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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 9th SEPTEMBER 2025** commencing at **6.30 p.m.**

Signed on 4th September 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 9TH SEPTEMBER 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 19th August 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 15TH 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

There are no new updates since the last meeting.

8. BUDGET REVIEW REPORT - MONTH 5 (attached)

RECOMMENDATION:

To receive and note the Budget Review report for Month 5.

9. FINANCIAL MONTHLY REPORTS – MONTH 5 (attached)

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

RECOMMENDATION:

To receive and review the following policies:

- a) Principles of Good practice/Member & Officer Protocol
- b) Persistent and Vexatious Complaints Policy
- c) Staff Appraisal Policy and Procedure & Appraisal Form
- d) Training & Development Policy
- e) Play Area Policy
- f) Community Engagement Strategy
- g) Bad Debt Policy
- h) Employee Wellbeing Policy
- i) Anti –Harassment & Bullying Policy

RECOMMENDATION:

To recommend to Council to approve the above policies.

12. STANDING ORDERS (attached)

RECOMMENDATION:

- (i) To receive and note the Standing Orders with changes.
- (ii) To recommend to Council to approve the changes to the Standing Orders.

13. INSURANCE 2025/26 (to follow)

Last year we signed up to James Hallam insurance brokers for 3 years. This is year two.

RECOMMENDATION:

- (i) To receive and note the insurance policy and charges.
- (ii) To recommend to Council to approve the insurance policy and charges.

14. LETTERS TO HEAVEN POSTBOX

Recently a Town Council has installed a "Letters to Heaven Post box" at their Cemetery:



This would be a quiet, thoughtful space where you can write a message to a loved one who has passed away.

Grief can be heavy and sometimes the words we wish we can say live in our hearts. Writing a letter can bring comfort, offer a moment of peace and help with feelings of loss or sadness.

Whether it's a message of love, sometimes left unsaid, or simply a way to feel close again. Over time these messages will be composted in the Cemetery.

The cost of the post box would be £175.

RECOMMENDATION:

- (i) To receive and note the information and cost of the post box.
- (ii) To decide whether to purchase a Letters to Heaven post-box for Keynsham Cemetery.
- (iii) To inform Council of the decision made.

15. KEYNSHAM MEMORIAL PLAY AREA HORSE CHESTNUT

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.

The cost of the work came to £514.12.

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 of £514.12 from B&NES for the tree work.
- (iii) To inform Council of the decision made.

16. YOUTH PLANNING SEPTEMBER/ OCTOBER 25 (to follow)

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

RECOMMENDATION:

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

17. YOUTH ACTUAL SPEND AUGUST/SEPTEMBER 25 (attached)

RECOMMENDATION:

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

18. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the date and time of the next meeting is Tuesday 14th October 2025 at 6.30pm in the TOWN COUNCIL OFFICE.

19. EXCLUSION OF PRESS AND PUBLIC

RECOMMENDED:

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 item of business by reason of the confidential nature of the matter to be transacted, Item 20 to progress sensitive and financial issues.

20. GRANTS QUESTIONS (attached)

RECOMMENDED:

- (i) To receive and note the questions received from a member of the public on a grant application.
- (ii) To decide on a response from the Council.