

KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Tuesday 14th May 2024 at 6.30pm in the Town Council Office

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

IN ATTENDANCE: Amanda Hazell – Responsible Financial Officer

247. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor C Leonard.

248. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

249. DISPENSATIONS

There were none.



250. RECORD OF PREVIOUS MEETINGS

RESOLVED:

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

251. PUBLIC PARTICIPATION

There was none.

252. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 16TH APRIL 2024

In accordance with the Schedule of Delegation to note the delegated decision made in advance of the April 2024 scheduled payments taken by the Town Clerk in consultation with Members.

RESOLVED:

That there were no delegated actions.

253. UPDATES FROM THE RFO

RESOLVED:

- (i) That the updates from the RFO be received and noted.
- (ii) Councillor Alenshasy has requested the 6000 and 6001 reports be available every month.

254. BUDGET REVIEW REPORT - MONTH 1

RESOLVED:

- (i) That the Budget Review Report Month 1 be received and noted.

255. FINANCIAL MONTHLY REPORTS (Month 12 – MARCH 2024) (Final month 12 reports post year-end)

RESOLVED:

That the following reports have been received and noted:

- (i) Budget Monitoring (Month 12 – March 2024)
- (ii) Bank Cash and Investment Reconciliation (Month 12 – March 2024)
- (iii) Balance sheet (Month 12 – March 2024)

256. FINANCIAL MONTHLY REPORTS – MONTH 1

RESOLVED:

That the following reports have been received and noted:

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



257. FLAGSTONE INVESTMENTS

RESOLVED:

- That the update on investments be received and noted.

258. LOCAL GOVERNMENT TRANSPARENCY CODE 2015

RESOLVED:

- (i) That the Local Government Transparency Code be received and noted.
- (ii) That the recommendation to approve the code be made to Council.

259. POLICIES

RESOLVED:

That the polices be deferred until the June Finance and Policy Committee Meeting.

260. INTERNAL AUDIT RECOMMENDATIONS UPDATE

RESOLVED:

That the update be received and noted

261. VAS SIGNAGE (from Capital Projects)

RESOLVED:

- (i) That the decision is made to purchase one VAS unit.
- (ii) That the recommendation to purchase one VAS unit at the cost of £2950 + VAT be made to Council.



262. CHRISTMAS LIGHTS COSTS

RESOLVED:

That the Christmas Lights costings be received and noted.

263. UPPER MEMORIAL PLAY AREA GATE

RESOLVED:

- (i) That the quote for the gate be received and noted.
- (ii) That the recommendation to accept the quote for £650 + carriage and VAT be made to Council.

264. SAFER SHOPS WEST

RESOLVED:

- (i) That this agenda item be moved to a confidential item at the Council meeting.
- (ii) That the options for Safer Shops West Project be received and noted.
- (iii) To recommend to Council the decision on the disc option be approved.

265. STUDIO RATES

RESOLVED:

- (i) To receive and note the information from the Studio Manager.
- (ii) For Councillor Halliday to produce a price list from his experience in a similar role to consider a more comprehensive hire rate list and this be brought back to the June Finance and Policy Committee meeting.

266. FOOTFALL DATA HISTORIC INFORMATION

RESOLVED:

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

267. HIRE LICENCE AGREEMENT FOR MAKESPACE

RESOLVED:

- (i) That the MakeSpace agreement be received and noted.
- (ii) To insert "To provide Safeguarding Policy if Children are at the session".
- (iii) That the recommendation to approve the agreement with changes be made to Council.

268. LINE MARKER

RESOLVED:

- (i) That the paper and quotes be received and noted.
- (ii) That the recommendation to approve quote one be made to Council.

269. CEMETERY STRIMMER

RESOLVED:

- (i) That the paper and quotes be received and noted.
- (ii) That the recommendation to approve quote one be made to Council.



270. PLAYGROUND EQUIPMENT

RESOLVED:

That the agenda item be deferred to Council when the quotes have been received.

271. KTCR FM AGREEMENT

RESOLVED:

- (i) That the agreement be received and approved.
- (ii) That the financial agreement be clarified at the Council meeting.
- (iii) To discuss inserting 3 events at the Bandstand.
- (iv) That the agreement be reviewed in October 2024.
- (v) That KTCR FM attend a Council meeting to inform the Council of services provided.
- (vi) That the recommendation to consider the changes be made at the May Council meeting.

272. DIRECT DEBITS FOR FINANCIAL YEAR 2024/25

RESOLVED:

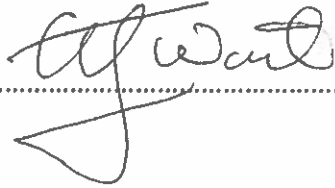
- (i) That the direct debits for 2024/25 be received and approved.

(ii) That the recommendation to approve the direct debits be made to Council.

The meeting finished at 8.20p.m.

Signed:

Chairman



Date

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