

KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Tuesday 10th September 2024 at 6.30pm in the Town Council Office

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

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

64. APOLOGIES FOR ABSENCE

RESOLVED:

Apologies were received and accepted from Councillor C Leonard.

65. DECLARATIONS OF INTEREST

RESOLVED:

There were none.

66. DISPENSATIONS

RESOLVED:

There were none.

67. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the Minutes of the Finance & Policy Committee meeting held on Tuesday 13th August 2024 (previously circulated) be confirmed as a true record and signed by the Chair.

68. PUBLIC PARTICIPATION

There was none.

69. 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:

There were none.

70. UPDATES FROM THE RFO

RESOLVED:

That the updates from the RFO be received and noted with the following comment:

- (i) RFO to email Councillor Davis with the dates for the payment authorisations.

71. BUDGET REVIEW REPORT - MONTH 5 – AUGUST 2024

RESOLVED:

That the Budget Review Report - Month 5 be received and noted with the following comments:

- (i) To check the salary figures and report back to the next meeting.
- (ii) Report back the transactions for code 4650/203 as code over budget.

72. FINANCIAL MONTHLY REPORTS – MONTH 5 – AUGUST 2024

RESOLVED:

That the following reports have been received and noted:

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

73. FLAGSTONE INVESTMENTS

RESOLVED:

That the update on investments be received and noted.

74. DEBTORS REPORT

RESOLVED:

That the debtors report be received and noted.

75. BAD DEBT

RESOLVED:

That the Committee recommend to Council to write off the debt of £29.17 plus VAT and not use the company for any event in the future.

76. HEALTH AND SAFETY POLICY MANUAL

RESOLVED:

- (i) That the Health and Safety Policy Manual be received.
- (ii) That the following changes be made:
 - Section 4 – Can The Board be changed to The Council, and they nominate Personnel Committee?
 - Under Town Clerk – Reports all accidents from all accident books to Personnel Committee quarterly.
 - Section 6 – The accident book – change senior management to Town Clerk.
 - Page 60 – Question on Risk Assessment – Is there a general risk assessment for the Council?
- (iii) That the Committee recommend to Council to approve the Policy.

77. INSURANCE RENEWAL

RESOLVED:

- (i) That this item be deferred to Council.

78. CIL TRACKING

RESOLVED:

- (i) That the Annual CIL Tracking be received.
- (ii) That the RFO produces the following for the next meeting:
 - a) A simplified spreadsheet with more meaningful headings.
 - b) A document to clarify the position for the next 3 months.
 - c) Investigate whether the out of time CIL can be allocated.
 - d) Produce a report regarding the S106 that was returned to the Contractor.

79. DEFIBRILLATOR

RESOLVED:

- (i) That the 3 quotes for the Defibrillator be received.
- (ii) That the Committee would like to receive 3 official quotes for a level playing field.
- (iii) That the quotes be bought back to the October Finance and Policy meeting.

80. DEFIBRILLATOR HAWTHORN COURT

RESOLVED:

- (i) That the spend of £264.95 from the Defibrillator EMR for a replacement battery and pads be received and approved.
- (ii) That the Committee inform the Council of the decision made.

81. SWING HOLMOAK PLAY AREA

RESOLVED:

- (i) That the quotes for the replacement swing be received.
- (ii) That the Committee recommends to Council to approve quote 2.

82. YOUTH PLANNING

RESOLVED:

- (i) That the financial plan and additional expenditure for October 2024 be received and approved.
- (ii) The Committee requests a more detailed breakdown of the cost.
- (iii) That the Committee inform the Council of the decision to approve the plan.

83. FINGERPOSTS

RESOLVED:

- (i) That the quote provided on fingerposts be approved and quote 2 and 3 be approved.
- (ii) That the question be asked on how the posts are secured to prevent theft.
- (iii) That the Committee inform the Council of the decision.

84. STUDIO PRICES

RESOLVED:

- (i) That the prices for hiring the Studio be received.
- (ii) That the Committee recommend to Council to approve the Studio hire prices.

85. CHRISTMAS TREE

RESOLVED:

- (i) That the quote for the Christmas Tree be received and approved.
- (ii) That the Committee inform the Council of the decision to accept the quote.

The meeting finished at 8.15 p.m.

Signed:

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Chairman

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Date: