

**MEETING:** Kingswood Town Council, Finance and Administration Committee  
**DATE & TIME:** Tuesday 23<sup>rd</sup> July 2024 7.30pm  
**PLACE:** The Park Centre, Kingswood

**Councillors in attendance:** Richard Bentham (Chair) Maria Ingram-Cotton (Vice Chair), Jim Corrigan, Diane Bentham, Ken Rabone.

**Also Present:** Charlotte Littlewood, Town Clerk  
Alice Twinn, Community Engagement and Events Officer

**Public:** Four members of the public present.

There was no public question time.

**F01.07.24 To receive nominations for the role of Chair**

Councillor Richard Bentham was nominated as Chair, with no other proposals and all in favour.

**Resolved:** Councillor Richard Bentham be the Chair for the municipal year.

**F02.07.24 To receive nominations for the role of Vice Chair**

Councillor Maria Ingram-Cotton was nominated as Vice Chair, with no other proposals and all in favour.

**Resolved:** Councillor Maria Ingram-Cotton be Vice Chair for the municipal year.

**F03.07.24 Apologies for absence**

Apologies were received from Councillors Joanne Doyle and Comfort Iyiewuare

**F04.07.24 Minutes of the meeting held on 23<sup>rd</sup> April 2024**

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

**Resolved:** The minutes are an accurate record of that meeting.

**F05.07.24 Declarations of interest and requests for Dispensations**

Councillor Jim Corrigan declared an interest in the grant application from the Lady of Lourdes Primary School, as a governor, and would not participate in the discussion of vote, but would remain in the room.

*There was an adjournment of the meeting so the Clerk could brief the new Chair of the process for receiving and considering the following grant applications.*

**F06.07.24 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. 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.  
A representative from the museum trust presented their application and answered some questions about batteries, planning permission, future funding.
- 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.

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No one from the Rugby Club attended the meeting and councillors had questions that could not be answered.

- 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. Two representatives from the school attended to answer questions.
- 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. A representative from the Trust attended to answer questions.
- e. Councillors resolved to exclude the public and press to consider the applications in further details and make their decision. The public were invited back into the meeting to hear the decisions.

**Resolved:**

- a. A recommendation be made to the full council meeting in September 2024, that a grant of £10,000 be made to the Kingswood Heritage Museum Trust
- b. The Rugby Club be invited to resubmit their application at the meeting in November 2024.
- c. A grant of £1,250 be made to Our Lady of Lourdes Primary School.
- d. A grant of £5,000 be made to the Whitfield Tabernacle.
- e. To delegate authority to the Town Clerk to manage the payment process as well as arrange photo opportunities and seek feedback at the appropriate time.

**F07.07.24 Marketing Expenditure**

To consider the following purchases to support the role of the new Community Engagement, Events and Project Officer:

**Resolved:**

- a. One year of Canva (to reimburse Town Clerk): £100
- b. Purchase one-year contract for Survey Monkey: £396
- c. Purchase an annual use of a QR Code £239.88
- d. Purchase of four additional pages in the Kingswood Voice in the lead up to Christmas, to promote the events and activities of the town council: £1,100
- e. To delegate authority to the officers to manage of budget of £1,500 to purchase banners, decals, stickers, flag, ID passes, pull up banner, High Viz jackets, and a branded marquee.

**F08.07.24 Activity Expenditure**

To delegate authority to the officers to manage the activity budget of £1,000 for summer activities.

**F09.07.24 Event Expenditure**

To delegate authority to the officers to manage the following events budget:

- a. Summer event £1,000
- b. Lantern Parade £3,000
- c. Remembrance Day and Parade £3,000
- d. Christmas Celebration £3,000

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**F10.07.24 Provision of tablets to Councillors**

Councillors agreed that the council should make it as easy as possible for current and future councillors to have the appropriate equipment.

Resolved: To purchase 9 tablets with the appropriate security software and support, and to delegate authority to the town clerk to place the order, having had sight of a previous quotation of £2,640 for 5 iPads. To allow the town clerk to exceed this quotation and order the 9 iPads.

**F11.07.24 Finance**

Resolved: The following payments were approved:

- a. Canva: One year contract: £100
- b. Avon Pension Fund (Bath and North East Somerset) Actuarial Report: £1,380
- c. Bristol Party Hire: Deposit for hire of lighting and sound equipment: £182.00
- d. SLCC: For the clerk to attend a finance themed webinar: £78
- e. SLCC: For the clerk to attend a webinar on the planning of VE Day Event: £36

**F12.07.24 Payments for authorisation**

**Resolved:** 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, and that a report would be presented at the full council meeting in September of payments made (other than those related to salaries).

**F13.07.24 Confidential**

It was agreed to exclude the public and press to consider a confidential matter.

**F14.07.24 Confidential: Request for authority to purchase additional support for building survey work**

Councillors received a report from the town clerk, to agree to delegate authority to the town clerk to place an order for additional surveyor support, as needed, and in line with the confidential report.

**F15.07.24 The public and press were readmitted to the meeting.**

**F16.07.24 To refer any items from this meeting to full council**

It was agreed that a recommendation to make a grant award of £10,000 to the Kingswood Heritage Museum Trust needs to be referred to full council for a decision.

**F17.07.24 Date of the next meeting**

The next Committee meeting will be held on Tuesday 24<sup>th</sup> September 2024 at 7pm.

Meeting Closed: 2105hrs

Signed as a True Record.....

Date.....