

# KEYNSHAM TOWN COUNCIL

## Minutes of the Finance & Policy Committee meeting held on Tuesday 11<sup>th</sup> March 2025 at 6.30pm in the Town Council Office

PRESENT: Councillors A Wait (Chair), C Fricker, C Leonard, C Davis, E Cannon  
and M Burton.

IN ATTENDANCE: Amanda Hazell – RFO

### 197. APOLOGIES FOR ABSENCE

**RESOLVED:**

No apologies were received.

### 198. DECLARATIONS OF INTEREST

**RESOLVED:**

Cllr Burton declared an interest in agenda item 16.

### 199. DISPENSATIONS

**RESOLVED:**

There were none.

### 200. RECORD OF PREVIOUS MEETINGS

**RESOLVED:**

That the Minutes of the Finance & Policy Committee meeting held on Tuesday 11<sup>th</sup> February 2025 (previously circulated) be confirmed as a true record and signed by the Chair.

### 201. PUBLIC PARTICIPATION

There was none.

### 202. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 18<sup>th</sup> FEBRUARY 2025

In accordance with the Schedule of Delegation to note the delegated decision made in advance of the February 2025 scheduled payments taken by the Town Clerk in consultation with Members.

**RESOLVED:**

There were none.

**203. UPDATES FROM THE RFO**

**RESOLVED:**

That the updates from the RFO be received and noted.

**204. BUDGET REVIEW REPORT - MONTH 11 – FEBRUARY 2025**

**RESOLVED:**

- (i) That the Budget Review Report - Month 10 be received and noted with the following comments.
  - a) The RFO to check the electricity meters at Manor Road. The report states we have 2 can this be reduced to one.
  - b) To ask Barclays if we can use a CHAP'S transfer to move the remaining funds in the Barclays account to Unity Trust.
  - c) To remove code 4026/102 from accounts over the monthly percentage.
  - d) For the RFO to total up the income on the report.
  - e) To report back to the next meeting what the social media EMR is being saved for.
  - f) The RFO to produce a pack of the reports each month for a Councillor to check and sign off.

**205. FINANCIAL MONTHLY REPORTS – MONTH 10 – FEBRUARY 2025**

**RESOLVED:**

That the following reports have been received and noted:

- (i) Budget Monitoring (Month 11 – February 2025)
- (ii) Bank Cash and Investment Reconciliation (Month 11 – February 2025)
- (iii) Balance Sheet (Month 11 – February 2025)
- (iv) Bank Reconciliations for Cash Books 1 - 5 – (Month 11 – February 2025)
- (v) Receipts and Payments Report for Cash Books 1 - 5 – (Month 11 – February 2025)
- (vi) Bank Statements – Cash Books 1,2 and 5, 6, 7, 8 and the Public Sector Deposit Fund (Month 11 – February 2025)
- (vii) Nominal ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 11 – February 2025).

**206. POLICIES**

**RESOLVED:**

- (i) That the following policies be received and noted.
  - 1. Press Protocols.
  - 2. Social Media Policy.
- (ii) That the recommendation to Council is to approve the policies with the following changes:

Press Protocols – To insert – “If a Councillor is approached by the press they are to direct them to the Town Clerk.”

**207. ANNUAL RISK MANAGEMENT REVIEW 2025-2026**

***RESOLVED:***

- (i) That the Annual Risk Management Review 2025-2026 be received and noted.
- (ii) That the recommendation to Council is to approve the review.
- (iii) That the Committee would like to thank Councillor Leonard for her work with the RFO to complete the document.

**208. S106 AGREEMENT**

***RESOLVED:***

- (i) That the S106 Agreement be received and noted.
- (ii) That permission for the Town Clerk to sign the agreement on behalf of the Council be granted.

**209. BUDGET REVIEW**

***RESOLVED:***

- (i) That the Budget Review be received and noted.
- (ii) That the RFO responds to Councillor Burton’s emailed questions for the Council meeting on the 18<sup>th</sup> March 2025.
- (iii) That more detail on how the decisions were made be provided for the Council meeting on the 18<sup>th</sup> March 2025.

**210. FFES AND CHARGES**

***RESOLVED:***

- (i) That the Fees and Charges be received and noted.
- (ii) That the following be recommended to Council:
  - Cemetery:
    - 10% increase for all in Parish and Out of Parish.
  - Manor Road:
    - 15% increase for all charges.
  - Photocopying:
    - Increase of 2 pence per sheet on all photocopying.

**211. AMAZON SPENDING SUMMARY**

***RESOLVED:***

That the Amazon Spending Summary be received and noted.

**212. CIL SUBMISSION**

***RESOLVED:***

- (i) That the information for the CIL Submission be received and noted.
- (ii) Votes in support of the Cil Submission: Cllrs C Leonard and C Davis.  
Abstentions: Cllr E Cannon, A Wait and C Fricker.  
There were no objections.
- (iii) That the recommendations be accepted for the Church to provide evidence of the impact from new developments and for the Council to carry out a consultation.
- (iv) That the recommendations of the above be made to Council.

## 213. YOUTH PLANNING MAR/APR 25

### **RESOLVED:**

- (i) That the financial plan be received and approved for March/April 2025.
- (ii) That full Council be informed of the decision to approve the plan.

## 214. YOUTH ACTUAL SPEND FEB/MAR 2025

### **RESOLVED:**

That the Youth actual spend for Feb/Mar 2025 be received and noted.

## 215. BUSINESS WASTE COLLECTION PRICES 2025-2025

### **RESOLVED:**

That the Business Waste Collection Prices be received and noted.

## 216. VE DAY 80<sup>th</sup> ANNIVERSARY BUDGET

### **RESOLVED:**

- (i) That the budget for the VE DAY 80<sup>th</sup> Anniversary Budget be received and noted.
- (ii) That the budget be accepted and approved.
- (iii) That the Council be informed of the decision.

## 217. DATE OF NEXT MEETING

### **RESOLVED:**

Received and noted that the date and time of the next meeting is Tuesday 8<sup>th</sup> April 2025 at 6.30 p.m. in the TOWN COUNCIL OFFICE.

The meeting ended at 8.05pm

Signed:

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(Chairman)

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Date: