



Amanda Hazell - RFO
15-17 Temple Street,
Keynsham, Bristol BS31 1HF
Telephone: No: 0117 986 8683
E-mail: rfo@keynsham-tc.gov.uk
www.keynsham-tc.gov.uk

To All Members of the Finance & Policy Committee: Martin Burton, Edmund Cannon, Chris Davis, Clive Fricker, Caroline Leonard and Andy Wait (Chair).

Dear Councillor

You are summoned to attend a **MEETING OF THE FINANCE AND POLICY COMMITTEE** to be held in **the Town Council Office on TUESDAY 11th MARCH 2025 commencing at 6.30 p.m.**

Signed on 6th March 2025

A handwritten signature in black ink, appearing to be 'Amanda Hazell'.

Amanda Hazell – Responsible Finance Officer

EMERGENCY EVACUATION PROCEDURE

When the continuous alarm sounds, you must evacuate the building by the exit and proceed to the assembly point: Grassed area past St. Cadoc House, Temple Street.

Arrangements are in place for the safe evacuation of disabled people.

THIS MEETING MAY BE FILMED OR RECORDED (PLEASE REFER TO THE TOWN COUNCIL'S PROTOCOL ON THE FILMING AND RECORDING OF LOCAL COUNCIL AND COMMITTEE MEETINGS (adopted August 2014)).

FINANCE & POLICY COMMITTEE AGENDA 11TH MARCH 2025

1. APOLOGIES FOR ABSENCE

RECOMMENDATION:

To receive apologies for absence.

2. DECLARATIONS OF INTEREST

To receive any Declarations of Interest under Keynsham Town Council's Code of Conduct (adopted on 16th April 2019) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464 and as per Standing Order 3(v).

3. DISPENSATIONS

In accordance with Standing Order 13, to consider any requests for dispensations (for disclosable pecuniary interests) prior to the item (s) being discussed, that Members may only become aware of during the meeting itself and to receive any disclosures of decisions as per item 7 of Keynsham Town Council's Dispensations Policy and Procedure Guide.

4. RECORD OF PREVIOUS MEETINGS

RECOMMENDATION:

That the Minutes of the Finance & Policy Committee meeting held on 11th February 2025 (previously circulated) be confirmed as a true record and signed by the Chairman.

5. PUBLIC PARTICIPATION

- (a) In accordance with Standing Order 3(e) (i), Members of the public may make representations, answer questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda with the permission of the Chairman.
- (b) In accordance with Standing Order 3 (e) (ii) Members of the public will have the opportunity to ask the Chairman any question concerning, or make observations upon, the business of the Council, at the start of the meeting, provided notice of the question along with the name and address of the member of public has been given to the Town Clerk at least 4 clear days before the meeting where possible and in any case to the Chairman before the meeting and this applies to all committees of the Council.
- (c) In accordance with Standing Order 3 (e) (iii) Members of the Public may also speak on one single item only on the agenda, just prior to that item being discussed, unless otherwise agreed by the Chair, or Chair of a Committee. Each person may speak for not more than two minutes, with a maximum of two speakers per item in favour and two speakers per item against or at the Chairman's discretion. To facilitate the smooth running of the meeting Members of the Public will be asked to register their interest with the Town Clerk prior to the start of the meeting.

RECOMMENDATION:

That the Chairman respond to any questions/observations. If the matter is not already tabled on the Agenda, the Council may move a motion to refer the matter to be itemised on the agenda of a successive meeting, but it cannot make any decisions on any matters raised at this meeting unless considered under a further item on this particular Agenda.

6. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 18TH FEBRUARY 2025

In accordance with the Schedule of Delegation approved on 22 April 2021, to note the delegated decision made in advance of the March 2025 scheduled payments taken by the Town Clerk in consultation with Members.

RECOMMENDATION:

There were none.

7. UPDATES FROM THE RFO

Responses to previous meetings questions from the Members:

- a. RFO to check the Grant payments and journal an Environmental Grant to the Environmental Grant code.
Due to leave and illness the Deputy Town Clerk and RFO have not reviewed the grant payments. This will be completed in March and reported back to the April Finance and Policy Committee Meeting.
- b. That the RFO check the invoices for the emergency lighting tests and report back to the Committee how much it cost.
*The electrical testing we have been charged for is for the following:
Emergency lights – 2x £199
Appliance testing (106 items) - £156.20
Christmas tree lights and choir boy light tested - £59.00*

8. BUDGET REVIEW REPORT - MONTH 11 (attached)

RECOMMENDATION:

To receive and note the Budget Review report for Month 11.

9. FINANCIAL MONTHLY REPORTS – MONTH 11 (attached)

- (i) Budget Monitoring (Month 11 – February 2025)
- (ii) Bank Cash and Investment Reconciliation (Month 11 – February 2025)
- (iii) Balance sheet (Month 11 – February 2025)
- (iv) Bank Reconciliations for Cash Books 1 - 8 (Month 11 – February 2025)
- (v) Receipts and Payments Report for Cash Books 1,3,4,6 and 7 (Month 11 – February 2025)
- (vi) Bank Statements – Cash Books 1,6,7 and 8 and the Public Sector Deposit Fund to follow (Month 11 – February 2025)
- (vii) Nominal ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 11 – February 2025)

RECOMMENDATION:

To recommend to Town Council to approve the monthly financial reports.

