

KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Tuesday 16th July 2024 at 6.30pm in the Town Council Office

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

IN ATTENDANCE: Amanda Hazell – Responsible Financial Officer and Cllr A Halliday

33. APOLOGIES FOR ABSENCE

RESOLVED:

Apologies were received and accepted from Councillor E Cannon.

34. DECLARATIONS OF INTEREST

RESOLVED:

To note that Councillor Burton declared an interest in agenda item 19.

35. DISPENSATIONS

RESOLVED:

There were none.

36. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the Minutes of the Finance & Policy Committee meeting held on Tuesday 18th June 2024 (previously circulated) be confirmed as a true record and signed by the Chair.

37. PUBLIC PARTICIPATION

There was none.

38. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 18th June 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 the sum of £7,810.42 to HMRC in respect of TAX and NI payments- delegated power to spend requested to avoid late payment penalty fee be approved.

39. UPDATES FROM THE RFO

RESOLVED:

That the updates from the RFO be received and noted with the following questions to be brought back to the next meeting:

- (i) Item v – Check the contract that any security breach will be notified to the Council within 24 hours.
- (ii) Item ix – (i) Check procurement policy within the Financial Regulations for amounts stated.
- (iii) Enquire with ALCA the best practise for managing policies.
- (iv) Item c – Request a few armchairs for older people in MakeSpace.
- (v) Item b – Can the officers arrange to send out media to celebrate the Council moving to an ethical bank.

40. BUDGET REVIEW REPORT - MONTH 3 – JUNE 2024

RESOLVED:

That the Budget Review Report Month 3 be received and noted with the following comments:

- (i) That the mobile phone code 4049/102 be investigated, and journals raised to correct any issues.
- (ii) That the Allotment EMR be investigated as to why there is a negative figure.
- (iii) That the CIL spreadsheet be made available to the Committee every quarter. To enquire with the Clerk as to whether a CIL Working Group would be a benefit.

41. FINANCIAL MONTHLY REPORTS – MONTH 3 – JUNE 2024

RESOLVED:

That the following reports have been received and noted:

- (i) Budget Monitoring (Month 3 – June 2024)
- (ii) Bank Cash and Investment Reconciliation (Month 3 – June 2024)
- (iii) Balance Sheet (Month 3 – June 2024)
- (iv) Bank Reconciliations for Cash Books 1 - 5 – (Month 3 – June 2024)
- (v) Receipts and Payments Report for Cash Books 1 - 5 – (Month 3 – June 2024)
- (vi) Bank Statements – Cash Books 1,2 and 5, Public Sector Deposit Fund and the Flagstone account (Month 3 – June 2024)
- (vii) Nominal ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 3 – June 2024).

42. FLAGSTONE INVESTMENTS

RESOLVED:

- (i) That the update on investments be received and noted.
- (ii) That the officers investigate a new opportunity for the Aldermore investment that ends on the 25th July 2024.

43. FLAGSTONE SANTANDER RATE DECREASE

RESOLVED:

That the Santander investment be cashed in and moved to the CCLA account, giving 95 days' notice.

44. HEALTH AND SAFETY POLICY

RESOLVED:

To speak with WorkNest to see if the following can be added:

- (i) Under violence can verbal assault via social media or email be added.
- (ii) Can sexual harassment be included as it is not mentioned in the document.

45. CIVILITY AND RESPECT PLEDGE

RESOLVED:

- (i) To provide the Committee with the Minute that the Pledge was signed up to.
- (ii) To report back to the Committee the reason the item was attached to the agenda.
- (iii) Councillors have questioned why it is a pledge not a policy?.

46. FIXED WIRE LOOPED HEARING SYSTEM

RESOLVED:

- (i) That the quotes for Looped Hearing system be received and noted.
- (ii) That a decision is made to accept quote 1.
- (iii) To inform the Council on the decision.

47. BLINDS FOR MAKESPACE

RESOLVED:

- (i) That the quotes for the blinds for MakeSpace be received and noted.
- (ii) That the decision is made to accept quote 1.
- (iii) To inform the Council on the decision

48. RE-FIXING OF HIGH MEMORIALS AT CEMETERY

RESOLVED:

- (i) That the quotes for the re-fixing of high memorials be received and noted.

- (ii) To accept the quotes from W&W Memorials.
- (iii) To inform Council of the decision made.

49. INSURANCE 2024-25

RESOLVED:

To give the Clerk delegated authority with the Chair and Vice Chair of Town Council to accept the insurance quote.

50. YOUTH SERVICE EVALUATION OF KALEIDOSCOPE FESTIVAL AGREEMENT

RESOLVED:

That the Agreement be received and noted.

51. CIL COMMUNITY PROJECT APPLICATION

RESOLVED:

That this item be deferred for work on the Policy and Procedures for the application process.

52. PURCHASES REQUIRED FROM E&S COMMITTEE

RESOLVED:

- (i) To receive and note the purchase required from the E&S Committee.
- (ii) To approve the spend for the items requested.
- (iii) To inform Council of the decision made.

53. DATE OF NEXT MEETING

RESOLVED:

Received and noted that the date and time of the next meeting is Tuesday 13th August 2024 at 7.00 p.m. in the TOWN COUNCIL OFFICE.

The meeting finished at 8.25p.m.

Signed:

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Chairman

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Date