

KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Tuesday 13th August 2024 at 6.30pm in the Town Council Office

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

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

44. APOLOGIES FOR ABSENCE

RESOLVED:

Apologies were received and accepted from Councillor E Cannon.

45. DECLARATIONS OF INTEREST

RESOLVED:

There were none.

46. DISPENSATIONS

RESOLVED:

There were none.



47. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the Minutes of the Finance & Policy Committee meeting held on Tuesday 16th July 2024 (previously circulated) be confirmed as a true record and signed by the Chair.

48. PUBLIC PARTICIPATION

There was none.

49. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 23rd JULY 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 order to remove the broken roundabout in the Lower Memorial Park costing £1,104 be approved.

50. 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) Review the Amazon usage. Would like to see purchases made locally if possible.

51. BUDGET REVIEW REPORT - MONTH 4 – JULY 2024

RESOLVED:

That the Budget Review Report - Month 4 be received and noted with the following comments:

- (i) For the RFO to check with the Deputy Clerk the mis booking on code 4674.

52. FINANCIAL MONTHLY REPORTS – MONTH 4 – JUNE 2024

RESOLVED:

That the following reports have been received and noted:

- (i) Budget Monitoring (Month 4 – July 2024)
- (ii) Bank Cash and Investment Reconciliation (Month 4 – July 2024)
- (iii) Balance Sheet (Month 4 – July 2024)
- (iv) Bank Reconciliations for Cash Books 1 - 5 – (Month 4 – July 2024)
- (v) Receipts and Payments Report for Cash Books 1 - 5 – (Month 4 – July 2024)
- (vi) Bank Statements – Cash Books 1,2 and 5, Public Sector Deposit Fund and the Flagstone account (Month 4 – July 2024)
- (vii) Nominal ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 4 – July 2024).



53. FLAGSTONE INVESTMENTS

RESOLVED:

That the update on investments be received and noted.

54. SCHEDULE OF PAYMENTS – MONTH 5

RESOLVED:

That the Clerk be granted delegated authority to approve the payments on the attached Schedule of Invoices for Month 5, due to there being no Town Council meeting in August.

55. KTC SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS POLICY

RESOLVED:

- (i) To receive and consider the Social Media and Electronic Communications Policy.
- (ii) To recommend to Council to approve the Policy with the following changes:
 - (i) Add Instagram to the list of Social Media.
 - (ii) Change Twitter to X (formally known as Twitter).
 - (iii) Investigate whether we can ban people from commenting on posts.

56. YOUTH FINANCIAL REGULATIONS

RESOLVED:

- (i) That the Regulations and planning sheet be received.
- (ii) To recommend that the Regulations and planning sheet be approved by Council.

57. LIST OF POLICIES

RESOLVED:

- (i) That the list of Policies be received and noted.
- (ii) For the list to be updated.
- (iii) For the review dates to be extended to 2 or 3 years if possible.
- (iv) For the Clerk to decide on the priority of the policies.



58. ANNUAL CIL STATEMENT

RESOLVED:

- (i) That the Annual CIL Statement be received and noted.
- (ii) To recommend to Council to approve the Statement.

59. S106 FOR KEYNSHAM

RESOLVED:

- (i) That the S106 for Keynsham be received and noted.
- (ii) For the Assistant Town Clerk to identify the departments for the allocated funds for the B&NES Councillors to write to Cabinet Ministers for information on how the funding is to be spent.
- (iii) For the Assistant Town Clerk to enquire about the returned Bus Service funding.

60. UNITY TRUST BANK CORRESPONDENCE

RESOLVED:

That the information from Unity Trust Bank be received and noted.

61. DATE OF NEXT MEETING

RESOLVED:

Received and noted that the date and time of the next meeting is Tuesday 10th September 2024 at 6.30 p.m. in the TOWN COUNCIL OFFICE.

62. 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 Agenda Item 20 - due to financial matters and personal details.

63. YOUTH MEETING

RESOLVED:

That the verbal update regarding the meeting between the Youth Development Worker, Councillor Andy Wait, the Town Clerk and the RFO which took place on Tuesday 6 August 2024 be received and noted.

The meeting finished at 7.50 p.m.

Signed:

Chairman



Date:

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