



## FINANCE AND ADMINISTRATION COMMITTEE

Meeting of Kingswood Town Council Finance and Administration Committee on **Tuesday 23<sup>rd</sup> July 2024 at 7.30pm, on the rising of the Planning and Highways Committee**, in the Park Centre, High Street, Kingswood BS15 4AR

### SUMMONS

**To Councillors:** Maria Ingram-Cotton, Richard Bentham,  
Diane Bentham, Comfort Iyiewuare, Jim Corrigan,  
Ken Rabone and Joanne Doyle

You are hereby summoned to attend the meeting of the Finance and Administration Committee of Kingswood Town Council to be held on **Tuesday 23<sup>rd</sup> July 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

17<sup>th</sup> July 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 23<sup>rd</sup> July 2024

**1. Nomination of Chair**

To receive nominations for the role of Chair for the Committee

**2. Nomination of Vice Chair**

To receive nominations for the role of Vice Chair for the Committee

**3. Apologies**

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

**4. Minutes of the meeting held on 23<sup>rd</sup> April 2024**

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

**5. 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.

**6. Community Grant Scheme**

To receive and consider grant applications from the following organisations. For councillors to consider the merit and community benefit of each request, and to agree the sum of money to award, when all requests have been considered.

Representatives from each organisation are invited to introduce their application and to answer questions.

There is a total grant pot of £50,000 and this fund is to be split across this meeting and two further meetings in November 2024 and February 2025.

- a. **Kingswood Heritage Museum Trust** requesting £10,000 as a contribution towards the cost of solar panels and batteries that will reduce the carbon footprint and lead to overhead savings, thus putting more funds into the community benefit of the museum.

*If this request is supported, it will need to be ratified at full council in September 2024, due to being classed as a large one-off capital grant over £5,000.*

- b. **Kingswood Rugby Club** requesting £5,000 towards an electronic point-of-sale system (EPOS), for card machines to speed up entry, collect data and allow discounts to be offered.
- c. **Our Lady of Lourdes Primary School**, requesting £1,250 towards the creation of a sensory play and learning area in the school grounds, to improve opportunities to connect with outdoors creative play.

- d. **Whitfield Tabernacle Trust**, requesting £2,500 for external signage to provide an identity to the building. Also requesting £2,500 as a contribution to insurance and repairs.
- e. One request has been rejected as it was to contribute towards salary costs, which is not supported.

## **7. Marketing Expenditure**

In order to support the role of the new Community Engagement, Events and Project Officer and to ensure that the council is visible in the community (physically, online and in print) there are several marketing tools to purchase:

- a. To note the town clerk has already purchased a one-year contract with Canva, an online design programme at a cost of £100, See item 11 below (from a budget of £3,000)
- b. To consider the purchase of a one-year contract for Survey Monkey (£396) and the purchase of an annual use of a QR Code (£239.88) (from a budget of £3,000): Total £635.88
- c. To purchase four additional pages in the Kingswood Voice in the lead up to Christmas, to promote the events and activities of the town council, costing £1,100 (from a budget of £4,300). KTC has purchased one page a month to cover council business, this extra page will focus on events and collaboration and ways to engage with the town council.
- d. To consider investing in the purchase of banners, decals, stickers, flag, ID passes, pull up banner, High Viz jackets, and a branded marque (details yet to be confirmed but quotes will be sought) £1,500 from a budget of £3,000

## **8. Activity Expenditure**

To enable several events to take place in the next 4 months, to consider the purchase of craft materials and advertising fliers and banners, from local outlets, to support these events: Remembrance Day and Christmas (the knitting of Remembrance Poppies, the knitting of Letter Box toppers and craft activities for children, wreath making sessions (with session lead)), with small prizes, culminating in displays in an empty shop on the high street: Total £1,000 (from the events budget of £55,000)

## **9. Event Expenditure**

To delegate authority to the town clerk to manage the following events from within the overall events budget of £55,000. These are upper limits, and it is likely that the events will cost less, but it is the first year and so costs are assumed at this stage. Costs will be for sound systems, lighting, entertainment, music and possible music licenses (PRS) security, activities and where possible we will be purchasing from local suppliers. Event plans will be presented at future meetings.

There is a total annual budget of £55,000

- a. Summer event £1,000
- b. Lantern Parade £3,000

c. Remembrance Day and Parade £3,000

d. Christmas Celebration £3,000

Total £10,000

#### **10. Provision of tablets to Councillors**

A report was presented at full council on 9<sup>th</sup> July 2024 and was delegated to the Finance and Administration Committee to consider, asking if the council wishes to provide tablets to councillors and to consider the quotation from the Council's IT provider for five tablets: Ipad, set up costs, device management, device security, delivery, and ongoing supports to users. Total cost for five tablets: £2,640 (from an equipment budget of £4,000)

To note that there will be a monthly cost of £11.00 per month added to the existing contract. To note that the quote included additional case and keyboard, but they will not be supplied as deemed unnecessary. Six councillors have indicated that they would like to be issued with a council paid and therefore the amount quoted will be higher due to an additional device.

To seek authority to agree to the contract to provide the iPads and to authorise the town clerk to make the purchase for 6 iPads and note that this will be slightly higher than the original quote.

#### **11. Finance**

To approve the following invoices for payment:

- a. Canva: One year contract: £100 (See 7.a) (to reimburse the town clerk)
- b. Avon Pension Fund (Bath and North East Somerset) Actuarial Report and Admin Charges £1,380 including VAT.
- c. Bristol Party Hire : To pay the deposit for hire of lighting and sound equipment for an event: £182.00
- d. SLCC: For the clerk to attend a finance themed webinar on 11<sup>th</sup> September: £78 including VAT.
- e. SLCC: for the clerk to attend a webinar on the planning of an event to celebrate VE Day, 80<sup>th</sup> anniversary on 23 October: £36 including VAT

#### **12. Payments for authorisation**

To delegate authority to the town clerk and authorized bank signatories to make payments at the bank over the summer period, without the need for each invoice to have the necessary two signatures, to ensure that payments are continued in the period where there are no council meetings. For a report to be presented to the full council meeting in September of those payments made.

**13. Confidential**

To resolve to exclude the public and press to consider a confidential matter

**14. Confidential: Request for authority to purchase additional support for building survey work**

**15. To readmit the public and press to the meeting**

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

**17. Date of the next meeting**

The next Finance and Administration Committee will be held on Tuesday 24<sup>th</sup> September 2024 at 7pm