



FINANCE AND ADMINISTRATION COMMITTEE

Meeting of Kingswood Town Council Finance and Administration Committee on **Tuesday 24th September 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: Richard Bentham (Chair), Maria Ingram-Cotton (Vice),
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 24th September 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 and RFO

19th September 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 24th September 2024

1. Apologies

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

2. 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.

3. Minutes of the meeting held on 23rd July 2024

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

4. Community Grant Scheme

To note that the Full Council approved the recommendation to award the Kingswood Heritage Museum Trust £10,000, towards solar panels and battery storage, under the Community Grant Scheme.

To note that the Museum have invited councillors to attend the meeting on a Tuesday for a Cheque presentation – to be arranged.

5. Corporate Plan

To receive a verbal update that the officers are developing an Annual Action Plan that will align with the high-level objectives of the Corporate Plan, and which will feed into an Annual Report, that this committee will develop in Spring 2025.

6. Financial Regulations and Procurement Policy

To recommend to full council that the revised edition of Financial Regulations, based on the 2024 NALC template, be adopted and that changes to the Procurement Policy in line with Financial Regulations be adopted.

7. Risk Assessments

To consider some digital health risks and measures to mitigate them, in line with the Councils risk strategy and policy and to approve the emergency powers used by the Clerk and Chair to pay to move the council's finance package into cloud storage.

8. Internal Audit

To note that the Internal Auditor will be undertaking their first assessment this year on 1st October 2024.

9. Civic Responsibilities and Protocol

To consider a written report from the clerk, if the town council wishes to increase its civic responsibilities and visibility

10. Proposed additional meeting: Tuesday 5th November 2024

To propose that there is an additional Finance and Administration Committee meeting on Tuesday 5th November 2024, to start discussing the council's budget, due to the planned meeting on Tuesday 26th November being allocated to the Community Grant Scheme.

11. Renewal of Council's website provider

To consider if Aubergine is to continue to act as the host for the council's website at £299 per annum.

12. Finance

To approve the following invoices for payment:

Mitre Printing	Leaflets	17009	£102.00	£8.60	£110.60
Vista Print	Banner	220434645	£39.15	£7.83	£46.98
Brookfield Publishing	Kingswood Voice September 2024	1868	£550.00	£110.00	£660.00
Aubergine	Annual website subscription	12962	£299.00	£58.80	£358.80
Festive Lighting Company	Christmas Motifs hire (60%)	347	481.54	2407.68	2889.22
Amazon	Lanyards		£76.80	£15.39	£92.19
Amazon	Table		£33.32	£6.67	£39.99
Amazon	First Aid Kits and Stationery		£26.47	£5.30	£31.77
Amazon	Headset		£15.82	£3.17	£18.99
Amazon	Hi Viz Jackets		£74.60	£14.90	£89.50
Core Highways	Hire of Signage Remembrance Day	SBM103 0221	£166.98	£0.00	£166.98

13. To refer any items from this meeting to full council**14. Date of the next meeting**

The next Finance and Administration Committee will be held on Tuesday 26th November 2024, subject to item 10.