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To All Members of the Finance & Policy Committee: Souzan Alenshasy, Martin Burton, Deb Cooper, Chris Davis, 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 19<sup>th</sup> AUGUST 2025** commencing at **6.30 p.m.**

Signed on 13<sup>th</sup> August 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 19<sup>TH</sup> AUGUST 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 16<sup>th</sup> 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 8<sup>th</sup> July 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 15<sup>TH</sup> JULY 2025**

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

***RECOMMENDATION:***

There were none.

**7. UPDATES FROM THE RFO**

We have now received the dates for the internal audit for this year. They are Friday 3<sup>rd</sup> October 2025, Friday 23<sup>rd</sup> January 2026, Friday 6<sup>th</sup> March 2026 and Friday 1<sup>st</sup> May 2026.

There are still problems with a direct debit on the Barclays account and 2 debtors who are still paying into the account. Once these have been corrected the Barclays accounts can be closed.

**8. BUDGET REVIEW REPORT - MONTH 4 (attached)**

***RECOMMENDATION:***

To receive and note the Budget Review report for Month 4.

**9. FINANCIAL MONTHLY REPORTS – MONTH 4 (attached)**

- (i) Budget Monitoring (Month 4 – July 2025)
- (ii) Bank Cash and Investment Reconciliation (Month 4 – July 2025)
- (iii) Balance sheet (Month 4 – July 2025)
- (iv) Bank Reconciliations for Cash Books 1 - 9 (Month 4 – July 2025)
- (v) Receipts and Payments Report for Cash Books 1, 2, 3, 4, 5, 6, 7 and 9 (Month 4 – July 2025)
- (vi) Bank Statements – Cash Books 1, 2, 5, 6, 7, 8 and 9 and the Public Sector Deposit Fund to follow (Month 4 – July 2025).
- (vii) Nominal ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 4 – July 2025)

**10. MUSIC STUDIO INCOME AND EXPENDITURE (attached)**

***RECOMMENDATION:***

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

**11. SCHEDULE OF PAYMENTS – MONTH AUGUST 2025 (attached)**

***RECOMMENDED:***

That the attached Schedule of Invoices be approved for payment and copy be signed by the Chair of Council.

**12. INFORMATION AND COMMUNICATION TECHNOLOGY POLICY (attached)**

***RECOMMENDATION:***

- (i) To receive and review the Information and Communication Technology Policy.
- (ii) To recommend to Council to approve the Information and Communication Technology Policy.

**13. SOCIAL MEDIA AND ELECTRONIC COMMUNICATION POLICY (attached)**

- (i) To receive and review the Social Media and Electronic Communication Policy.
- (ii) To recommend to Council to approve the Social Media and Electronic Communication Policy.

**14. CHANGES TO THE PSDF ACCOUNT (attached)**

***RECOMMENDATION:***

To receive and note the information regarding the PSDF account.

**15. ELECTION RE-CHARGES**

The following has been received from B&NES:

Dear Councillor

In 2022 the Council were considering charging Parish/Town Councils for their election costs, but at that time placed this on hold because of the cost-of-living crisis.

Following Cllr Elliott's "in principle" approval to progress this now as an action because of the savings that local government are continually being asked to find to meet budget, the intention would be to seek a Cabinet/Single Member Decision this Autumn with the charges coming into effect from 1 April 2026. The all-out elections in May 2027 would be the first full elections where charges apply. This approach would enable Parish/Town Councils to make financial provision in their budget setting in 2026. Last November ALCA's Chief Officer (Barnaby Harding) was made aware of the proposal and confirmed that he had shared the details of the proposal with ALCA's members.

This decision would simply be in line with our neighbouring authorities who have been re-charging Parish/Town Councils for their election costs for quite some time. The charges to be levied would also be in line with our neighbouring authorities.

On Monday 18 August I will email Parish/Town Clerks with an update on timescales, including an estimate of the election and by-election costs broken down by Parish/Town Council. I have attached a copy of the document for your information.

Kind regards

Aurora Loi

Electoral Services Manager

The Clerk has estimated it will cost Keynsham Town Council £20,000 in May 2027 and £20,000 every four years thereafter. The RFO has made a note ready for the budget setting for financial year 26/27.

***RECOMMENDATION:***

To receive and note the information regarding the Council Election re-charges.

**16. SEED LABELS**

A well-known High Street store has labels on their clothes with seeds sown into them. These labels can then be planted. The cost would be £10 for 160 labels. They can be passed out to the charity shops to be attached to the clothes they sell. This would normally be an E&S agenda item, but the next meeting is on the 23<sup>rd</sup> September, if this is approved the officers would like to get the project completed by the end of the summer.

***RECOMMENDATION:***

- (i) To receive and note the information on the seed labels.
- (ii) To decide whether to spend £10 to create the seed labels and distribute to the charity shops.

**17. MANOR ROAD ELECTRICITY CONTRACT (attached)**

The electricity contract at Manor Road has now come to an end with DRAX. Attached are 3 quotes from 3 different companies.

