



## **FINANCE AND ADMINISTRATION COMMITTEE**

Meeting of Kingswood Town Council Finance and Administration Committee on **Tuesday 25<sup>th</sup> February 2025 at 7.30pm**, 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 Tracey Kovacs

You are hereby summoned to attend the meeting of the Finance and Administration Committee of Kingswood Town Council to be held on **Tuesday 25<sup>th</sup> February 2025 at 7.30pm** 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

20<sup>th</sup> February 2025

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 Tuesday 25<sup>th</sup> February 2025.**

**This meeting follows the Planning and Highways Committee meeting**

**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 26<sup>th</sup> November 2024**

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

**4. Community Grant Scheme**

To receive and consider grant applications from the following organisations below. *A more detailed report has been prepared for councillors.*

From a total grant pot of £50,000, £28,256.16 was issued at the two previous meetings.

Representatives from each organisation are invited to introduce their application and to answer questions. For councillors to consider the merit and community benefit of each request when all requests have been considered.

To resolve to exclude the public and press while discussing the individual applications, in order to make a decision. Councillors will invite applicants to leave the meeting while they discuss the awards, but the applicants will be informed at the meeting of the outcome.

<b>Name of Organisation</b>	<b>Project</b>	<b>Amount Requested</b>
Nest Page Park	Event	£5,000
Kingswood History Society	Meeting and marketing costs	£500
Turtle Play Scheme	Easter and Summer Holiday play scheme	£4,000
Our Lady of Lourdes Preschool	Security Fencing	£4,400
Date Palm Foundation	Security Fencing	£4,429
<b>Total</b>		<b>£18,329</b>

**5. To consider the first draft of the Annual Report**

For councillors to consider the first draft of the Annual Report in advance of the meeting, and to make comments and suggestions at the meeting *(The draft report has been circulated to councillors only)*

**6. Financial Management Strategy**

To receive a written report from the town clerk and to consider the following recommendations:

- a. To make a recommendation to the next full council meeting that the Financial Management Strategy be adopted
- b. To consider if the council get independent investment advice
- c. To consider if the clerk should invite CCLA to give a presentation to full council at a future meeting
- d. To delegate authority to the town clerk to seek quotes for a new internal auditor, for the new financial year
- e. To delegate authority to the town clerk to increase the insurance cover on the ICT equipment
- f. To delegate authority to the town clerk to increase the fidelity guarantee insurance cover to at least £300,000
- g. To delegate authority to the town clerk to continue with the current insurance policy with Zurich Municipal for a third year at renewal time in October 2025, but to seek quotes from new insurance companies for 2026 and beyond, at the appropriate time.
- h. To readopt the Risk Management Strategy
- i. To readopt the Risk register for re-adoption.
- j. To recommend to full council that the latest version of the Asset Register is adopted.

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

**8. Date of the next meeting:** Tuesday 22<sup>nd</sup> April 2025 at 7.30pm