

KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Tuesday 14th January 2025 at 6.30pm in the Town Council Office

PRESENT: Councillors A Wait (Chair), E Cannon, C Fricker, A Greenfield, C Leonard, C Davis and D Biddleston

IN ATTENDANCE: Amanda Hazell – RFO
Dawn Drury – Town Clerk

169. APOLOGIES FOR ABSENCE

RESOLVED:

Apologies have been received and accepted by Councillor M Burton.

170. DECLARATIONS OF INTEREST

RESOLVED:

Cllr Wait declared an interest in item 20 for FAHLAG and the Music Festival.

Cllr Davis declared an interest in item 20 for SWAN.

Cllrs Biddleston and Greenfield declared an interest in item 20 for the Music Festival.

171. DISPENSATIONS

RESOLVED:

There were none.

172. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the Minutes of the Extra Ordinary Finance & Policy Committee meeting held on Wednesday 10th December 2024 (previously circulated) be confirmed as a true record and signed by the Chair.

173. PUBLIC PARTICIPATION

There was none.

174. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 17th DECEMBER 2024

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

RESOLVED:

There were none.

175. UPDATES FROM THE RFO

RESOLVED:

That the updates from the RFO be received and noted.

176. BUDGET REVIEW REPORT - MONTH 9 – DECEMBER 2024

RESOLVED:

- (i) That the Budget Review Report - Month 9 be received and noted with the following comments.
 - a) Can the figures on the pie chart be larger?
 - b) EMR 373 closing balance is incorrect.

177. FINANCIAL MONTHLY REPORTS – MONTH 9 – DECEMBER 2024

RESOLVED:

That the following reports have been received and noted:

- (i) Budget Monitoring (Month 9 – December 2024)
- (ii) Bank Cash and Investment Reconciliation (Month 9 – December 2024)
- (iii) Balance Sheet (Month 9 – December 2024)
- (iv) Bank Reconciliations for Cash Books 1 - 5 – (Month 9 – December 2024)
- (v) Receipts and Payments Report for Cash Books 1 - 5 – (Month 9 – December 2024)
- (vi) Bank Statements – Cash Books 1,2 and 5, 6, 7, 8 and the Public Sector Deposit Fund (Month 9 – December 2024)
- (vii) Nominal ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 9 – December 2024).

178. UNITY TRUST IMPACT REPORT

RESOLVED:

That the Unity Trust Impact Report be received and noted.

179. AMAZON SPENDING SUMMARY

RESOLVED:

That the Amazon Spending Summary be received and noted.

180. GDPR COMPLIANCE POLICY

RESOLVED:

- (i) That the GDPR Compliance Policy be received and noted.
- (ii) That the recommendation to Council is to approve the Policy.
- (iii) That the Policy be distributed to Staff and Councillors after approval from Council.

181. TIME OFF IN LIEU POLICY

RESOLVED:

- (i) That the Time Off in Lieu Policy be received and noted.
- (ii) That the Policy be renamed Time off in Lieu and Overtime Policy
- (iii) That the paragraphs be numbered.
- (iv) That the sentence for time and a half and double time be reworded.
- (v) That the statement that extra hours during the week are an hour of TOIL.
- (vi) That the Committee recommend to Council to approve the Policy to be sent to the HR company for legality.

182. CEMETERY FENCE

RESOLVED:

- (i) That the 2 quotes be received and noted.
- (ii) That quote 2 be recommended to Council.

183. YOUTH PLANNING DEC 24/JAN 25

RESOLVED:

- (i) That the financial plan be received and approved for December 2024/January 2025.
- (ii) That full Council be informed of the decision to approve the plan.

184. YOUTH ACTUAL SPEND NOV/DEC 2024

RESOLVED:

- (i) That the Youth actual spend for Nov/Dec be received and noted.
- (ii) That the actual spend for week five be reported at the February meeting.

185. MUSIC STUDIO INCOME

RESOLVED:

- (i) That the music studio income be received and noted.
- (ii) That the information be included on the next agenda with dates and totals.

186. 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 business to be transacted.

187. EMPLOYEE HANDBOOK

RESOLVED:

- (i) That the Employee Handbook be received and noted.
- (ii) That the Committee recommend to Council to approve the changes.

188. DRAFT BUDGET 2025-2026

RESOLVED:

- (i) That the draft budget for 2025-2026 be received and noted.
- (ii) That the changes received from Council be included in the budget.
- (iii) That the Committee recommend that Council approve the budget.

189. PRECEPT 2025-2026

RESOLVED:

- (i) That the precept papers for option 1 and option 2 be received and noted.
- (ii) That the Clerk and the RFO recommended an increase of 40.63% to create a balanced budget.
- (iii) The members voted on a precept increase of 40.63% to create a balanced budget.
 - Cllr Biddleston proposed the 40.63% increase.
 - Cllr Davis seconded the proposal.
 - Vote for the proposal – Cllr Biddleston, Cllr Davis and Cllr Cannon.
 - Vote against the proposal – Cllr Wait, Cllr Fricker, Cllr Leonard and Cllr Greenfield.
- (iv) Cllr Wait then proposed an increase of 12%.
 - Cllr Greenfield seconded the proposal.
 - Vote for the proposal – Cllr Wait, Cllr Fricker, Cllr Leonard and Cllr Greenfield.
 - Vote against – Cllr Biddleston
 - Abstain Cllr Davis and Cllr Cannon
- (v) The RFO and the Clerk would like it noted that the Finance Committee have gone against their advice.
- (vi) That the Committee recommend to Council to increase the Precept by 12%.

190. DATE OF NEXT MEETING

RESOLVED:

Received and noted that the date and time of the next meeting is Tuesday 11th February 2025 at 6.30 p.m. in the TOWN COUNCIL OFFICE.

Meeting ended at 8.45pm

Signed:

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(Chairman)

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Date:

DRAFT