***RECOMMENDATION:***

- (i) To receive and note the 3 quotes.
- (ii) To decide on the quote to accept.
- (iii) To recommend to Council the decision made.

**18. KEYNSHAM MEMORIAL PLAY AREA HORSE CHESTNUT (attached and to follow)**

The following has been received from B&NES following a fallen branch in the Memorial Park:

Dear Dawn,

Following up on our phone call earlier regarding the above please find attached the recommended works for the Chestnut following the limb failure.

I inspected the fallen limb and tree to ascertain the cause and also if there were any other significant safety risks that the tree posed to the public in the play area. The tree does require some works but I did not find any external signs of imminent further branch failure.

The cause of the branch failure was internal decay in the upper section of the limb, reducing the strength in the timber where the decay is. I have attached 2 photos of the failed limb, one of the cross section where it broke showing the horizontal fracture across the decayed section and the healthy section that had been torn off when it failed. The other photo is the young fruiting bodies of the fungus Dryad's Saddle on the upper side of the branch, that would have caused the decay in the timber.

As the Dryad's Saddle would not have been visible from a ground level inspection I have included a climbing inspection in the recommendations in order to identify any other defects that cannot be seen from ground level. The recommendations also include an end weight reduction to reduce the pressures on the major branches, to check the brace and remove any deadwood that may be present in the crown.

I have copied Dom into this email so he can provide Keynsham Town Council with a cost for the attached recommended works and also the cost to clear the fallen branch completed by the team earlier today.

The team have left the timber from the Chestnut in the yard at KMP in case Keynsham Town Council have a use for it and would like to collect it.

I hope the above information is helpful and please contact me if I can be of further assistance.

***RECOMMENDATION:***

- (i)* To receive and note the information received from B&NES.
- (ii)* To approve the quote from B&NES for the tree work.

**19. CHAPEL VALUATION**

The insurance company has requested we have the Chapel valued for insurance purposes. This item is to obtain approval to request for quotes for the valuation. The quotes will then be presented at the September Finance and Policy meeting.

***RECOMMENDATION:***

To approve to request for quotes for the valuation of the Chapel.

**20. COMMUNITY PROJECTS APPLICATION – ST FRANCIS CHURCH**

The consultation for the St Francis Church application for CIL funding has now come to a close. We have not received any feedback from the community during the consultation. The funding is for £8,156 which will be funded from the Community CIL.

**RECOMMENDATION:**

- (i) To decide whether to approve the application after reviewing the community feedback.
- (ii) To recommend to Council the decision made.

**21. WECA COMMUNICATION FUNDING (attached)**

The Council have been informed by WECA that Keynsham Town Council have been awarded £5,000 for communication for the K1 Bus Service. Below is the email received from WECA:

Hi Dawn,

As promised, please find attached the proposed online advertising plan along with a summary of our recent call.

**Key USPs:**

- Connects to local schools
- Links to GPs, health centres, and shops

The attached plan outlines options for targeted online advertising via websites and Meta platforms (Facebook and Instagram). Both channels offer cost-effective ways to reach a wide audience with repeated exposure.

We understand that no decisions are expected until after your council meeting in mid-September, so this is just for your review in the meantime.

Thanks,

**Lucy Pannell** (she/her)

Communications and Engagement Officer

**RECOMMENDATION:**

- (i) To receive and note the information provided by WECA regarding the £5,000.
- (ii) To decide whether to use the funding for communication or to allow WECA to carry out the communication for the K1 bus route. All communications must be approved by WECA.

**22. PARK ROAD PLAY AREA UPGRADE**

During the Teviot Park consultation we were asked about the possibility of upgrading the park and green space at Park Road. Having looked at the CIL sheet we have

£96,000 allocated from CIL funding for play area upgrades. The lease between B&NES Council and Keynsham Town Council for this play area is dated 13<sup>th</sup> December 2013. There has been no work done on the park or green space since this date and the ROSPA inspection highlighted some failings.

***RECOMMENDATION:***

To approve the start of the consultation for Park Road play area and green space upgrade.

**23. YOUTH PLANNING AUGUST/SEPTEMBER 25 (to follow)**

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

***RECOMMENDATION:***

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

**24. YOUTH ACTUAL SPEND JULY/AUGUST 25 (attached)**

***RECOMMENDATION:***

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

**25. DATE OF NEXT MEETING**

***RECOMMENDATION:***

To note that the date and time of the next meeting is Tuesday 9<sup>th</sup> September 2025 at 6.30 p.m. in the TOWN COUNCIL OFFICE.

**26. EXCLUSION OF PRESS AND PUBLIC**

***RECOMMENDATION:***

In accordance with Standing Order 3(d) to RESOLVE that pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted. Agenda item 27 to progress sensitive issues.

**27. SILVANUS (attached)**

***RECOMMENDATION:***

- (i) To receive and note the information supplied from the Assistant Town Clerk.
- (ii) To approve the recommended quote.
- (iii) To inform Council of the decision made.