



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: Souzan Alenshasy, Martin Burton, Chris Davis, Deb Cooper, Clive Fricker, Caroline Leonard and Hal MacFie.

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 10th JUNE 2025** commencing at **6.30 p.m.**

Signed on 5th June 2025

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, updated May 2025).

FINANCE & POLICY COMMITTEE AGENDA 10th JUNE 2025

1. MEMBERSHIP

To note that Councillors Souzan Alenshasy, Martin Burton, Chris Davis, Deb Cooper, Clive Fricker, Caroline Leonard and Hal MacFie are the appointed members of the Committee for the Municipal Year 2025/2026, as agreed at the Annual Meeting of the Town Council on 20th May 2025.

2. **ELECTION OF CHAIRMAN OF FINANCE AND POLICY COMMITTEE 2025 -2026**

RECOMMENDATION:

To elect a Chairman for the Finance and Policy Committee for Municipal Year 2025-2026.

3. **ELECTION OF VICE-CHAIRMAN OF FINANCE AND POLICY COMMITTEE 2025-2026**

RECOMMENDATION:

To elect a Vice-Chairman for the Finance and Policy Committee for Municipal Year 2025-2026.

4. **TERMS OF REFERENCE (attached)**

- (i) To receive and note the Finance and Policy Terms of Reference.
- (ii) To approve the Terms of Reference.

5. **APOLOGIES FOR ABSENCE**

RECOMMENDATION:

To receive apologies for absence.

6. **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).

7. **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.

8. **RECORD OF PREVIOUS MEETINGS**

RECOMMENDATION:

That the Minutes of the Finance & Policy Committee meeting held on 13th May 2025 (previously circulated) be confirmed as a true record and signed by the Chairman.

9. **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.

10. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 20th MAY 2025

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

RECOMMENDATION:

To note the following payment made by the Town Clerk in consultation with members:

- (i) Disc Insurance - £413 to Todd and Cue.
- (ii) Christmas Lights 2024 - £1,542.12 to EDF

11. UPDATES FROM THE RFO

(i) Answers from questions raised at the May meeting:

- 4092 overspend– cost of the DISC software to be refunded by WECA. Email confirmation for payment received this month.

- 4100 overspend – promotion of Council by KTCRFM £4,100 plus extra £3,000 for picnic in the park and £1,000 deposit for using the park that was later returned by B&NES.
 - 4104 overspend – The reports do not take into account the income generated from the Festival which amounts to £5,770.84. EATH were also given authority to spend £2,500 from the events EMR.
- (ii) Due to the way we are controlling our petty cash we have had to set up a new cashbook for the credit card with the advice from Rialtas. The new cashbook will give more up to date financial records with the purchase made in month being on the reports in the same month. Previously the purchases would be shown on the following month when the payment to the credit card company was made.
- (iii) We are waiting for 2 direct debits to change to Unity Trust. When these are completed, we can close the Barclays bank account and freeze the 3 Barclays cash books.

12. BUDGET REVIEW REPORT - MONTH 2 (attached)

RECOMMENDATION:

To receive and note the Budget Review report for Month 2.

13. FINANCIAL MONTHLY REPORTS – MONTH 2 (attached)

- (i) Budget Monitoring (Month 2 – May 2025)
- (ii) Bank Cash and Investment Reconciliation (Month 2 – May 2025)
- (iii) Balance sheet (Month 2 – May 2025)
- (iv) Bank Reconciliations for Cash Books 1 - 9 (Month 2 – May 2025)
- (v) Receipts and Payments Report for Cash Books 1,3,4,6 and 9 (Month 2 – May 2025)
- (vi) Bank Statements – Cash Books 1,6,7,8 and 9 and the Public Sector Deposit Fund to follow (Month 2 – May 2025)
- (vii) Nominal ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 2 – May 2025)

14. MUSIC STUDIO INCOME AND EXPENDITURE (attached)

RECOMMENDATION:

To receive and note the Rialtas reports provided regarding the Music Studio. Please note there is no report for expenditure as no funds have been spent this financial year.

