

MEETING:
DATE & TIME:
PLACE:

Kingswood Town Council, Finance and Administration Committee
Tuesday 27th February 2024 7.45pm
The Park Centre, Kingswood

Councillors in attendance: Stephen Forsythe, Maria Ingram-Cotton, Alison Evan, Jim Corrigan, Diane Bentham and Richard Bentham (Committee members).

Also Present: Cllr Kenneth Rabone, Cllr Rhodes and Mrs Littlewood, Town Clerk

There was no public question time.

F01.02.24 To Nominate a Chair and Vice Chair

Councillor Richard Bentham was nominated as Chair.

Resolved: Councillor Richard Bentham become Chair of the Finance and Administration Committee for the remainder of the municipal year.

Councillor Maria Ingram-Cotton was nominated as Vice Chair.

Resolved: Councillor Maria Ingram-Cotton become Vice Chair of the Finance and Administration Committee for the remainder of the municipal year.

F02.02.24 Apologies for absence

There were no apologies for absence.

P03.02.24 Declarations of interest and requests for Dispensations

There were no declarations of interest in relation to this agenda.

F04.02.24 To consider the Terms of Reference of this Finance and Administration Committee and make any necessary amendments.

Resolved: The Terms of Reference were adopted unamended.

F05.02.24 Staff Pension and Payroll

a. Local Government Pension Scheme

Councillors received a report from the Town Clerk about the staff joining the Local Government Pension Scheme. Councillors were made aware of the administrative procedure, the financial cost of contributions and risks associated with withdrawing from the scheme.

Resolved: Kingswood Town Council will be registered as an employer with the Avon Pension Fund and make the relevant contributions and pay any other pension administrative costs, by virtue of it being a precepting authority and in line with the contract of employment of the staff members.

b. Payroll outsource

Councillor received a report from the Town Clerk about the need to outsource payroll to an agency with immediate effect, and to enter a contract for a 12-month period. Councillors were made aware of the initial set up cost and the monthly fees but understood that in doing so it reduced financial risks, ensured accurate and timely calculations, and adherence to HMRC regulations.

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Resolved: That the contract with PATA payroll is agreed and authority delegated to the clerk to complete the necessary onboarding paperwork. That the payment to the agency be set up as a Direct Debit.

F06.02.24 Finance:

- a. Councillors approved the list of payments at Appendix A.
- b. Councillors received a report on expected spend to year end and variances against budget, which are also at Appendix A.
- c. Councillors agreed to the expenditure of £1,650 for a 6-month full-page monthly article/s in the Kingswood Voice
- d. Councillors agreed to the setting up of direct debits for the IT function and the future payroll agency fee.
- e. Councillors adopted the General and Earmarked Reserves Policy and agreed to working towards creating a General Reserve of 25% of the precept based on having limited assets and therefore limited risks currently but increasing the reserve as assets and therefore risks and liability increase. It agreed to the creation of the following Earmarked reserves:
 - CIL and S106
 - Grants
 - Elections
 - Carry Forward of start up costs that could not be completed in year one
- f. Councillors received a verbal report on their roles and responsibilities in ensuring that strong governance and good financial management underpinned the work of the council. They were made aware of their and others roles in ensuring that due diligence was applied to the Internal Procedures, the work of the internal and External Audit, and the yearend process. They were made aware of the need for the council to support the annual governance statement at the next full council meeting.

F07.02.24 Community Grant Scheme

- a. Councillors considered the draft Community Grant Scheme and proposed that the following amendments be made:
 - a. That organisation can apply for the small grants more than once a year, but limit applications to the medium grants to just once a year.
 - b. That successful applicants will be invited to a town council meeting for a photograph with members of the town council.
 - c. To include in the assessment criteria a need to consider the geographical spread of applications (to ensure that all wards within the town were applying) and demographic spread of applications to ensure that a broad range of organisations were applying.
 - d. For the clerk to design the application form, assessment criteria and closing dates and meeting dates for the next committee meeting
 - e. For the Clerk to obtain a large cheque for promotional material

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- ii. Councillors agreed to recommend to full council that the scheme be launched at the Annual Town Meeting on 28th May 2024 and to consider a proposal for the publicity of the scheme at the next meeting.

Resolved: to adopt the Community Grants Scheme, subject to amendments above, and to recommend to full council that the scheme be launched at the Annual Town Meeting on 28th May 2024.

F08.02.24 Risk Management

Councillors adopted the Risk Management Strategy and Risk Management Policy.

Resolved: That the Risk Management Strategy and Policy be adopted.

F09.02.24 To refer any items from this meeting to Full Council

Resolved:

- a. That this committee recommends to full council that the council becomes an employer with the Avon Pension Fund
- b. That the Community Grants Scheme be launched at the Annual Town Meeting
- c. To adopt the General and Earmarked Reserves Policy

F10.02.24 To pass a resolution to consider the exclusion of the public and press, to consider a confidential matter.

Resolved: That the public and press leave the meeting, with the exception of Councillors Rhodes and Rabone were invited to remain to hear the discussion.

F11.02.24 Confidential: To consider potential buildings as suitable premises for the Town Council

Councillors received a report from the town clerk about the possibility of a building acquisition. Limited information was available currently, but Councillors agreed that the matter should be referred to an extraordinary town council meeting, to obtain further information, have more time, and for all councillors to be made aware of opportunities.

Councillor Rhodes left the meeting

Resolved: for the clerk to call an extraordinary town council meeting on Tuesday 5th March 2024 for the purpose of discussing this confidential matter in further detail.

F112.02.24 Date of the next meeting and consideration of items for the agenda

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

Meeting Closed: 2130hrs

Signed as a True Record.....

Date.....

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Appendix A

List of approved payments for February 2024

Company/Name	Invoice Number/Ref	Item	Amount
SLCC	2444070-2	Membership	£367.00
SLCC	BK215011 - 1	Training	£36.00
ALCA	SINV 014 23/24	Cllr Training	£250.00
Brookfield Publishing	1595	Kingswood Voice March	£130.80
The Park Centre	10146	room hire	£185.40
Cloudy IT	inv d 02799	IT support	£131.28
Town Clerk	Dec-23	Expenses	£49.28
Town Clerk	Jan-24	Expenses	£161.29
		Total	£1311.05

SUMMARY OF INCOME AND EXPENDITURE INCURRED AS START UP COSTS FOR THE NEW TOWN COUNCIL

Prepared by Town Clerk

Total income: £125,100
Total Expenditure to date: £18,308
Other expected Expenditure: £5,000 and salary costs of £21,245
Total expected expenditure £45,553
Variance between income and expenditure: £80,547 underspend