

KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Tuesday 13th May 2025 at 6.30pm in the Town Council Office

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

IN ATTENDANCE: Amanda Hazell – RFO

249. APOLOGIES FOR ABSENCE

RESOLVED:

Apologies received and accepted from Cllr Leonard.

250. DECLARATIONS OF INTEREST

RESOLVED:

There were no Declarations of Interest.

251. DISPENSATIONS

RESOLVED:

There were none.

252. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the Minutes of the Finance & Policy Committee meeting held on Tuesday 8th April 2025 (previously circulated) be confirmed as a true record and signed by the Chair.

253. PUBLIC PARTICIPATION

There were none.

254. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 21st APRIL 2025

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

RESOLVED:

There were none.

255. UPDATES FROM THE RFO

RESOLVED:

That the updates from the RFO be received and noted.

256. BUDGET REVIEW REPORT - MONTH 1 – APRIL 2025

RESOLVED:

That the Budget Review Report - Month 1 be received and noted with the following comments:

- (i) Remove the S106 statement on EMR 350.
- (ii) Report back to the next meeting the spend on EMR 350.

257. 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) Bank Reconciliations for Cash Books 1 - 8 (Month 12 – March 2025)
- (v) Receipts and Payments Report for Cash Books 1,3,4,6 and 7 (Month 12 – March 2025)

Report back to the next meeting the details of the overspend on codes 4092, 4100, 4104.

258. FINANCIAL REPORTS – MONTH 1

RESOLVED:

That the following reports have been received and noted:

- (i) Budget Monitoring (Month 1 – April 2025)
- (ii) Bank Cash and Investment Reconciliation (Month 1 – April 2025)
- (iii) Balance sheet (Month 1 – April 2025)
- (iv) Bank Reconciliations for Cash Books 1 - 8 (Month 1 – April 2025)
- (v) Receipts and Payments Report for Cash Books 1,3,4,6 and 7 (Month 1 – April 2025)
- (vi) Bank Statements – Cash Books 1,2,3,6,7 and 8 and the Public Sector Deposit Fund to follow (Month 1 – April 2025)
- (vii) Nominal ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 1 – April 2025)

Councillor Burton to sign the monthly reports.

259. POLICIES

RESOLVED:

- (i) That the following policies be received and noted.
 - (a) Filming and Recording Parish Council Meetings Protocol.
 - b) CIL Policy.
 - c) KTC Investment Strategy & Policy.
 - d) Health & Safety Policy.
 - e) Code of Conduct.
- (ii) That the recommendation to Council is to approve the policies with the following changes:
CIL Policy – Remove 10% of the previous year's CIL and insert Finance & Policy Committee to decide on the amount available for the Community CIL annually at the April Finance Meeting. Insert CIL funding must be spent in 12 months.

260. SCHEDULE OF DIRECT DEBITS 2025/2026

RESOLVED:

- (i) That the Schedule of Direct Debits 2025/2026 be received and noted.
- (ii) That the recommendation to Council is to approve the Schedule of Direct Debits.

261. PLAY AREA INSPECTION APP

RESOLVED:

- (i) That the Safety Culture app costs of £649.05 be approved.
- (ii) That the historic data be downloaded.
- (iii) That Council be informed of the decision made.

262. PALLET TRUCK

RESOLVED:

- (i) That the pallet truck quotes be received and noted.
- (ii) That quote one be approved and funded from account code 4508.
- (iii) That Council be informed of the decision made.

263. MUSIC STUDIO INCOME AND EXPENDITURE

RESOLVED:

That the studio income and expenditure be received and noted.

264. YOUTH PLANNING MAY/JUNE 2025

RESOLVED:

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

265. YOUTH ACTUAL SPEND APRIL/MAY 2025

RESOLVED:

That the Youth actual spend for April/May 2025 be received and noted.

266. FINAL INTERNAL AUDIT REPORT

RESOLVED:

That the final Internal Audit Report be received and noted.

267. STRONGER THINGS CONFERENCE

RESOLVED:

That this item be referred to the Town Clerk.

268. DATE OF NEXT MEETING

RESOLVED:

Received and noted that the date and time of the next meeting is Tuesday 10th June 2025 at 6.30 p.m. in the TOWN COUNCIL OFFICE.

The meeting ended at 7.45pm.

Signed:

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(Chairman)

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Date: