

Minutes of the Extra Ordinary Town Council meeting held on  
Tuesday 17th June 2025 in The Space, Market Walk, Keynsham  
at 7.00 pm.

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PRESENT: Cllrs Souzan Alenshasy, D Biddleston, D Brassington, M Burton, E Cannon,  
D Cooper, C Davis, H MacFie, and A Wait.

IN ATTENDANCE: Dawn Drury – Town Clerk

35. APOLOGIES FOR ABSENCE

*RESOLVED:*

*That apologies were received and accepted from Cllrs Alex Beaumont, Adrian Beaumont, C Brennan, A Halliday, C Fricker and C Leonard.*

36. DECLARATIONS OF INTEREST

There were none.

37. DISPENSATIONS

There were none.

38. PUBLIC PARTICIPATION

There was none

39. RECORD OF PREVIOUS MEETINGS

*RESOLVED:*

*That the minutes of the Annual Town Council meeting held on Tuesday 20<sup>th</sup> May 2025 (previously circulated), be confirmed as a true record and signed by the Chairman.*

40. DATE OF NEXT MEETING

*RESOLVED:*

*To note that the Town Council's next ordinary meeting is after this Extra Ordinary meeting at 7.30 pm.*

41. APPROVAL OF RECOMMENDATIONS FROM THE FINANCE AND POLICY COMMITTEE MEETING ON 10<sup>TH</sup> JUNE 2025 (attached)

To approve the following list of documents drawn up by the RFO following the Finance & Policy Committee meeting on 10<sup>th</sup> June and a visit from the Town Council's Internal Auditor on 1<sup>st</sup> May 2025.

(a) ANNUAL GOVERNANCE STATEMENT 2024-2025

**RESOLVED:**

*That the Annual Governance Statement 2024-2025 be approved and signed by the Chairman of Keynsham Town Council.*

Note: Cllr comments:

- That there should be more public involvement during the budget making process for 2026/2027.
- That the public should be present to hear the discussions and to witness the votes that are associated in the budgeting across nominal codes.
- That all Councillors are allowed the opportunity to attend a meeting with the Clerk and RFO, during the budget setting process, so that it can be explained to them and they can ask questions of the same.
- The budget 2025/2026 was signed off during an extra ordinary Town Council meeting under exclusion of press and public - should this have been undertaken in the ordinary meeting of Council and not under exclusion of the press and public. The Clerk will check with the Auditor what is good practice and how this should be done for 2026/2027.
- That a few Councillors were of the opinion that they should write to the Internal Auditor to get confirmation that there should be a mention in the AGAR that the Town Council approved precept and budget set for 2025/2026 was done so against advice of the Clerk and RFO. The Clerk confirmed that the AGAR was not the document for such information. The Clerk advised that this information was clearly recorded in a past Internal Audit report received and noted by Council.

(b) ANNUAL RETURN 2024/2025 – ACCOUNTING STATEMENTS

**RESOLVED:**

*That the Accounting Statements for 2024/2025 be approved and signed by the Chairman of the Town Council.*

(c) ANNUAL RETURN 2024/2025– ACCOMPANYING SCHEDULES

**RESOLVED:**

- (i) *That the Annual Return 2024-2025 to be approved and signed by the Chairman of the Council.*
- (ii) *That the Schedule of Significant Variations be approved.*

*(iii) That the Bank Reconciliation be approved.*

*(iv) That the Reconciliation of boxes 7 and 8 for the Annual Return be approved.*

**(d) CONFIRMATION OF DATES FOR THE EXERCISE OF PUBLIC RIGHTS 2024-2025**

**RESOLVED:**

*To use the dates 20<sup>th</sup> June 2025 – 31<sup>st</sup> July 2025 for the Exercise of Public Rights 2024-2025.*

**(e) CONFLICT OF INTEREST**

The Town Clerk explained the role and relationship between BDO LLP and the Council.

**RESOLVED:**

*To sign the form to confirm no conflict of interest between Keynsham Town Council and BDL LLP.*

The meeting finished at 7.20 p.m.

Signed: ..... (CHAIR)

Date: .....