

# KEYNSHAM TOWN COUNCIL

## Minutes of the Finance & Policy Committee meeting held on Tuesday 11<sup>th</sup> February 2025 at 6.30pm in the Town Council Office

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

IN ATTENDANCE: Amanda Hazell – RFO

### 169. APOLOGIES FOR ABSENCE

**RESOLVED:**

Apologies received and accepted from Councillor E Cannon.

### 170. DECLARATIONS OF INTEREST

**RESOLVED:**

Cllr Burton declared an interest in agenda item 14.

Cllr Wait declared an interest in agenda item 16.

### 171. DISPENSATIONS

**RESOLVED:**

There were none.

### 172. RECORD OF PREVIOUS MEETINGS

**RESOLVED:**

That the Minutes of the Finance & Policy Committee meeting held on Tuesday 14<sup>th</sup> January 2025 (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 21<sup>ST</sup> JANUARY 2025

In accordance with the Schedule of Delegation to note the delegated decision made in advance of the February 2025 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 10 – JANUARY 2025**

**RESOLVED:**

- (i) That the Budget Review Report - Month 10 be received and noted with the following comments.
  - a. RFO to check the Grant payments and journal an Environmental Grant to the Environmental grant code.
  - b. That the RFO check the invoices for the emergency lighting tests and report back to the Committee how much it cost.

**177. FINANCIAL MONTHLY REPORTS – MONTH 10 – JANUARY 2025**

**RESOLVED:**

That the following reports have been received and noted:

- (i) Budget Monitoring (Month 10 – January 2025)
- (ii) Bank Cash and Investment Reconciliation (Month 10 – January 2025)
- (iii) Balance Sheet (Month 10 – January 2025)
- (iv) Bank Reconciliations for Cash Books 1 - 5 – (Month 10 – January 2025)
- (v) Receipts and Payments Report for Cash Books 1 - 5 – (Month 10 – January 2025)
- (vi) Bank Statements – Cash Books 1,2 and 5, 6, 7, 8 and the Public Sector Deposit Fund (Month 10 – January 2025)
- (vii) Nominal ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 10 – January 2025).

**178. POLICIES**

**RESOLVED:**

- (i) That the following policies be received and noted.
  - 1. Carers Leave Policy.
  - 2. Compassionate Leave Policy.
- (ii) That the recommendation to Council is to approve the policies with the following changes:
  - KTC Carers Leave Policy- under requesting leave paragraph the word 'are' is missing.

**179. ANNUAL RISK MANAGEMENT REVIEW 2025-2026**

**RESOLVED:**

- (i) That the Annual Risk Management Review 2025-2026 be received and noted.
- (ii) That this item be deferred to March 2025 so the RFO can review with the Town Clerk and the Risk Matrix be updated.

#### **180. INTERNAL AUDIT REPORT**

That the Internal Audit Report be received and noted with the following comments:

- a) That the Website be reviewed to ensure all news is included.
- b) That the statistics from the Website be gathered and reported to this Committee.

#### **181. CIL REPORT**

**RESOLVED:**

- (i) That the CIL Report be received and noted.
- (ii) That the Report be presented quarterly to the Finance and Policy Committee.
- (iii) That the RFO establish when the 5-year deadline is, i.e. when the funds are received or the end of the financial year of year 5.

#### **182. CIL SUBMISSION**

**RESOLVED:**

- (i) That the CIL Submission be received and noted.
- (ii) That the item be deferred.
- (iii) That the Policy be reviewed and returned to Finance and Policy Committee.

#### **183. ALLOTMENT RENT REVIEW**

**RESOLVED:**

That the Allotment Rent Review be received and noted.

#### **184. GATE ENTRANCE FOX AND HOUNDS**

**RESOLVED:**

- (i) That the quote for the Gate Entrance at Fox and Hounds be received and noted.
- (ii) That the quote be approved.
- (iii) That the Council be informed of the decision made.

#### **185. GATE REPAIR AT KELSTON PARK**

**RESOLVED:**

- (i) That the quote for the Gate Repair at Kelston Park be received and noted.
- (ii) That the quote be approved.
- (iii) That the Council be informed of the decision made.

#### **186. SPRING SHOW BUDGET**

**RESOLVED:**

- (i) That the Spring Show budget be received and noted.

- (ii) That the full cost of the event be presented to Finance and Policy Committee after the event.
- (iii) That the recommendation to Council be to approve the budget.

#### **187. TOWN COUNCIL UTILITIES**

**RESOLVED:**

- (i) That the information regarding the Town Council Utilities be received and noted.
- (ii) That the item be deferred for the RFO to collate more information and research other companies who offer this service.

#### **188. YOUTH PLANNING FEB/MAR 25**

**RESOLVED:**

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

#### **189. YOUTH ACTUAL SPEND JAN/FEB 2025**

**RESOLVED:**

- (i) That the Youth actual spend for Jan/Feb 2025 be received and noted.
- (ii) That the actual spend for week five be reported at the February meeting.

#### **190. BLACK HISTORY WORKSHOP**

**RESOLVED:**

- (i) That the quotes for the Black History Workshop be received and noted.
- (ii) That quote 1 be accepted.
- (iii) That Council be informed of the decision made.

#### **191. YOUTH GRANT**

**RESOLVED:**

- (i) That the information regarding the Youth Grant be received and noted.
- (ii) That the recommendation to Council be to approve the spend of the remaining Youth Grant.

#### **192. FILMING WORKSHOPS**

**RESOLVED:**

- (i) To receive and note the quote for the Filming Workshops.
- (ii) That the quote be accepted and approved.
- (iii) That the Council be informed of the decision.

#### **193. INVOICE PAYMENT**

**RESOLVED:**

- (i) That the information regarding an invoice payment be received and noted.
- (ii) That the invoice be paid in full.
- (iii) That Council be informed of the decision made.

**194. DATE OF NEXT MEETING**

**RESOLVED:**

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

**195. 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.

**196. CLINICAL SUPERVISIONS**

**RESOLVED:**

- (i) That the quotes be received and noted.
- (ii) That quote 2 be accepted and approved.
- (iii) That the Council be informed of the decision made.

The meeting ended at 8.15pm

Signed:

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(Chairman)

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Date: