



FINANCE AND ADMINISTRATION COMMITTEE

Meeting of Kingswood Town Council Finance and Administration Committee on **Tuesday 5th November 2024 at 7.00pm**, 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 5th November 2024 at 7.00pm** in 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

31st October 2024

7.00pm (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 5th November 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 24th September 2024

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

4. Internal Audit

To note the receipt of the internal audit report and to consider any actions and to recommend that is considered by full council at the next meeting – report attached
Matters to action: investment of funds and increasing fidelity guarantee insurance.

5. Sponsorship Opportunity

To consider the acceptance of an approach by a local company who wishes to engage with the council and sponsor events, as well as provide volunteers:
Verbal update from town clerk

6. Budget Consideration

To discuss the aspirations of the council for 2025/26 and beyond and how these will influence the budget setting process.

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

8. Date of the next meeting

The next Finance and Administration Committee will be held on Tuesday 26th November 2024