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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 8th JULY 2025** commencing at **6.30 p.m.**

Signed on 3rd July 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 8th JULY 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 10th June 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 17th JUNE 2025

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

RECOMMENDATION:

There were none.

7. UPDATES FROM THE RFO

The External Audit has now been sent to DBO. The audit cannot be completed until public rights has ended at the earliest which is the 31st July 2025.

The Council has received notification that we have been awarded a £2,500 grant from Quartet Community Foundation, to organise sport activities during the summer holidays.

We have received the S106 funding from B&NES for the upgrade of Teviot play area. The funds have been transferred to an EMR.

8. BUDGET REVIEW REPORT - MONTH 3 (attached)

RECOMMENDATION:

To receive and note the Budget Review report for Month 3.

9. FINANCIAL MONTHLY REPORTS – MONTH 3 (attached)

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

10. 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.

11. SOCIAL MEDIA POLICY (attached)

RECOMMENDATION:

- (ii) To receive and review the Social Media Policy (amended)
- (iii) To recommend to Council to approve the Social Media Policy.

12. RISK MANAGEMENT STRATEGY (attached)

RECOMMENDATION:

- (i) To receive and review the Risk Management Strategy.
- (ii) To recommend to Council to approve the review of the Risk Management Strategy.

13. STANDING ORDERS (attached)

RECOMMENDATION:

- (iii) To receive and note the revised Standing Orders.
- (iv) To recommend to Council to approve the changes to the Standing Orders.

14. 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 with the change to the budget setting starting in October instead of November.

15. STREET LIGHTING ON FOOTPATH TO MEMORIAL PARK

Cllr Burton has requested lighting from the High Street to the Memorial Park near Back Lane. B&NES have been contacted as this is within their responsibilities. B&NES have responded with the following:

This area of land at the top of Back Lane is not adopted, it is possible to install publicly maintained lights on private land with permission from the landowner and with a Wayleave agreement in place.

While we cannot guarantee that lights will be installed at this location, we have received a similar inquiry from our colleagues recently.

They requested information and a rough cost estimate for the installation of a light to explore potential funding options. Below is the information we provided, which we hope you find useful.

From what we understand the main issue here is lighting the footpath between Back Lane and High Street and one light may be sufficient.

From looking at Streetview this area is used for commercial bin storage, any new lamp column will need protection from the bins and the collection vehicles, as well as third party damage by cars and vans etc.

The Clerk then had a conversation with the Principal Engineer Street Lighting from B&NES and we received the following email:

It is not possible for the Council to pay for energy used by security lights installed by others. As discussed due to the available space in the alleyway a free-standing lamp column is not considered to be a suitable option.

It may be possible for the Council to install its own light on the wall of Grounded, but this would be subject to the property owners' consent and a Wayleave agreement. The estimate is £5000 for a wall light, and connection and the Council currently has no budget provision for this. If permissions can be sought and the project were to go ahead, would the Town Council be able to provide a contribution.

The Town Clerk also reported from the conversation that it would involve digging up the alleyway to a source of electric in an electric box on the High Street.

There has not been confirmation from B&NES that the electric costs will be covered by B&NES.

RECOMMENDATION:

- (i) To receive and note the information provided.
- (ii) To recommend to Council the decision on whether to pay the £5000 to have the light installed and pay the additional electric costs if required to do so.

16. YOUTH PLANNING JULY/AUGUST 25 (attached)

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

RECOMMENDATION:

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

17. YOUTH ACTUAL SPEND JUNE/JULY 25 (attached)

RECOMMENDATION:

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

18. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the date and time of the next meeting is Tuesday 12th August 2025 at 6.30 p.m. in the TOWN COUNCIL OFFICE.