



**KINGSWOOD  
TOWN  
COUNCIL**

## **FINANCE AND ADMINISTRATION COMMITTEE**

Meeting of Kingswood Town Council Finance and Administration Committee on **Tuesday 27<sup>th</sup> February 2024 at 7.45pm, on the rising of the Planning Committee**, in Room 5 of the Park Centre, High Street, Kingswood BS15 4AR

### **SUMMONS**

**To Councillors: Alison Evans, Maria Ingram-Cotton, Richard Bentham, Diane Bentham and Jim Corrigan.**

You are hereby summoned to attend the meeting of the Finance and Administration Committee of Kingswood Town Council to be held on Tuesday 27<sup>th</sup> February 2024 at 7.45pm at the Park Centre, High Street, Kingswood for the transaction of the items contained within the attached agenda.

Yours faithfully,

*Charlotte Littlewood*

Charlotte Littlewood, BA (Hons), CILCA, Interim Town Clerk

January 2024

7.45pm (Prior to the start of the meeting)

### **Questions and comments from members of the public.**

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chair) to participate before the start of the meeting by asking questions, raising concerns or making comments on matters affecting Kingswood. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public. If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chair has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting.

## **AGENDA**

### **Finance and Administration Committee 27<sup>th</sup> February 2024**

**1. To nominate a Chair and Vice Chair for the Committee**

For Councillors to be nominated into the role of Chair and Vice Chair.

**2. Apologies**

To receive apologies for absence and to consider the reasons given.

**3. Declarations of Interest**

- To receive declarations of interest from councillors in agenda items, in accordance with the Code of Conduct.
- To receive written requests for dispensation for disclosable pecuniary interests.
- To grant any request for dispensation as appropriate.

**4. To consider the Terms of Reference of this Finance and Administration Committee and make any necessary amendments.**

**5. Staff Pension and Payroll set up**

**a. Local Government Pension Scheme**

To pass a resolution that Kingswood Town Council will become a member of the Avon Pension Fund, by virtue of it being a precepting authority and in line with the contract of employment of the staff members.

**b. Payroll outsource**

To agree to the outsourcing of payroll to a local payroll agency.

**6. Finance:**

- a. To receive the schedule of payments for approval
- b. To receive financial reports of expected spend by year end and to note variances
- c. To consider and approve the expenditure of £1,650 for a 6-month full-page monthly article/s in the Kingswood Voice
- d. To consider and agree that Direct Debits can be set up for the IT function and the future payroll agency fee
- e. To consider and adopt the General and Earmarked Reserves Policy and agree that the following Earmarked reserves will be set up:
  - General Reserves
  - CIL and S106
  - Grants
  - Elections
  - Carry Forward
- f. To receive a verbal update on the committee's responsibilities regarding
  - Internal Procedures and Internal and External Audit
  - Year End Process
  - Annual Governance Statement.

**7. Community Grant Scheme**

To consider the draft Community Grant Scheme and to consider the themes and criteria and timeline and methods of communication, including a launch, which is proposed for the Annual Town Meeting on 28<sup>th</sup> May 2024.

**8. Risk Management**

To adopt the Risk Management Strategy, Policy and assist with the draft Risk Register

**9. To refer any items from this meeting to full council**

- a. The agreement to enter the Local Government Pension Scheme

**10. To pass a resolution to consider the exclusion of the public and press to consider the following confidential matter:**

**11. Confidential: To consider potential buildings as suitable premises for the Town Council**

**12. Date of the next meeting and consideration of items for the agenda**

The next Finance and Administration Committee will be held on Tuesday 23<sup>rd</sup> April 2024 at 7.45pm