

# KEYNSHAM TOWN COUNCIL

## Minutes of the Finance & Policy Committee meeting held on Tuesday 12<sup>th</sup> September 2023 at 6.30pm in the Town Council Office

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

IN ATTENDANCE: Amanda Hazell – Responsible Financial Officer

### 80. APOLOGIES FOR ABSENCE

Apologies received and accepted from Councillor M Burton.

### 81. DECLARATIONS OF INTEREST

There were none.

### 82. DISPENSATIONS

There were none.

### 83. RECORD OF PREVIOUS MEETINGS

#### **RESOLVED:**

*That the Minutes of the Finance & Policy Committee meeting held on 15<sup>th</sup> August 2023 (previously circulated) be confirmed as a true record and signed by the Chair.*

### 84. PUBLIC PARTICIPATION

*There was none.*

### 85. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 18<sup>th</sup> July 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 August 2023 scheduled payments taken by the Town Clerk in consultation with Members.

#### **RESOLVED:**

There were none.



**86. FINANCIAL MONTHLY REPORTS – MONTH 5**

**RESOLVED:**

- (i) That the Financial reports for month 5 - August be received and noted.
- (ii) That the Bank Cash and Investment Reconciliation for month 5 – August be received and noted.
- (iii) That the Balance Sheet for month 5 – August be received and noted.
- (iv) That the Bank Reconciliations for month 5 - August 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 5 August be received and noted.

**87. FLAGSTONE INVESTMENTS**

**RESOLVED:**

*That the update on investments be received and noted.*

**88. BUDGET REVIEW REPORT**

**RESOLVED:**

*That the information on the report be received and noted.*



**89. CIL**

**RESOLVED:**

- i. That the CIL be received and reviewed.
- ii. That the RFO to confirm whether we have any CIL due to expire in the next few months and report back to Finance and Policy Committee in the October meeting.

**90. POLICIES**

**RESOLVED:**

- i. That the Vexatious Communications and Complaints Policy be considered at the next Finance and Policy meeting with the Freedom of Information Policy
- ii. Training and Development Policy be recommended to Council with the following changes:
  - Paragraph 3.7 remove number of employees.
  - Paragraph 3.12 change "should" to encourage in the first line.
  - Paragraph 4.6 Insert a comma between training programme and employees.
  - Paragraph 5.7 recommend 12 months be 25% and 2 years be 0%

**91. ALLOTMENTS**

**RESOLVED:**

*That the information on Allotments be received and noted.*

92. WIFI QUOTES

**RESOLVED:**

*That quote 1 be recommended to Council to accept.*

93. TREE MANAGEMENT (SLA AGREEMENT)

**RESOLVED:**

- i. That the tree agreement is accepted.*
- ii. That the permission has been granted to the Clerk to sign on behalf of the Council.*

94. NOVAFEST EVALUATION

**RESOLVED:**

*That the evaluation report has not been presented to this meeting. The report will be presented to Finance and Policy in October.*

95. DATE OF NEXT MEETING

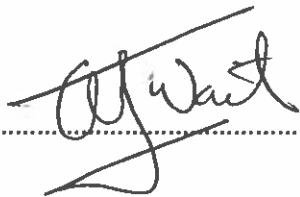
**RESOLVED:**

*That the next meeting is Tuesday 10<sup>th</sup> October 2023 at 6.30p.m. in the Council Office.*

The meeting finished at 7.45p.m.

Signed

Chairman



Date

16/02/23

