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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 13th JANUARY 2026 commencing at 6.30 p.m.

Signed on 8th January 2026

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 13TH JANUARY 2026

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 9th December 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 16TH DECEMBER 2025

In accordance with the Schedule of Delegation approved on 22 April 2021, to note the delegated decision made in advance of the January 2026 scheduled payments taken by the Town Clerk in consultation with Members.

RECOMMENDATION:

There were none.

7. UPDATES FROM THE RFO

The RFO will make the following changes in the accounts for the next meeting:

- Move the Teviot Park income.
- Move the income and expenditure to the EMR to correct the closing balance.

The Barclays accounts are now closed. We will keep the accounts open on Rialtas until year end where they will be closed after the year end reconciliation.

The CCLA interest has not been entered into the accounts as the accounts were closed before we received the statement.

RECOMMENDATION:

To receive and note the information.

8. BUDGET REVIEW REPORT - MONTH 9 (attached)

RECOMMENDATION:

To receive and note the Budget Review report for Month 9.

9. FINANCIAL MONTHLY REPORTS – MONTH 9 (attached)

- (i) Budget Monitoring (Month 9 – December 2025)
- (ii) Bank Cash and Investment Reconciliation (Month 9 – December 2025)
- (iii) Balance sheet (Month 9 – December 2025)
- (iv) Bank Reconciliations for Cash Books 1 - 9 (Month 9 – December 2025)
- (v) Receipts and Payments Report for Cash Books 1, 3, 4, 6, 7, 8 and 9 (Month 9 – December 2025)
- (vi) Bank Statements – Cash Books 6, 7, 8 and 9 and the Public Sector Deposit Fund to follow (Month 9 – December 2025)

(vii) Nominal ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 9 – December 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. RESERVES, BUDGET AND PRECEPT PRESENTATION (attached)

RECOMMENDATION:

To receive and note the presentation by the RFO on the Reserves, Budget and Precept.

12. RESERVES (attached)

Attached is a paper explaining the Reserves. Also attached is a 5-year plan for spending the Reserves for supporting the budget.

RECOMMENDATION:

- (i) To receive and note the information supplied by the RFO regarding the Reserves.
- (ii) To use this information in recommending to Council the following items for the Precept and the 26/27 budget.

13. PRECEPT (attached)

RECOMMENDATION:

- (i) To receive and note the calculations and information paper for the 26/27 precept.
- (ii) To recommend to Council to approve the Precept at a level to create a balanced budget. This is 24.78% or 55p per week for a Band D property.

14. BUDGET (attached)

RECOMMENDATION:

- (i) To receive and note the 26/27 Budget and Budget paper.
- (ii) To recommend to Council to approve the 26/27 Budget.

15. GDPR POLICIES (attached)

RECOMMENDATION:

- (i) To receive and note the following policies:
 - a) GDPR Policy Pack
 - b) KTC Privacy Impact Assessment
 - c) KTC Privacy Notice
 - d) KTC Privacy Policy (website)

- e) KTC Retention and Disposal Policy
- f) KTC Security Incident Response Policy – Record of Work
- (ii) To recommend to Council to approve the attached policies.

16. CONSULTATION ON B&NES BUDGET 4.99%

The B&NES Budget has been received, and B&NES has sent a Consultation which ends on the 19th January 2026. As the full Council meeting is on the 20th January it is the responsibility of the Finance and Policy Committee to provide a response. There is one question:

Please give any comments you have on our overall draft budget proposals for 2026 to 2027.

RECOMMENDATION:

- (i) To provide a response to the B&NES budget consultation.
- (ii) To inform Council of the response sent to B&NES.

17. YOUTH FINANCIAL PLANNING – JANUARY/FEBRUARY 2026 (attached)

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

RECOMMENDATION:

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

18. YOUTH ACTUAL SPEND DECEMBER 2025/JANUARY 2026 (attached)

RECOMMENDATION:

To receive and note the actual spend from December 2025/ January 2026 for Youth.

19. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the date and time of the next meeting is Tuesday 10th February 2026 at 6.30pm in the TOWN COUNCIL OFFICE.