

# KEYNSHAM TOWN COUNCIL

## Minutes of the Finance & Policy Committee meeting held on Tuesday 12<sup>th</sup> November 2024 at 6.30pm in the Town Council Office

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

IN ATTENDANCE: Amanda Hazell – Responsible Financial Officer

### 112. APOLOGIES FOR ABSENCE

**RESOLVED:**

Apologies have been received and accepted by Councillor C Davis.

### 113. DECLARATIONS OF INTEREST

**RESOLVED:**

Declarations of Interest for Councillors Wait, Burton and Greenfield for item 13 (1).

### 114. DISPENSATIONS

**RESOLVED:**

There were none.



### 115. RECORD OF PREVIOUS MEETINGS

**RESOLVED:**

That the Minutes of the Finance & Policy Committee meeting held on Tuesday 8<sup>th</sup> October 2024 (previously circulated) be confirmed as a true record and signed by the Chair.

### 116. PUBLIC PARTICIPATION

There was none.

### 117. 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 following expenditure be noted:

- (i) That the Clerk used delegated authority in conjunction with the Chair and Vice Chair for the Youth to purchase tickets and food for the trip to Thorpe Park being funded by the lottery grant. Tickets - £936 and Food £332.44.
- (ii) That the Clerk used delegated authority to purchase the tickets, transport and refreshments for a Youth trip to Wake the Tiger. Tickets - £277.50 bus fare and refreshments - £110 funded from the budget for youth day trips.

**118. UPDATES FROM THE RFO**


**RESOLVED:**

That the updates from the RFO be received and noted.

**119. BUDGET REVIEW REPORT - MONTH 7 – OCTOBER 2024**

**RESOLVED:**

That the Budget Review Report - Month 7 be received and noted.



**120. FINANCIAL MONTHLY REPORTS – MONTH 7 – OCTOBER 2024**

**RESOLVED:**

That the following reports have been received and noted:

- (i) Budget Monitoring (Month 7 – October 2024)
- (ii) Bank Cash and Investment Reconciliation (Month 7 – October 2024)
- (iii) Balance Sheet (Month 7 – October 2024)
- (iv) Bank Reconciliations for Cash Books 1 - 5 – (Month 7 – October 2024)
- (v) Receipts and Payments Report for Cash Books 1 - 5 – (Month 7 – October 2024)
- (vi) Bank Statements – Cash Books 1,2 and 5, 6, 7, 8 and the Public Sector Deposit Fund (Month 7 – October 2024)
- (vii) Nominal ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 7 – October 2024).

**121. FLAGSTONE INVESTMENTS**

**RESOLVED:**

That the update on investments be received and noted.

**122. INTERNAL AUDIT 2023-2024**

**RESOLVED:**

- (i) That the Internal Audit information be received and noted.

- (ii) That every quarter Councillors Burton and Davis carry out spot checks whilst authorising the payments.

### 123. POLICIES

**RESOLVED:**

- (i) That the policies be received.
- (ii) To recommend to Council to approve the following policies:  
Standing Orders  
Financial Regulations  
Youth Safeguarding Policy and Procedures
- (iii) That the Councillors and volunteers for KeynshamNow to attend the safeguarding training.

### 124. GRANT APPLICATIONS

**RESOLVED:**

- (i) That the grant applications be received from the following:
1. Keynsham Music Festival - £30,000
  2. Dial-A-Ride - £4,500
- (ii) To recommend to Council to approve the applications from Music Festival and Dial-a-Ride.



### 125. WELLBEING TRAINING

**RESOLVED:**

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

### 126. UNITY TRUST INTEREST RATES

**RESOLVED:**

That the Unity Trust interest rates be received and noted.

### 127. HALLOWEEN TRAIL

**RESOLVED:**

- (i) That the decision be made to not pay £250 towards the trail.
- (ii) That the Council be informed of the decision made.

### 128. YOUTH PLANNING NOV/DEC 2024

**RESOLVED:**

- (i) That the planning document be received and noted.
- (ii) That the expenditure be approved with the exception of the workshops.
- (iii) That the Council be informed of the decision.

**129. YOUTH ACTUAL SPEND OCT/NOV 2024**

**RESOLVED:**

- (i) That the document for Youth Actual Spend be received and noted.
- (ii) That it be noted that the workshops have been moved to Wednesday 13<sup>th</sup> November due to unforeseen circumstances.

**130. ACCESS GRANT**

**RESOLVED:**

That the information be received and noted on the access grant.

**131. FREEDOM OF INFORMATION REQUESTS – QUALIFIED PERSON**

**RESOLVED:**

To recommend to Council to resolve that the Clerk is the proper officer therefore be the qualified person to deal with Freedom of Information Requests.

**132. KTCRfm PROMOTION OF KEYNSHAM TOWN COUNCIL**

**RESOLVED:**

- (i) That the stats received from KTCRfm be received and noted.
- (ii) That in future the stats are checked by officers against the contract.

**133. INCREASE IN NATIONAL INSURANCE CONTRIBUTIONS**

**RESOLVED:**

That the information from ALCA be received and noted.

**134. DATE OF NEXT MEETING**

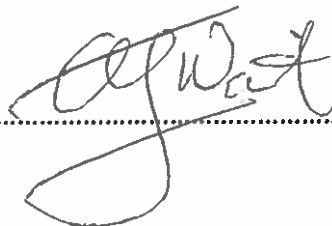
**RESOLVED:**

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

Meeting ended at 7.50pm

Signed:

Chairman



Date:

27/11/24