AVON PENSION FUND NET – ZERO

RESOLVED:

That the information from Avon Pension fund be received and noted.

Councillor H MacFie left the meeting.

214. REGISTRATION SOFTWARE FOR YOUTH

- (i) That the verbal update from the Clerk be received.
- (ii) That the recommendation to accept quote 2 be made to Council.

Councillor A Greenfield left the meeting.

215. CEMETERY LEAFLET

- (i) That the front cover option 1 be approved.
- (ii) That the photo on page 4 be changed for a photo with better condition headstones.
- (iii) That the recommendation to approve the leaflet be made to Council.

216. DATE OF NEXT MEETING

RESOLVED:

That the next meeting is **Tuesday 9th April 2024** at 6.30p.m. in the Town Council Office.

217. EXCLUSION OF PRESS AND PUBLIC

Councillor A Halliday joined the meeting.

RECOMMENDATION:

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. Items 24-26 to progress financial/budgetary issues.

218. EMPLOYEE HANDBOOK

RESOLVED:

- (i) That the Employee Handbook exert with amendment be received.
- (ii) That the changes to the Employee Handbook be recommended to Council.

219. ADVERSE WEATHER POLICY

RESOLVED:

- (i) That the Adverse Weather Policy be received.

(ii) That the changes to the Adverse Weather Policy be recommended to Council.

220. MENTORING FOR YOUTH LEADER

RESOLVED:

- (i) That the information be received.
- (ii) That the existing Mentoring for the Youth Leader to be in place until July 2024.
- (iii) That the Clerk will obtain quotes for Mentoring in June 2024.

The meeting finished at 8.30p.m.

Signed:

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Chairman

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Date