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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 (chair).

Dear Councillor

You are summoned to attend an **EXTRA ORDINARY MEETING OF THE FINANCE AND POLICY COMMITTEE** to be held in the Town Council Office on **MONDAY 20th OCTOBER 2025 commencing at 6.30 p.m.**

Signed on 15th 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)).

EXTRAORDINARY FINANCE & POLICY COMMITTEE AGENDA
MONDAY 20th 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 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 14th October 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.

RECOMMENDATION:

To receive and note the delegated decisions.

6. INTERNAL AUDIT REPORT (attached)

The report from the Internal Auditor has now been received. It has been included in this agenda due to the recommendations made by the auditor:

Budgets and reserves

The Council must carefully monitor its reserves throughout the year, and especially when setting the budget. CIL money cannot be spent on day-to-day expenditure and can only be spent on capital items. £68,000 of CIL reserves remain unallocated. The Council must ensure it carefully monitors expenditure against budget throughout the year, and also the reserves balance to ensure that they remain compliant with the Council's own reserves policy. The precept must be set to allow restricted, earmarked and general reserves to remain at an appropriate level.

RECOMMENDATION:

- (i) To receive and note the internal audit report and the recommendation from the Internal Auditor.
- (ii) To take these recommendations into account when setting the budget and precept for 2026/27.

7. 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 8 - to progress sensitive issues.

8. DRAFT BUDGET 2026-2027 (attached)

RECOMMENDATION:

To produce a draft 2026-2027 budget.

9. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the date and time of the next ordinary meeting of the Committee is Tuesday 11th November 2025 at 6.30 p.m. in the TOWN COUNCIL OFFICE.