

KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Tuesday 18th June 2024 at 6.30 pm in the Baptist Church

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

IN ATTENDANCE: Dawn Drury – Town Clerk

26. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors S Alenshasy and C Leonard.

27. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

28. DISPENSATIONS

There were none.

29. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the Minutes of the Finance & Policy Committee meeting held on Tuesday 11th June 2024 (previously circulated) be confirmed as a true record and signed by the Chair.

30. PUBLIC PARTICIPATION

There was none.

31. APPROVAL OF RECOMMENDATIONS TO TOWN COUNCIL

To approve the following list of documents drawn up by the RFO to be made to the Town Council meeting on 18th June 2024 following this Finance & Policy Committee meeting and a visit from the Town Council Internal Auditor on 31st May 2024.

(a) 2023/2024 BUDGET WITH ACTUAL 2023/24 END OF YEAR FIGURES

RESOLVED:

To receive and note.

(b) BUDGET MONITORING REPORT – YEAR END – MONTH 12

Questions were raised in respect of the figures on the Rialtas report (Detailed Income and Expenditure by budget heading 31/03/2024) as follows:

4027 Insurance – Why was the Actual Year to Date figure of £10,921 less than the budgeted figure of £14,500?

3030 Office rental – Again, why was the Actual Year to Date figure of £20,000 less than the budgeted figure of £25,000?

4046 Office telephone – Why was the Actual Year to Date figure of £2,163 more than the budgeted figure of £1,200

The Town Clerk responded to the questions with responses as to why she thought there were difference but said that she would ask the RFO to send an email giving her explanations.

RESOLVED:

(i) That the RFO respond to the questions above by email.

(ii) That the Finance and Policy Committee recommend that the Budget Monitoring Report year-end (Month 12) be approved at the Town Council meeting.

(c) GENERAL & EARMARKED RESERVES

Questions were raised in respect of the figures on the Rialtas report (Earmarked Reserves) as follows:

EMR 339 Manor Road has £22,183.28 is this right as monies have recently been spent on the Pavilion Refurbishment and does this figure just cover the Pavilion or all expenditure associated with Manor Road.

The Town Clerk responded that the figure would be correct as the accounts had been checked and audited and the sum should cover all expenditure required for Manor Road e.g. proposed car park extension etc.

Also, why was there not an EMR for Keynsham Now? and where was the Section 106 youth funding? The Town Clerk confirmed that she would get the RFO to respond to these questions too.

RESOLVED:

(i) That the RFO respond to the questions above by email.

(ii) *That the Finance and Policy Committee recommend that the closing balance of Earmarked and General reserves as of 31st March 2024 be approved at the Town Council meeting.*

(d) ANNUAL BANK RECONCILIATION – 2023/2024

RESOLVED:

That the Finance and Policy Committee recommend that the Annual Bank Reconciliation 2023-2024 be approved at the Town Council meeting.

(e) STATUTORY BALANCE SHEET– 2023/2024

RESOLVED:

That the Finance and Policy Committee recommend that the Balance Sheet 2023/2024 be approved and signed by the Chairman of the Town Council at the Town Council meeting.

(f) STATUTORY INCOME/EXPENDITURE STATEMENT 2023/2024

RESOLVED

That the Finance and Policy Committee recommend that the Statement for publication be approved at the Town Council meeting.

(g) ANNUAL GOVERNANCE STATEMENT 2023/2024

RESOLVED

That the Finance and Policy Committee recommend that the Annual Governance Statement 2023/2024 be approved and signed by the Chairman of Keynsham Town Council at the Town Council meeting.

(h) ANNUAL RETURN 2023/2024 – ACCOUNTING STATEMENTS

RESOLVED

That the Finance and Policy Committee recommend that the Accounting Statements for 2023/2024 be approved and signed by the Chairman of the Town Council at the Town Council meeting.

(i) ANNUAL RETURN 2023/2024– ACCOMPANYING SCHEDULES

RESOLVED:

- (i) That Finance and Policy Committee recommend that the Annual Return to be approved and signed by the Chairman of the Council at the Town Council meeting.*
- (ii) That the Finance and Policy Committee recommend to full Council that the Schedule of Significant Variations be approved.*

- (iii) That the Finance and Policy Committee recommend to full Council that the Bank Reconciliation be approved.*
- (iv) That the Finance and Policy recommend to full council that the Reconciliation of boxes 7 and 8 for the Annual Return be approved.*

(j) NOTICE OF PUBLIC RIGHTS – YEAR ENDED 31 MARCH 2024

RESOLVED:

That the Finance and Policy Committee recommend to full Council to approve the Notice of Public Rights year ended 31 March 2024 and to use the dates 20th June 2024 – 31st July 2024.

(k) CONFLICT OF INTEREST

RESOLVED

That the Finance and Policy Committee recommend to full Council that the form to confirm no conflict of interest between Keynsham Town Council and BDO LLP be signed by the Chair of Council at the Town Council meeting.

32. DATE OF NEXT MEETING

To note that the date and time of the next meeting is **Tuesday 16th July 2024 at 6.30 p.m.** in the Town Council Office.

The meeting finished at 7.00 p.m.

Signed:

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Chairman

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Date