



FINANCE AND ADMINISTRATION COMMITTEE

Meeting of Kingswood Town Council Finance and Administration Committee on **Tuesday 23rd April 2024 at 7.30pm, on the rising of the Planning Committee**, in Room 5 of the Park Centre, High Street, Kingswood BS15 4AR

SUMMONS

To Councillors: Alison Evans, Ken Rabone, Maria Ingram-Cotton (Vice Chair), Richard Bentham (Chair), 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 23rd April 2024 at 7.30pm 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), Fellow of SLCC, CILCA, Town Clerk

18th April 2024

7.30pm (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 26th April 2024

1. Apologies

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

2. Minutes of the meeting held on 27th February 2024

To agree that the minutes are an accurate recording of the meeting.

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 review Standing Orders and Financial Regulation

To receive a written and verbal report from the Town Clerk that recommends some updates to the above documents for a recommendation to full council at the next meeting that revised editions are adopted.

5. To agree deposits into Earmarked Reserves

To receive a verbal report from the town clerk that recommends movements into earmarked funds at the beginning of the new financial year.

- Reserve CIL and S106 – £81,163.79 from South Gloucestershire Council
- Reserve Grants - £3,980 from South Gloucestershire Council
- Reserve Elections – £34,600 from underspend in first year
- Reserve Carry Forward - £12,000 for start up costs that was not needed in year 1 (equipment, office supplies)

6. Year End Process

To receive a written report from the town clerk that explains the year end process and the timetable, as well as the expectation from the Internal Auditor.

7. Finance

- a. To consider and agree that the town clerk can purchase a projector with an upper limit of £100 (from the office equipment budget of £4,000)
- b. To consider and agree the financial support of £500 towards the Big Green Week (8th to 16th June) events with Southern Brooks. To support free to use activities. Details to be confirmed (from the events budget of £55,000)
- c. To note the receipt of £81,164 of Community Infrastructure Levy funds from South Gloucestershire Council and receive a verbal update from the town clerk regarding the criteria on how this can be spent.
- d. To note that while Avon Pension Fund is waiting for an actuarial report to calculate the exact employer percentage contribution to the staff pension

fund, KTC must pay a 25% contribution until such time as the calculation is made, and then an adjustment to those payments going forward.

- e. To approve the following invoices for payment:

Company	Item	Invoice No	Net	VAT	Gross
South Glos Council	Job Advert Asst Town Clerk	3900001197	£125.00	£25.00	£150.00
South Glos Council	Job Advert Community Engagement officer	3900001201	£125.00	£25.00	£150.00

8. To consider and adopt the Financial and People Risk Assessments

To receive a first draft of the financial risk assessment that identifies risks and how to mitigate them in relation to people and finances.

9. To receive a first draft of a simple corporate plan for the council

To receive a report from the town clerk that identifies the purpose, priorities and plans for the town council into year two and beyond and how it will monitor performance, as well as form the basis of an annual report.

10. Updates or questions from councillors

For councillors to request matters for consideration at a future meeting, or to ask questions of the clerk at this meeting.

11. To refer any items from this meeting to full council

12. Date of the next meeting

The next Finance and Administration Committee will be held on Tuesday 25th June 2024 at 7.30pm