

KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Tuesday 11th June 2024 at 6.30pm in the Town Council Office

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

IN ATTENDANCE: Amanda Hazell – Responsible Financial Officer

1. MEMBERSHIP

Received and noted that Councillors Souzan Alenshasy, Martin Burton, Edmund Cannon, Chris Davis, Clive Fricker, Caroline Leonard and Andy Wait are the appointed members of the Committee for the Municipal Year 2024/20254, as agreed at the Annual Meeting of the Town Council on 21st May 2024.

2. ELECTION OF CHAIRMAN OF FINANCE AND POLICY COMMITTEE 2024 -2025

RESOLVED:

That Councillor Wait be elected to Chairman for the Finance and Policy Committee for Municipal Year 2024-2025.

3. ELECTION OF VICE-CHAIRMAN OF FINANCE AND POLICY COMMITTEE 2024-2025

RESOLVED:

That Councillor Fricker be elected to Vice-Chairman for the Finance and Policy Committee for Municipal Year 2024-2025.

4. APOLOGIES FOR ABSENCE

RESOLVED:

Apologies were received and accepted from Councillor C Leonard.

5. DECLARATIONS OF INTEREST

RESOLVED:

That Councillor Wait declared an interest in agenda item 19.

6. DISPENSATIONS

RESOLVED:

There were none.

7. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the Minutes of the Finance & Policy Committee meeting held on Tuesday 14th May 2024 (previously circulated) be confirmed as a true record and signed by the Chair.

8. PUBLIC PARTICIPATION

There was none.

9. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 21st MAY 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:

- i. That permission has been sought to spend £1,000 deposit for use of Keynsham Memorial Park for the Picnic in the Park on the 22nd June 2024.
- ii. That Councillor Wait will write to BANES requesting clarifying the charges for using the Parks for community events.

10. UPDATES FROM THE RFO

RESOLVED:

- (i) That the updates from the RFO be received and noted.

11. BUDGET REVIEW REPORT - MONTH 2 – MAY 2024

RESOLVED:

- (i) That the Budget Review Report Month 2 be received and noted.

12. FINANCIAL MONTHLY REPORTS – MONTH 2 – MAY 2024

RESOLVED:

That the following reports have been received and noted:

- (i) Budget Monitoring (Month 2 – May 2024)
- (ii) Bank Cash and Investment Reconciliation (Month 2 – May 2024)
- (iii) Balance Sheet (Month 2 – May 2024)
- (iv) Bank Reconciliations for Cash Books 1 - 5 – (Month 2 – May 2024)

- (v) Receipts and Payments Report for Cash Books 1 - 5 – (Month 2 – May 2024)
- (vi) Bank Statements – Cash Books 1,2 and 5, Public Sector Deposit Fund and the Flagstone account (Month 2 – May 2024)
- (vii) Nominal ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 2 – May 2024).

To note the Committee are frustrated at the lack of progress with Barclays Bank and the new signatories.

13. FLAGSTONE INVESTMENTS

RESOLVED:

That the update on investments be received and noted.

14. POLICIES

RESOLVED:

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

(i) Financial Regulations (Revised)

- i. 2.7 The Clerk, Deputy Clerk and Responsible Financial Officer (RFO) must ensure that they are aware of the whereabouts of all documentation, including confidential materials.
- ii. 5.8 and 5.9 combine.
- iii. 5.14 The reason(s) for accepting the quotation will be recorded. In case of failure to provide estimates or prices in any procurement process the reason must be reported and recorded in the relevant Committee and subsequently, in Council minutes.
- iv. 5.18 ...Such events must be recorded as an agenda item in full Council.

(ii) Information & Data Protection Policy.

- i. Amalgamate items ii and iii into one document.
- ii. Remove the bullet points from the introduction.
- iii. Paragraph 5. Ensure we have a Publication Scheme. If not change the Publication Scheme to Freedom of Information.
- iv. Name the Data Controller.
- v. Insert the following "The Council will create agreements for data sharing when the need arises to share data without organisations".

(iii) Youth Information & Data Protection Policy.

Amalgamate items ii and iii into one document.

(iv) Investment Strategy Policy.

- i. Insert "Subject to constraint seek to avoid unethical investments".
- ii. Remove 2.1.

15. STATEMENT OF INTERNAL CONTROL 2024-2025

RESOLVED:

That the Statement of Internal Control be reviewed and a recommendation be made to full Council to approve.

16. ASSET REGISTER ANNUAL REVIEW

RESOLVED:

- i. That the Asset Register be received and noted.
- ii. For the RFO to check the insurance policy for new for old replacements on any asset that we make a claim against.
- iii. To seek advice from ALCA on depreciating assets.

17. NDP SURVEY

RESOLVED:

- (i) That the quotes for printing the Neighbourhood Development Plan Survey be received and noted.
- (ii) That a decision is made to accept quote 4.
- (iii) To inform the Council on the decision.

18. MUSIC STUDIO RATES

RESOLVED:

- (i) To receive and note the information from the Music Studio Manager and Councillor Halliday.
- (ii) For the Clerk to engage with the Music Studio Manager and Andy Halliday to discuss a proposal for new charges.

19. KEYNSHAMNOW ROOM HIRE CHARGES

RESOLVED:

- (i) That the information be received and noted.
- (ii) For Councillor Wait to meet with KeynshamNow to take into account the monetary aspect of hiring The Space.
- (iii) To look at installing blinds at MakeSpace.

20. PLAYGROUND WET POUR

RESOLVED:

- (i) To receive and note the information for the Playground plans.
- (ii) To recommend to Council to keep the original plan of black and blue.
- (iii) To inform Council of the decision to include a resurface of the swing area, which is outside of the main play area at Downfield, for an additional £2742.08.

21. FIXED WIRE LOOPED HEARING SYSTEM

RESOLVED:

That the information on the fixed wire looped hearing system be received and noted.

22. DATE OF NEXT MEETING

RESOLVED:

IMPORTANT NOTE: There is a further meeting on Tuesday 18th June 2024 at 6.30 p.m. in the BAPTIST CHURCH prior to the full Council meeting to approve the Annual Return preparation as per Financial Regulations.

Received and noted that the date and time of the next meeting is Tuesday 16th July 2024 at 7.00 p.m. in the TOWN COUNCIL OFFICE.

23. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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 the matter to be transacted Items 24 – 25 due to financial matters and personal details.

24. EMPLOYEE HANDBOOK

RESOLVED:

- (i) That the changes to the Employee Handbook be received and noted.
- (ii) To recommend to Council to approve the changes to the Employee Handbook (2.9 Meetings) on which the staff have been consulted on.

25. YOUTH DEVELOPMENT WORKER SUPERVISION SERVICES TENDER

RESOLVED:

- (i) That the Council's proposed Youth Development Worker Supervision Services Tender document be received and noted.
- (ii) To recommend to Council to approve the Youth Development Worker Supervision Services Tender with the following changes:

- i. Change Supervision to Mentoring.
- ii. The Sessions should be face to face not online.
- iii. Insert: On occasion to work with other members of the Youth Team.

The meeting finished at 8.25p.m.

Signed:

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Chairman

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Date

DRAFT