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To All Members of the Finance & Policy Committee: Souzan Alenshasy, David Brassington, Martin Burton, Deb Cooper, Chris Davis, Clive Fricker 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 14<sup>th</sup> OCTOBER 2025** commencing at **6.30 p.m.**

Signed on 9<sup>th</sup> October 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 14<sup>th</sup> OCTOBER 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 9<sup>th</sup> September 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 16<sup>TH</sup> SEPTEMBER 2025**

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

***RECOMMENDATION:***

There were none.

**7. UPDATES FROM THE RFO**

The Barclays bank account had been frozen by the bank around the end of September. We could not log onto the account, and it went overdrawn. The Clerk contacted the bank when she returned from leave and was informed it had been frozen. By the time we were able to access the account on 6<sup>th</sup> October, it had gone overdrawn with direct debits that we are struggling to move. The overdraft has now been cleared, and the accounts will be closed by the end of October. The cashbooks will still be available on Rialtas but will not be reconciled every month. The remaining direct debits will be paid manually until we can set up new direct debits in Unity Trust.

**8. BUDGET REVIEW REPORT - MONTH 6 (attached)**

***RECOMMENDATION:***

To receive and note the Budget Review report for Month 6.

**9. FINANCIAL MONTHLY REPORTS – MONTH 6 (attached)**

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

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

***RECOMMENDATION:***

To receive and note the Rialtas reports provided regarding the Music Studio for 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:

- (i) Financial Risk and Reserves Policy (review changes)
- (ii) Freedom of Information Policy (review no changes)

### **RECOMMENDATION:**

To recommend to Council to approve the above policies.

## 12. STANDING ORDERS (attached)

NALC have released an update to the Standing Orders.

### **RECOMMENDATION:**

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

## 13. EXTERNAL AUDIT (attached)

### **RECOMMENDATION:**

To receive and note the report from the External Auditor.

## 14. KEYNSHAM WINTER FESTIVAL BUDGET

Below is the budget for the Winter Festival for approval.

Expenditure	Estimate	Committed	
<b>Personnel</b>			
Stewards, inc extra	£ 4,400.00	£ 4,295.00	
First Aid Cover	£ 1,275.00	£ 1,390.00	
<b>BANES Charges &amp; Fees</b>			
BANES event permit admin fee	£ 190.00	£ 219.00	
Bus Suspension	£ 180.00		
Street trading licence 2023	£ -	£ -	
Parking Bay Suspension fee, High Street	£ 150.00	£ 150.52	
Parking bay suspension fee, Temple St & Loading bays behind Library	£ 500.00	£ 470.28	
Closure of Civic Centre	£ 1,352.00	£ 1,213.70	
<b>Infrastructure &amp; Room Hire</b>			
Road Closure Signage and Management - Hooke Highways	£ 1,200.00	£ 1,172.14	
Stage Hire - Spirolux - inc snow machine and extra lights	£ 2,800.00		
Dial A Ride	£ 150.00	£ 150.00	
Hire of the Space	£ 200.00		

Baptist Church	£ 125.00		
Crowd barriers & road signs	£ 1,250.00	£ 1,172.00	
HMV Barriers	£ 4,266.00	£ 4,266.00	
Market Stall Hire	£ 2,326.00	£ 1,938.33	
<b>Promotion</b>			
Printing of Programme	£ 600.00		
<b>Entertainment</b>			
Entertainment	£ 550.00		
Poppy - Choir Corner	£ 50.00	£ 50.00	
Elsa & Ana Meet n Greet 4.5hrs	£ 400.00	£ 400.00	
Face Painter x 1	£ 350.00	£ 300.00	
Face Painter x 2	£ 250.00	£ 268.00	
Punch and Judy - 3 shows	£ 210.00	£ 250.00	
<b>MakeSpace</b>			
Decorations for MakeSpace Snow Zone	£ 30.00		
<b>Miscellaneous</b>			
shield engraving	£ 15.00		
Memory Baubles	£ 25.00	£ 33.18	
Trail Materials	£ 20.00	£ 11.54	
Winner Prizes, colouring and window display	£ 100.00		
Wombles	£ 90.00	£ 90.00	
Online Forms - For stall applications	£ 120.00	£ 139.29	
Mascot - Christmas Tree - Farmer's Market	£ 65.00	£ 65.00	
Mascot - Olaf - Winter Festival	£ 60.00	£ 60.00	
<b>TOTAL</b>	<b>£ 23,299.00</b>	<b>£ 18,103.98</b>	

<b>Income</b>	<b>Estimate</b>	<b>Committed</b>
Income from Stalls	£ 2,700.00	£ 2,687.50

Sponsorship	£ 2,500.00	£ 2,935.00
Income from Funfair	£ 1,000.00	
Keynsham Town Council	£ 18,000.00	£ 15,000.00
Estimated income	£ 24,200.00	£ 20,622.50
Expenditure estimated	£ 23,299.00	£ 18,103.98

£ 901.00	£ 2,518.52
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At the time of writing the festival is £901 under budget when taking into account the income.

**RECOMMENDATION:**

- (i) To receive and note the budget for the Winter Festival.
- (ii) To recommend to Council to approve the budget.

## 15. REMEMBRANCE DAY BUDGET

Below is the budget for the Remembrance Day for approval.

Expenditure	Estimate	Committed
PA & Speaker Hire	£ 417.50	£ 425.00
HMV Barriers	£ 6,000.00	£ 6,000.00
Road Closure	£ 570.00	
Wreath	£ 40.00	£ 40.00
Printing of Programmes	£ 300.00	
Parking Suspension	£ 160.00	£ 162.18
<b>TOTAL</b>	<b>£ 7,487.50</b>	<b>£ 6,627.18</b>

The Remembrance Day is over budget by £2,071.42 due to the cost of the barriers.

**RECOMMENDATION:**

- (i) To receive and note the budget for Remembrance Day.
- (ii) To recommend to Council to approve the budget.

## 16. GRANT APPLICATIONS (attached)

**RECOMMENDATION:**

To receive and consider the large grant application form for the following:

1. Keynsham in Bloom.
2. Keynsham Music Festival – has requested an extension until the November Finance and Policy meeting. [Music Festival.](#)
3. Dial-a-Ride.
4. KTCRfm.

## 17. ELECTRICITY CONTRACT (attached)

The Councils contract with EDF is coming to an end in March 2026. We have been approached by 3 firms who can guarantee today's prices in March. Attached are the quotes. We have asked for quotes for green energy as well as non-nuclear.

**RECOMMENDATION:**

- (i) To receive and note the quotes for the electricity contract.
- (ii) To decide on a quote to recommend to Council.

## 18. HOSTING THE HI KEYNSHAM WEBSITE

Hi Keynsham's website is a site set up by B&NES' High Street Heritage Action Zone initiative. It was handed to KTC when this project ended.

It is not a website that we are actively promoting as it has out of date information and we haven't had the time to update it what with staff changes, but it could be a really great source of information for the Community if we could manage this, potentially we now have the staff to be able to keep on top of this.

Statistics (*this is with no promotion of the website*):

Month	Number of Sessions	Number of Page Views
August	728	901
July	291	421
June	241	416
May	225	411
April	747	813
March	329	510

The cost to keep this website running:

Hosting £15 pcm & Maintenance £39 pcm. This can be run on a rolling monthly basis.

We can try and work on updating this site over the next few months.

The host would be willing to transfer our main KTC website over so that both come under them, this would be easier to manage for us as only one system to learn. Something for consideration for 2026-27 budget.

### **RECOMMENDATION:**

- (i) To receive and approve the information on the Hi Keynsham website.
- (ii) To inform Council of the recommendation whether to take on the cost of hosting the website.

## 19. CHRISTMAS TREE GIVEAWAY

At last year's Christmas Tree giveaway, the trees cost £5 each and we purchased 50.

This year the trees cost £7.50. The trees are funded from the Tree Planting and Works EMR which has at present £3,000 available to spend.

### **RECOMMENDATION:**

- (i) To receive and note the information received regarding the cost of the Christmas Trees.
- (ii) To decide on how many trees to purchase this year.
- (iii) To inform Council of the decision made.

## 20. TIMEOUT REQUEST

One of the sound engineers who assisted at the Music Festival has noticed a piece of equipment while tidying up the cables in the studio. The equipment is the S32. Here is the email received:

*I was in TimeOut recently following from my last email checking through some cables, and while there I noticed an S32 placed on the side. When I spoke with James, he mentioned that it's never actually been used at TimeOut.*

*As it happens, an S32 would be a really useful addition to my own setup, and I'd be very interested in purchasing it from TimeOut. I then thought the funds could be put back into more day-to-day essentials for the space, things like drumsticks, drum keys, drum heads or guitar strings which would probably benefit more people on a regular basis than a piece of unused kit.*

*James mentioned he'd also be in touch with you about this if we could make this happen, but I just wanted to drop you a note directly. If it sounds possible, I'd be happy to make the process simple and straightforward.*

The cost on our asset register is £940. It is in excellent condition, and it has been confirmed with the studio assistant that it has never been used at TimeOut.

**RECOMMENDATION:**

- (i) To receive the information attached.
- (ii) To decide on whether to agree to the sale and price.
- (iii) To inform Council of the decision.

**21. BUDGET MEETING**

Last year the Council resolved to start the budgeting process in October. The RFO would like to set up an extra ordinary meeting for this purpose.

**RECOMMENDATION:**

- (i) To decide whether to hold an extra ordinary meeting of the Committee for the budget.
- (ii) To decide on a date for the meeting.

**22. YOUTH PLANNING OCTOBER/NOVEMBER 25 (attached)**

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

**RECOMMENDATION:**

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

**23. YOUTH ACTUAL SPEND SEPTEMBER/OCTOBER 25 (attached)**

**RECOMMENDATION:**



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

**24. LEGAL EXPENSES INSURANCE (attached)**

***RECOMMENDATION:***

To receive and note the information regarding the legal expenses' insurance.

**25. DATE OF NEXT MEETING**

***RECOMMENDATION:***

To note that the date and time of the next meeting is Tuesday 11<sup>th</sup> November 2025 at 6.30pm in the TOWN COUNCIL OFFICE.