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To All Members of the Finance & Policy Committee: Souzan Leach (formerly 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 9<sup>th</sup> DECEMBER 2025 commencing at 6.30 p.m.**

Signed on 2<sup>nd</sup> December 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 9<sup>th</sup> DECEMBER 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 11<sup>th</sup> November 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 18<sup>th</sup> NOVEMBER 2025**

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

***RECOMMENDATION:***

There were none.

**7. UPDATES FROM THE RFO**

After the accounts were closed for December, we received the final statements from Barclays Bank. The reconciliation and the closure of the cashbooks will be carried out in January.

Now is the time for making financial plans for the next year. Item 12 is another chance to view the budget and the precept calculations. The RFO is happy to answer any questions and explain the reasons behind the recommendation.

***RECOMMENDATION:***

To receive and note the information.

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

***RECOMMENDATION:***

To receive and note the Budget Review report for Month 8.

**9. FINANCIAL MONTHLY REPORTS – MONTH 8 (attached)**

- (i) Budget Monitoring (Month 8 – November 2025)
- (ii) Bank Cash and Investment Reconciliation (Month 8 – November 2025)
- (iii) Balance sheet (Month 8 – November 2025)
- (iv) Bank Reconciliations for Cash Books 1 - 9 (Month 8 – November 2025)
- (v) Receipts and Payments Report for Cash Books 1, 3, 4, 6 and 9 (Month 8 – November 2025)
- (vi) Bank Statements – Cash Books 6, 7, 8 and 9 and the Public Sector Deposit Fund to follow (Month 8 – November 2025).
- (vii) Nominal ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 8 – November 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 we have no budget solely for the studio. We have spent £17.50 on equipment this financial year.

**11. PENSION POLICY (attached)**

During an exercise to make changes to staff members pension, Avon Pension Fund made us aware we did not have a pension policy. The attached policy has been created using a template. Avon Pension Fund have a copy of the policy as the changes could not be done without one. Any changes to this policy will overwrite the policy being held by Avon Pension Fund.

***RECOMMENDATION:***

- (i) To receive and note the new Pension Policy.
- (ii) To recommend to Council to approve the new Pension Policy.

**12. BUDGET AND PRECEPT (attached)**

***RECOMMENDATION:***

To receive and note the information supplied in readiness to resolve the Budget and Precept in January 2026.

**13. BATEMAN SKIPS PRICE INCREASE (attached)**

***RECOMMENDATION:***

- (i) To receive and note the price increase from Bateman Skips.
- (ii) To receive and note the additional 3 quotes for supplying a ten-yard skip at the Cemetery.
- (iii) To recommend to Council to stay with Bateman Skips or to choose one of the other quotes.

**14. CLEANING OF MANOR ROAD CHANGING ROOMS (attached)**

***RECOMMENDATION:***

- (i) To receive and note the 2 quotes for cleaning Manor Road changing rooms.
- (ii) To recommend to Council one of the quotes provided.

**15. PURCHASE OF GOALPOSTS FOR MANOR ROAD**

***RECOMMENDATION:***

- (i) To receive and note the information on 3 quotes for the goalposts for Manor Road.
- (ii) To make a decision on which quote to accept.
- (iii) To inform Council of the decision made.

## 16. INSTALLATION OF DONATED DEFIBRILLATOR AT THE TALBOT INN

A resident has kindly donated 3 defibrillators to Keynsham costing in the region of £9,000. The Defibrillator being installed at The ~~T3~~he Talbot Inn requires installation by a qualified electrician. The Council has over £5,000 in an EMR for defibrillators. Attached are 3 quotes for the installation costs.

### **RECOMMENDATION:**

- (i) To receive and note the information and quotes for the installation of the Defibrillator.
- (ii) To accept a quote to install the Defibrillator.
- (iii) To inform Council of the decision made.

## 17. UNITY TRUST CHARGES (attached)

### **RECOMMENDATION:**

To receive and note the charges information received from Unity Trust.

## 18. NUCLEAR REGULATED ASSET BASE (RAB)

Received from an energy supplier:

Dear Customer,

We are writing to inform you that the Government has announced a new charge called the **Nuclear Regulated Asset Base (RAB) levy** which will be added to all electricity bills from **1st December 2025**. This levy is being charged by the Government to all businesses and households across the country.

### **Why this is happening?**

This is a government initiative designed to help fund development of new nuclear power stations in the UK, starting with Sizewell C in Suffolk. It supports long-term energy security and increases access to low-carbon electricity.

### **What this means for you?**

A mandatory charge will be applied to your electricity bills for your account(s) referenced above from the 1st December 2025 and will appear on the bills you receive in January 2026.

If you have multiple accounts with us, please be aware that the charge may apply differently to each one. Contracts sold from 14/08/2025 onward are not affected by this levy, as the cost is already included in the agreed supply rates.

### **What are the costs?**

Initial Rate Dec 2025:	£3.49 per megawatt-hour
Operational Levy Cost:	£0.0028 per megawatt-hour

The total cost for each customer depends directly on how much electricity is used; for a typical SME customer who consumes 20,000kWh per year this charge equates to roughly £6/month.

Please note: The scheme is regulated by Ofgem and administered by the Low Carbon Contracts Company (LCCC), which collects the funds from energy suppliers. The rates will be updated quarterly by the LCCC to reflect actual project costs and market conditions.

***RECOMMENDATION:***

- (i) To receive and note the information received regarding additional energy charging.

**19. YOUTH FINANCIAL PLANNING - DECEMBER 2025/JANUARY 2026 (to follow)**

As per the new Youth Financial Regulations the Youth Team have produced a financial plan for December 2025/ January 2026.

***RECOMMENDATION:***

- (i) To receive and approve the financial plan for December 2025/ January 2026.
- (ii) To inform Council of the decision to approve the plan.

**20. YOUTH ACTUAL SPEND NOVEMBER/DECEMBER 25 (attached)**

***RECOMMENDATION:***

To receive and note the actual spend from November/December 2025 for Youth.

**21. DATE OF NEXT MEETING**

***RECOMMENDATION:***

To note that the date and time of the next meeting is Tuesday 13<sup>th</sup> January 2026 at 6.30pm in the TOWN COUNCIL OFFICE.

**22. 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 23 to progress sensitive issues.

23. AVON PENSION FUND VALUATION RESULTS (Available in Councillor Sharepoint and at the meeting)

**RECOMMENDATION:**

- (i) To receive and note the information received for the Avon Pension Fund.
- (ii) To recommend to Council either one of the two options.