

# KEYNSHAM TOWN COUNCIL

## Minutes of the Finance & Policy Committee meeting held on Tuesday 8<sup>th</sup> April 2025 at 6.30pm in the Town Council Office

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

IN ATTENDANCE: Amanda Hazell – RFO  
Councillor A Halliday

### 197. APOLOGIES FOR ABSENCE

**RESOLVED:**

Apologies received and accepted from Cllr Leonard.

### 198. DECLARATIONS OF INTEREST

**RESOLVED:**

There were no declarations of interest.

### 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> March 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> MARCH 2025

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

**RESOLVED:**

There were none.

**203. UPDATES FROM THE RFO**

**RESOLVED:**

- (i) That the updates from the RFO be received and noted.
- (ii) That Cllr Cannon will sign the March 2025 financial reports.

**204. BUDGET REVIEW REPORT - MONTH 12 – MARCH 2025**

**RESOLVED:**

That the Budget Review Report - Month 12 be received and noted

**205. DRAFT FINANCIAL MONTHLY REPORTS – MONTH 12 – MARCH 2025**

**RESOLVED:**

That the following reports have been received and noted:

- (i) Budget Monitoring (Month 12 – March 2025)
- (ii) Bank Cash and Investment Reconciliation (Month 12 – March 2025)
- (iii) Balance sheet (Month 12 – March 2025)
- (iv) Cash Books 1 - 8 (Month 12 – March 2025)
- (v) Bank Statements – Cash Books 1,2, 5, 6,7 and 8 and the Public Sector Deposit Fund (Month 12 – March 2025)
- (vi) Nominal ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 12 – March 2025)

**206. POLICIES**

**RESOLVED:**

- (i) That the following policies be received and noted.
  - 1. Equalities and Diversity Policy.
  - 2. Investment Strategy Policy.
- (ii) That the recommendation to Council is to approve the policies with the following changes:
  - Investment Strategy Policy – To insert – a policy on ethical banking.

**207. HEALTH AND SAFETY HANDBOOK AND POLICY**

**RESOLVED:**

- (i) That the Health and Safety Handbook and Policy be received and noted.
- (ii) That the following be included in the policy:
  - The accidents books be provided to the Personnel Committee.
- (iii) That the recommendation to Council is to approve the review.

**208. PRESS PROTOCOLS AND SOCIAL MEDIA, ELECTRONIC COMMUNICATION POLICIES**

**RESOLVED:**

That the deferment of the policies be received and noted.

**209. LOCAL GOVERNMENT TRANSPARENCY CODE**

**RESOLVED:**

- (i) That the Local Government Transparency Code be received and noted.
- (ii) That the Committee recommend to Council to approve the Local Government Transparency Code.

**210. DRAFT INTERNAL AUDIT REPORT**

**RESOLVED:**

That the draft Internal Audit Report be received and noted.

**211. PRECEPT LEAFLET 2025-26**

**RESOLVED:**

- (i) That the Precept Leaflet be received and noted.
- (ii) That the Committee recommend Council to approve the leaflet with the following change: Establishment change £92 to 92p.

**212. HIRE OF THE BANDSTAND**

**RESOLVED:**

- (i) That the information regarding the hire of the Bandstand be received and noted.
- (ii) That the hirer be contacted regarding security. An event of this size must have security supplied by the hirer.
- (iii) That the Council charge £120 for this 5-hour event.
- (iv) That the Committee recommends to Council to charge £120 on the condition security is hired for the duration of the event.

**213. RESTORATION OF CEMETERY PLAN**

**RESOLVED:**

- (i) That the information regarding the restoration of the Cemetery plan be received and noted.
- (ii) That the cost of the restoration for £250 + VAT be approved and funded from the CIL EMR.
- (iii) That the Committee inform Council of the decision made.

**214. CIL STATEMENT**

**RESOLVED:**

- (i) That the CIL Statement be received and noted.
- (ii) That the Committee recommend to Council to approve the statement.

## 215. CIL REPORT AND TRACKING

### **RESOLVED:**

- (i) That the CIL Report and Tracking be received and noted.
- (ii) That the totals for projects be entered onto the tracking sheet for the next meeting.

## 216. SOVISION PRICE INCREASE

- (i) That the price increase from SoVision be received and noted.
- (ii) That the RFO check the contract end date.

## 217. MUSIC STUDIO INCOME AND EXPENDITURE

### **RESOLVED:**

- (i) That the Music Studio income and expenditure be received and noted.
- (ii) The Committee would like to thank Cllr Halliday for all his efforts with the Music Studio.

## 218. YOUTH PLANNING APR/MAY 25

### **RESOLVED:**

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

## 219. YOUTH ACTUAL SPEND MAR/APR 2025

### **RESOLVED:**

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

## 220. DATE OF NEXT MEETING

### **RESOLVED:**

Received and noted that the date and time of the next meeting is Tuesday 13<sup>th</sup> May 2025 at 6.30 p.m. in the TOWN COUNCIL OFFICE.

## 221. EXCLUSION OF PRESS AND PUBLIC

### **RESOLVED:**

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.

## 222. SILVANUS PROJECT

### **RESOLVED:**

- (i) That the information regarding the Silvanus Project be received and noted.
- (ii) That the Committee voted 5 in favour and 1 abstained.
- (iii) That the Committee inform Council of the decision made.

The meeting ended at 8.00pm.

Signed:

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(Chairman)

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Date: