

MEETING: Kingswood Town Council, Finance and Administration Committee
DATE & TIME: Tuesday 23rd April 2024 7.30pm
PLACE: The Park Centre, Kingswood

Councillors in attendance: Stephen Forsythe, Maria Ingram-Cotton (Chair), Jim Corrigan, Diane Bentham, Ken Rabone

Also Present: Mrs Littlewood, Town Clerk

There was no public question time.

In the absence of Councillor Richard Bentham, Councillor Maria Ingram-Cotton chaired the meeting.

F01.04.24 Apologies for absence
Apologies were received from Councillors Richard Bentham and Alison Evans.

F02.04.24 Declarations of interest and requests for Dispensations
There were no declarations of interest in relation to this agenda.

F03.04.24 Minutes of the meeting held on 27th February 2024
The minutes from the meeting held on 27th February 2024 were approved.

Resolved: To accept the minutes of the meeting as a true record.

F04.04.24 To review Standing Orders and Financial Regulation
a. Standing Orders
Councillors received a report from the town clerk and agreed to make amendments as below:
i. Public question time would be limited to 15 minutes at each council and committee meeting, with the Chair being able to use their discretion to extend it as necessary.
ii. Individual members of the public speaking in public question time in full council or committee meetings would be limited to three minutes per item, and that members of the public cannot use their time to repeat what another member of the public has already stated.
iii. Council meetings will be limited to two hours.
iv. Councillors and members of the public will not be expected to stand at council meetings.
v. Councillors who wish to place a motion on an agenda must get it to the town clerk with five clear days before the meeting.
vi. To remove references to County Councillors and replace them with Unitary Authority councillors.
b. Financial Regulations
Councillors received a report from the town clerk and agreed to make amendments as below:
i. If the Finance and Administration Committee wishes to award a grant under the Community Grant Scheme in excess of £5,000, it must be referred to full council.
ii. To remove references to cheques and cheque signatories.
iii. To remove reference to the document seal.
iv. To replace the Chair having an envelope containing passwords to having a password protected electronic file that contains confidential information and passwords, should the clerk be unavailable.

Resolved: That a recommendation be made to full council to accept the above amendments and adopt version two of Standing Orders and Financial Regulations.

F.05.04.24 To agree to the deposits into Earmarked Reserves
Councillors agreed to the movement of funds into the EMRS as below:
Reserve CIL and S106 - £81,163.79 from South Gloucestershire Council

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Reserve Grants - £3,980 from South Gloucestershire Council
 Reserve Elections - £34,600 from underspend in first year
 Reserve Carry Forward - £12,000 for startup costs that was not needed in year 1 (equipment, office supplies)

Resolved: To move the above funds into Earmarked Reserves.

F06.04.24 Year End Process

Councillors noted the year end process regarding internal and external audit.

Internal Audit	Friday 3 rd May 2024
Council meeting to receive the internal auditors report and to approve both statements within the AGAR	Tuesday 11 th June 2024
Date of Announcement to be published on website	Thursday 13 th June 2024
Inspection Period (notices to go on website and in library)	Friday 14 th June 2024
End of Inspection Period	Thursday 25 th July 2024

F07.04.24 Finance Matters

- Councillors agreed to an upper budget of £350 for the town clerk to purchase a projector of high quality for council meetings (from the office equipment budget of £4,000).
- Councillors agreed to offer £500 towards the Big Green Week (8th to 16th June) events with Southern Brooks (from the events budget of £55,000).
- Councillors noted the receipt of £81,164 of Community Infrastructure Levy funds from South Gloucestershire Council and the criteria against which to spend the funds (in summary: to address the demands placed on the local area by a development, and to pay towards improving or providing infrastructure, with a time limit of 5 years from receipt).
- Councillors noted the interim rate of pension contribution for the employer, while the fund is being established.
- Councillors approved the following invoices for payment:

Company	Item	Invoice No	Net	VAT	Gross
South Gos Council	Job Advert Asst Town Clerk	3900001197	£125.00	£25.00	£150.00
South Gos Council	Job Advert Community Engagement officer	3900001201	£125.00	£25.00	£150.00
SLCC	Job Adverts	SD935	£347.00	£69.40	£416.40

Resolved: that authority to be delegated to the town clerk to make the above payments, or place the necessary orders.

F08.04.24 To consider and adopt the Financial and People Risk Assessments

Councillors noted the summary of financial and people risk assessments, that the clerk will continue to update the list and present periodically to the Finance and Administration Committee.

F09.04.24 To receive a first draft of a simple corporate plan for the council

Councillors received the first draft of the Corporate Plan, which will be used to also prepare

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an annual report and presentation at the Annual Assembly. Councillors were in support of its content, and Councillors Massey and Corrigan have offered to help with its final draft.

F10.04.24 Updates or questions from councillors

Councillors were keen that the Community Grant Scheme be launched in early May.

F11.04.24 To refer any items from this meeting to full council

That the revised versions of Standing Orders and Financial Regulations be presented for adoption.

F12.04.24 Date of the next meeting

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

Meeting Closed: 2045hrs

Signed as a True Record.....

Date.....