

**MEETING:** Kingswood Town Council, Finance and Administration Committee  
**DATE & TIME:** Tuesday 24<sup>th</sup> September 2024 at 7.30pm  
**PLACE:** The Park Centre, Kingswood

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

**Also Present:** Mrs Littlewood, Town Clerk

There was no public question time.

**F01.09.24 Apologies for absence**  
Apologies were received from Councillors Joanne Doyle and Comfort Iyiewuare.

**F02.09.24 Declarations of interest and requests for Dispensations**  
There were no declarations of interest in relation to this agenda.

**F03.09.24 Minutes of the meeting held on 23<sup>rd</sup> July 2024**  
The minutes from the meeting held on 23<sup>rd</sup> July 2024 were approved.

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

**F04.09.24 Community Grant Scheme**  
It was confirmed that full council had supported the grant to the Kingswood Heritage Museum Trust for £10,000 and that an invitation to meet the trustees at the museum has been made and was confirmed for Tuesday 8<sup>th</sup> October 2024.

**F.05.09.24 Corporate Plan**  
To note that this committee will be responsible for the writing of an annual report, and that the officers are preparing an annual action plan that will provide detail of future work plans, but also the content for the annual report. It will be necessary to produce a three-to-four-year budget to align with the Corporate Plan, in this year's budget setting process.

**F06.09.24 Financial Regulations and Procurement Policy**  
Councillors received a report from the town clerk, on the need to adopt a new version of Financial Regulations and Procurement Policy, due to some updates.

**Resolved:** To recommend to full council that the new version of Financial Regulations and the Procurement Policy are adopted.

**F07.09.24 Risk Assessments**  
Councillors received a report from the town clerk, on the need to consider the risks facing the council in relation to finance, staff and technology and the need to adopt the risk assessments that consider how to accept, remove or reduce the risks. Councillors agreed to the emergency spending of the town clerk of £660, to move the finance package data from the laptop into the RBS cloud storage.

**Resolved:** to recommend to full council that the risk register is adopted, and that the officers will present event risk assessments to the full council meeting for adoption.

**F08.09.24 Internal Audit**  
Councillors noted that the first stage internal audit would take place on Tuesday 1<sup>st</sup> October 2024 and that a report would be provided to the full council November 2024 meeting.

**F09.09.24 Civic Responsibilities and Protocol**  
Councillors received a report from the town clerk on what would be involved if the council wished to consider adopting a more visible civic role, with a mayor, insignia and public facing civic responsibilities, such as attending events and an annual mayor making service.

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The report was considered and the following observations were raises: that the council was still early in its formation and such a move would be seen as premature, that the council needed to concentrate on the delivery of projects, that councillors were conscious of the reputation of the council and that it did not want to spend unnecessary funds, and that it should wait until such time that the community starts to invite the council to attend events or give presentations, and then reconsider this in future years. Therefore, it did not support the creation of the role of Mayor, the awarding of any allowances or spending of council funds on additional civic events at this stage.

However, councillors did agree that a chain of office for the Chair would act as a form of symbolism, give the council some gravitas and was a simple way of distinguishing the Chair of the Council and agreed to refer the acquisition of a quote for a chain of office as a request to full council.

**Resolved:** To refer the acquisition of a quote for a chain of office to full council for consideration and approval.

**F10.09.24 Proposed Additional meeting: Tuesday 5<sup>th</sup> November 2024**

To start the budget setting process, it was proposed to have an additional committee meeting.

**Resolved:** to have an additional committee meeting on Tuesday 5<sup>th</sup> November 2024 at 7pm and invite all councillors to the meeting, but mindful that non-committee members would not be able to vote on matters.

**F11.09.24 Renewal of the Council's website provider**

Councillors agreed to the continuation of the contract with Aubergine as the council's website provider and host.

**Resolved:** To support the renewal of the annual contract for website hosting and support.

**F12.09. 24 Finance**

Councillors authorized the invoices at Appendix A for payment.

**F13.09.24 To refer items to full council**

The committee agreed to refer the following to full council for consideration and adoption

- The adoption of Financial Regulations
- The adoption of the Procurement Policy
- The adoption of Finance Staff, Technology and Event Risk Assessments
- To consider if the town clerk should seek a quote for a chain of office
- To invite councillors to the additional meeting on 5<sup>th</sup> November 2024 to discuss the budget.

**F14.09.24 Date of Next meeting**

The next Finance and Administration Committee will be held on Tuesday 5<sup>th</sup> November 2024 at 7.30pm and Tuesday 26<sup>th</sup> November 2024 (Community Grant Scheme)

Meeting Closed: 2000rs

Signed as a True Record.....

Date.....

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## Appendix A

### Item 12 Approval of Payments

The following payments were approved

Company	Item	Invoice number	Net Amount	VAT	Total Gross
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
Carter Jonas	RAAC Survey	F0280081	£1,500.00	£300.00	£1,800.00