15. POLICIES (attached)

RECOMMENDATION:

- (i) To receive and review the following Policies:
 - a) CIL Policy (amended)
 - b) GDPR (amended)
 - c) Social Media Policy (amended)
- (ii) To recommend to Council to approve these Policies.

16. STATEMENT OF INTERNAL CONTROL 2025-2026 (attached)

RECOMMENDATION:

- (i) To receive and note the Statement of Internal Control 2025-2026
- (ii) To recommend to Council to approve the Statement of Internal Control 2025-2026

17. CIL APPLICATION FORMS (attached)

- (i) To receive and note the new CIL Application Forms
- (ii) To recommend to Council to approve the new CIL Application Forms.

18. ASSET REGISTER ANNUAL REVIEW (attached)

To receive and note the Asset Register.

19. APPROVAL OF RECOMMENDATIONS TO THE TOWN COUNCIL (attached)

To approve the following list of documents drawn up by the RFO to be made to the Town Council meeting on 17th June 2025 following this Finance & Policy Committee meeting and a visit from the Town Council Auditor on 1st May 2025.

(a) ANNUAL GOVERNANCE STATEMENT (attached)

RECOMMENDATION TO COUNCIL

That the Annual Governance Statement be approved and signed by the Chairman of Keynsham Town Council.

(b) ANNUAL RETURN 2024/2025 – ACCOUNTING STATEMENTS (attached)

RECOMMENDATION TO COUNCIL

To approve the Accounting Statements for 2024/2025 to be signed by the Chairman of the Town Council at the Town Council meeting.

(c) ANNUAL RETURN 2024/2025– ACCOMPANYING SCHEDULES (attached)

RECOMMENDATION TO COUNCIL

- (i) The Annual Return 2024-2025 to be approved and signed by the Chairman of the Council.

- (ii) To approve the Schedule of Significant Variations.
- (iii) To approve the Bank Reconciliation.
- (iv) To approve the Reconciliation of boxes 7 and 8 for the Annual Return.

(d) CONFIRMATION OF DATES FOR THE EXERCISE OF PUBLIC RIGHTS (attached)

RECOMMENDATION TO COUNCIL

To use the dates 20th June 2025 – 31st July 2025 for the exercise of public rights.

(e) CONFLICT OF INTEREST (attached)

RECOMMENDATION TO COUNCIL

To sign the form to confirm no conflict of interest between Keynsham Town Council and BDL LLP.

20. PARK SIGNS (attached)

On the last couple of playground inspections it was noted the signs at the Skate Park and Holmoak Park needed replacing. Attached are 3 quotes and designs for the 2 signs.

RECOMMENDATION

- (i) That the quotes be received and noted
- (ii) That the Committee decide which quote to accept.
- (iii) That Council be informed of the decision made.

21. APPOINTMENT OF INTERNAL AUDITOR (attached)

Our current Internal Auditor has come to the end of the three-year contract. Attached are 2 quotes for the carrying out of Internal Audits.

RECOMMENDATION

- (i) To receive and note the 2 quotes for appointment of Internal Auditor.
- (ii) To recommend to Council the decision made by the Committee.

22. OFFICE DOOR (attached)

The front door of the office is broken and requires a new one to be fitted. The quotes below include the Disabled Access button.

RECOMMENDATION

- (i) To receive and note the 3 quotes for the new office door.
- (ii) To recommend to Council the decision made by the Committee.

23. YOUTH PLANNING JUNE/JULY 25 (attached)

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

RECOMMENDATION:

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

24. YOUTH ACTUAL SPEND MAY/JUNE 25 (attached)

RECOMMENDATION:

To receive and note the actual spend from May/June 2025 for Youth.

25. KALEDIOSCOPE STAGE MANAGER CONTRACT

RECOMMENDATION:

To note – the Personnel Committee considered the on cost charges for the contract between KMF Ltd and a Contractor for the music stage for the Kaleidoscope Stage for the Friday and the Saturday plus planning time £742 to be paid from the Youth EMR. This has been approved under delegated powers.

26. DATE OF NEXT MEETING

RECOMMENDATION:

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