10. POLICIES (attached)

RECOMMENDATION:

- (i) To receive and review the following Policies:
 - a) Press Protocols.
 - b) Social Media Policy.
- (ii) To recommend to Council to approve the Policies.

11. ANNUAL FINANCIAL RISK MANAGEMENT REVIEW 2025-2026 (to follow)

RECOMMENDATION:

The Clerk has reviewed the Risk Management document and agrees with the changes.

- (i) To receive and review the new Annual Financial Risk Management document 2025-2026.
- (ii) To recommend to Council to approve the Annual Financial Risk Management document 2025-2026.

12. S106 AGREEMENT (attached)

RECOMMENDATION:

- (i) To receive and note the agreement.
- (ii) That the Town Clerk submit the agreement on behalf of Keynsham Town Council.

13. BUDGET REVIEW (to follow)

RECOMMENDATION:

- (i) To receive and note the recommendation from the Budget Review Working Party.
- (ii) To review the recommendations.
- (iii) To recommend to Council to approve the recommendations.

14. FEES AND CHARGES 2025-26 (attached)

RECOMMENDATION:

- (i) To receive and note the increase in charges.
- (ii) To make a decision on the increase.
- (iii) To recommend to Council the increase in charges.

15. AMAZON SPENDING SUMMARY

Here is the Council's spending and savings on Amazon from 1st February 2025 until 28th February 2025:

Total spent ¹	£521.66 Detailed report
Total savings ²	£154.48 Explore savings
Number of orders	28
Average spent per order	£18.63

16. CIL SUBMISSION (documents attached)

At the February Council meeting the Clerk was asked to verify the legal position on giving funds to the Church. The attached document that was supplied by Martin Burton does not mention CIL but grants in general. The advice the Clerk received from ALCA is the following:

In accordance with the new Section 19A to the Local Government Act 1894, it is now possible to use specific powers to provide funding to church property and to places of worship of different faiths.

If you have the General Power of Competence, then this can be used under the Localism Act 2011 to provide funding where an application for financial assistance has been made. Without this, S137 can be used if the money granted is within the permissible threshold and can be shown to benefit a wide portion of the community.

With CIL money, there are still restrictions that can apply, and I would advise contacting the CIL Officer at B&NES Council in order to discuss this specific case further.

You can still consider applications on individual merit, and it wouldn't mean that you had to provide funding for other church sites in the area, although I do understand the situation that this would potentially put the council in with regards to being viewed as a 'fair provider of funding'. Other councils have asked for an element of match-funding from churches to mitigate against this problem, but this would need to be considered against your grant funding policy.

Attached is the response from BANES with links to further information.

RECOMMENDATION:

- (i) To receive and note the CIL submission from St Francis Church.
- (ii) That the Council request evidence on how the proposal addresses the impact of new developments.
- (iii) The Council to consult the community on applications for funding from external bodies.

(iv) To recommend to Council the decisions made.

17. YOUTH PLANNING MAR/APR 25 (attached)

As per the new Youth Financial Regulations the Youth Team have produced a financial plan for February/March 2025.

RECOMMENDATION:

- (i) To receive and approve the financial plan for February/March 2025.
- (ii) To inform Council of the decision to approve the plan.

18. YOUTH ACTUAL SPEND FEB/MAR 25 (attached)

RECOMMENDATION:

To receive and note the actual spend from January/February 2025 for Youth.

19. BUSINESS WASTE COLLECTION PRICES 2025-2026 (attached)

RECOMMENDATION:

To receive and note the business waste collection prices for 2025-2026.

20. VE DAY 80th ANNIVERSARY BUDGET

EATH wanted to acknowledge the 80th Anniversary of VE Day without having a large size event, mainly due to budget but also the sensitive nature of this occasion.

The 80th Anniversary is on Thursday 8th May.

We will be having a large swing band play on the Bandstand on the afternoon of Saturday 10th May. This is a professional group of around 15 musicians, they will be providing their own PA System and set up.

Their set will, hopefully, be scattered with readings and memoirs from those who lived and celebrated VE Day.

VE Day 80th Anniversary - Draft Budget

Expenditure	Estimate	Committed	Actual
Band	£ 400.00		
PA System and Stage Management	£ 200.00		
TOTAL	£ 600.00	£ -	£ -

RECOMMENDATION:

- (i) To receive and note the budget for the VE 80th Anniversary budget.
- (ii) To make a decision to approve the budget.
- (iii) To inform Council of the decision.

21. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the date and time of the next meeting is Tuesday 8th April 2025 at 6.30 p.m. in the TOWN COUNCIL OFFICE.