

# KEYNSHAM TOWN COUNCIL

## Minutes of the Finance & Policy Committee meeting held on Tuesday 8<sup>th</sup> October 2024 at 6.30pm in the Town Council Office

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

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

### 86. APOLOGIES FOR ABSENCE

*RESOLVED:*

Apologies were received and accepted by Councillor A Greenfield.

### 87. DECLARATIONS OF INTEREST

*RESOLVED:*

There were none.

### 88. DISPENSATIONS

*RESOLVED:*

There were none.

### 89. RECORD OF PREVIOUS MEETINGS

*RESOLVED:*

That the Minutes of the Finance & Policy Committee meeting held on Tuesday 10<sup>th</sup> September 2024 (previously circulated) be confirmed as a true record and signed by the Chair.

### 90. PUBLIC PARTICIPATION

There was none.

### 91. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 17<sup>th</sup> SEPTEMBER 2024

In accordance with the Schedule of Delegation to note the delegated decision made in advance of the October 2024 scheduled payments taken by the Town Clerk in consultation with Members.

**RESOLVED:**

That the acceptance of the insurance quote for £12,801.72 be noted.

**92. UPDATES FROM THE RFO**

**RESOLVED:**

That the updates from the RFO be received and noted.

**93. BUDGET REVIEW REPORT - MONTH 6 – SPETEMBER 2024**

**RESOLVED:**

That the Budget Review Report - Month 6 be received and noted with the following comment:

- (i) Report back the transactions for code 4653/203.

**94. FINANCIAL MONTHLY REPORTS – MONTH 6 – SEPTEMBER 2024**

**RESOLVED:**

That the following reports have been received and noted:

- (i) Budget Monitoring (Month 6 – September 2024)
- (ii) Bank Cash and Investment Reconciliation (Month 6 – September 2024)
- (iii) Balance Sheet (Month 6 – September 2024)
- (iv) Bank Reconciliations for Cash Books 1 - 5 – (Month 6 – September 2024)
- (v) Receipts and Payments Report for Cash Books 1 - 5 – (Month 6 – September 2024)
- (vi) Bank Statements – Cash Books 1,2 and 5, Public Sector Deposit Fund and the Flagstone account (Month 6 – September 2024)
- (vii) Nominal ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 6 – September 2024).

For the dates to be changed on the balance sheet item iii.

**95. FLAGSTONE INVESTMENTS**

**RESOLVED:**

That the update on investments be received and noted.

**96. EXTERNAL AUDIT 2023-2024**

**RESOLVED:**

That the External Audit information be received and noted.

**97. POLICIES**

**RESOLVED:**

- (i) That the policies be received.
- (ii) To recommend to Council to approve the policies with the following changes:
  - Financial Risk and Reserves Policy:**
    - (i) That the dates be corrected to this financial year.
    - (ii) Change Ellis Whittam to Work Nest.
    - (iii) To speak with the Clerk regarding the £100,000 GDPR reserve to find out why this is required.
  - Freedom of Information Policy**
    - (i) To include a line that confidential emails will not be included in Freedom of Information requests.

## 98. TOWN COUNCIL POLICIES

### **RESOLVED:**

- (i) That the Town Council Policies information be received and noted.
- (ii) To recommend to Council to approve the changes to review dates and the priority of policies with the following changes:
  - (i) To include a column for number of pages that each policy contain.

## 99. CHRISTMAS TREE

### **RESOLVED:**

That approval is granted to purchase the Christmas Tree from the Christmas Lights budget.

## 100. PARKING FINE

### **RESOLVED:**

That the request to pay for a parking fine is denied.

## 101. GRANT APPLICATIONS – 2025-2026

### **RESOLVED:**

- (i) That the grant applications be received from the following:
  1. Keynsham in Bloom - £5,000
  2. KTCRfm - £6,000
- (ii) To recommend to Council to approve the applications from Keynsham in Bloom and KTCRfm and the extension of grant applications for the Music Festival and Dial-a-Ride.

## 102. CIL TRACKING

### **RESOLVED:**

- (i) That the CIL Tracking be received and noted.
- (ii) To take the CIL Tracking to the Project Committee to assign projects to outstanding balances.

**103. DEFIBRILLATOR**

**RESOLVED:**

- (i) That the quotes be received and noted.
- (ii) That quote 1 be approved.
- (iii) To inform Council of the decision.

**104. DOWNFIELD PLAYGROUND REPLACEMENT CHAINS**

**RESOLVED:**

- (i) That the quotes be received and noted.
- (ii) That quote 3 be approved.
- (iii) To inform Council of the decision.

**105. YOUTH PLANNING**

**RESOLVED:**

- (i) That the planning document be received and noted.
- (ii) That the expenditure be approved.
- (iii) That the cost of materials and the workshop to be returned to the Council for the Etsy shop.

**106. YOUTH ACTUAL SPEND SEPT/OCT 2024**

**RESOLVED:**

That the document for Youth Actual Spend be received and noted.

**107. LEI POLICY**

**RESOLVED:**

- (i) That the Policy be received and noted.
- (ii) That the Clerk sign the form.

**108. DATE OF NEXT MEETING**

**RESOLVED:**

Received and noted that the date and time of the next meeting is Tuesday 12th November 2024 at 6.30 p.m. in the TOWN COUNCIL OFFICE.

**109. EXCLUSION OF PRESS AND PUBLIC**

**RECOMMENDATION:**

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 business to be transacted. Items 110-111 to progress financial/budgetary issues.

**110. YOUTH FUNDING 24/25**

**RESOLVED:**

That the Youth Funding be received and noted.

**111. WECA BUS SERVICE GRANT AGREEMENT**

**RESOLVED:**

That the item be deferred to the Council for consideration.

The meeting finished at 8.40 p.m.

Signed:

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Chairman

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Date: