

**MEETING:** Kingswood Town Council, Finance and Administration Committee  
**DATE & TIME:** Tuesday 25<sup>th</sup> February 2025 at 7.30pm  
**PLACE:** The Park Centre, Kingswood

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

**Absent:** Councillors Comfort Iyiewuare and Tracey Kovacs.

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

**Public Present:** Representative from: Nest and Movena, Kingswood History Society, Turtle Play Scheme, Our Lady of Lourdes Preschool, Date Palm Foundation (all to item 5)

There was no public question time.

**F01.02.25 Apologies for absence**  
 No apologies received.

**F02.02.25 Declarations of interest and requests for Dispensations**  
 Councillor Jim Corrigan declared an interest in the application from Our Lady of Lourdes Preschool due to him being a school governor. He would remain in the room and the discussion but would not vote in relation to an award of the grant.

**F03.02.25 Minutes of the meeting held on 26<sup>th</sup> November 2024**  
 The minutes from the meeting held on 26<sup>th</sup> November 2024 were approved.

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

**F04.02.25 To receive and consider grant applications from the following organisations.**

Name of Organisation	Project	Amount Requested	Amount Awarded
Movema/ Nest Page Park	Refugee Festival 15 June	£5,000	£5,000
Kingswood History Society	Meeting and marketing costs,	£500	£500
Turtle Play Scheme	Easter and Summer Holiday play scheme	£4,000	£4,000
Our Lady of Lourdes Preschool	Security Fencing	£4,400	£4,400
Date Palm Foundation	Security Fencing	£4,429	£4,429
<b>Total</b>		<b>£18,329</b>	<b>£18,329</b>

Representatives from the above organisations presented their application to the meeting and councillors asked questions.

The Chair, with councillors in agreement, resolved to ask the public to leave the meeting while councillors considered the merit and strength of each application.

The public were invited back into the meeting to receive their outcome of their application, which are displayed above. The Chair informed the groups that the town clerk will write to the organisations with the outcomes and that there will be some conditions relating to the payment schedules, and that groups will be asked to provide certain information on completion of their project/activity. Where the funds are for capital works, that the organisation must demonstrate that they have permission from the landlord to proceed with the work.

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Councillors discussed any changes that might need to be made to the scheme. It was considered that if further requests came in to support events, the council would consider this alongside the events that the council is already planning.

**Resolved:** To make the following awards from the Community Grant Scheme budget for 2024/25

- Movema/Nest Page Park: £5,000
- Kingswood History Society: £500
- Turtle Play Scheme: £4,000
- Our Lady of Lourdes Preschool: £4,400
- Date Palm Foundation: £4,429

#### **F05.02.25 To consider the first draft of the Annual Report**

Councillors delegated authority to the town clerk to continue with the work on the annual report, for it to be presented to Full Council for consideration, and that the town clerk start working with the designer to create the draft report. It was proposed that 1,000 copies be printed, and that these would be placed in public facing locations across Kingswood.

**Resolved:** to delegate authority to the officers to continue with the draft Annual Report and to create a list of locations for distribution.

#### **F06.02.25 Financial Management Strategy**

Councillors received a written and verbal report from the town clerk, covering several financial matters for consideration. A Financial Management Strategy has been prepared, which contains all the financial systems in place at KTC. In addition, the town clerk explained the need to readopt the Risk Policy and Strategy and note the revised risk assessments, and to seek authority to get further information regarding investing council surplus funds.

**Resolved:**

- a. To recommend to full council that the Financial Management Strategy be adopted
- b. To delegate authority to the town clerk to seek out a sector appropriate investment fund for initial contact
- c. To delegate authority to the town clerk to approach CCLA for further details on deposit funds for KTC surplus funds, and to present an investment proposal at a future meeting for consideration
- d. To delegate authority to the town clerk to seek quotes for a new internal auditor for the next 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 recommend to full council that the Risk Management Strategy and Policy is readopted
- i. To recommend to full council that the Risk Register for this year is adopted
- j. To recommend to full council that the Asset Register is adopted, as being the most up to date register at February 2025.

#### **F07.02.25 To refer any items from this meeting to full council**

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- a. To note that the Finance and Administration Committee have made the following Community Grant awards

Nest Page Park: £5,000  
Kingswood History Society: £500  
Turtle Play Scheme: £4,000  
Our Lady of Lourdes Preschool: £4,400  
Date Palm Foundation: £4,429

- b. To recommend that the following documents are adopted at the next meeting.

Financial Management Strategy

Risk Strategy

Risk Register

Asset Register

**F08.02.25 Date of Next meeting**

The next Finance and Administration Committee meeting will be held on Tuesday 22<sup>nd</sup> April 2025 at 7.30pm

Meeting Closed: 2030hrs

Signed as a True Record.....

Date.....