

# KEYNSHAM TOWN COUNCIL

## Minutes of the Finance & Policy Committee meeting held on Tuesday 10<sup>th</sup> June 2025 at 6.30pm in the Town Council Office

PRESENT: Councillors S Alenshasy, C Fricker, C Davis, D Cooper, M Burton, H MacFie and A Wait (substitute)

IN ATTENDANCE: Amanda Hazell – RFO

### 1. ELECTION OF CHAIRMAN OF FINANCE AND POLICY COMMITTEE 2025 -2026

**RESOLVED:**

That Cllr MacFie be Chairman for the Finance and Policy Committee for Municipal Year 2025-2026.

### 2. ELECTION OF VICE-CHAIRMAN OF FINANCE AND POLICY COMMITTEE 2025-2026

**RESOLVED:**

That Cllr C Fricker be Vice-Chairman for the Finance and Policy Committee for Municipal Year 2025-2026.

### 3. TERMS OF REFERENCE

**RESOLVED:**

- (i) That the Terms of Reference be received and noted.
- (ii) To approve the Terms of Reference.

### 4. APOLOGIES FOR ABSENCE

**RESOLVED:**

That apologies from Cllr Leonard be received and approved.

### 5. DECLARATIONS OF INTEREST

To receive any Declarations of Interest under Keynsham Town Council's Code of Conduct (adopted on 16<sup>th</sup> 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).

## 6. 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.

## 7. RECORD OF PREVIOUS MEETINGS

### ***RESOLVED:***

That the Minutes of the Finance & Policy Committee meeting held on 13<sup>th</sup> May 2025 (previously circulated) be confirmed as a true record and signed by the Chairman.

## 8. 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.

## 9. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 20<sup>th</sup> MAY 2025

In accordance with the Schedule of Delegation approved on 22 April 2021, to note the delegated decision made in advance of the June 2025 scheduled payments taken by the Town Clerk in consultation with Members.

**RESOLVED:**

That the following payment made by the Town Clerk in consultation with members be received and noted:

- (i) Disc Insurance - £413 to Todd and Cue.
- (ii) Christmas Lights 2024 - £1,542.12 to EDF

**10. UPDATES FROM THE RFO**

**RESOLVED:**

That the updates from the RFO be received and noted.

**11. BUDGET REVIEW REPORT - MONTH 2**

**RESOLVED:**

That the Budget Review report for Month 2 be received and noted.

**12. FINANCIAL MONTHLY REPORTS – MONTH 2**

**RESOLVED:**

That the following financial reports for May 2025 be received and noted.

- (i) Budget Monitoring (Month 2 – May 2025)
- (ii) Bank Cash and Investment Reconciliation (Month 2 – May 2025)
- (iii) Balance Sheet (Month 2 – May 2025)
- (iv) Bank Reconciliations for Cash Books 1 - 9 (Month 2 – May 2025)
- (v) Receipts and Payments Report for Cash Books 1,3,4,6 and 9 (Month 2 – May 2025)
- (vi) Bank Statements – Cash Books 1,6,7,8 and 9 and the Public Sector Deposit Fund to follow (Month 2 – May 2025)
- (vii) Nominal ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 2 – May 2025)

**13. MUSIC STUDIO INCOME AND EXPENDITURE**

**RESOLVED:**

- (i) That the Rialtas reports provided regarding the Music Studio be received and noted.
- (ii) That reports for in month and year to date be included in the agenda going forward.

**14. POLICIES**

**RESOLVED:**

- (i) That the following Policies be received and noted with the following comments:
- a) CIL Policy.  
That the recommendation to Council is for a Working Group to be created to re-write the policy. Working group to include Cllr's Alenshasy, Burton, Wait, Cooper with the RFO and the Assistant Clerk.
  - b) GDPR  
That this policy be referred back to Council as there is a disagreement over whether the confidential papers be left in share point or removed. The changes were agreed at Council in May.
  - c) Social Media Policy  
That the last 2 paragraphs be re-written and brought back to the next Finance and Policy meeting.

**15. STATEMENT OF INTERNAL CONTROL 2025-2026**

***RESOLVED:***

- (i) That the Statement of Internal Control 2025-2026 be received and noted.
- (ii) To recommend to Council to approve the Statement of Internal Control 2025-2026.

**16. CIL APPLICATION FORMS**

***RESOLVED:***

- (i) That the new CIL Application Forms be received and noted.
- (ii) That the recommendation to Council is to include the forms in the Working Group for the CIL policy.

**17. ASSET REGISTER ANNUAL REVIEW**

***RESOLVED:***

That the Asset Register be received and noted.

**18. APPROVAL OF RECOMMENDATIONS TO THE TOWN COUNCIL**

That the following list of documents drawn up by the RFO to be made to the Town Council meeting on 17<sup>th</sup> June 2025.

**(a) ANNUAL GOVERNANCE STATEMENT**

***RESOLVED:***

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

**(b) ANNUAL RETURN 2024/2025 – ACCOUNTING STATEMENTS**

***RESOLVED:***

To approve the Accounting Statements for 2024/2025 to be signed by the Chairman of the Town Council at the Town Council meeting.

**(c) ANNUAL RETURN 2024/2025– ACCOMPANYING SCHEDULES**

***RESOLVED:***

- (i) That the Finance and Policy Committee recommend that the Annual Return 2024-2025 to be approved and signed by the Chairman of the Council.
- (ii) That the Finance and Policy Committee recommend to Council that the Schedule of Significant Variations be approved.
- (iii) That the Finance and Policy Committee recommend to Council that the Bank Reconciliation be approved.
- (iv) That the Finance and Policy Committee recommend to Council that the Reconciliation of boxes 7 and 8 for the Annual Return be approved.

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

***RESOLVED:***

That the Finance and Policy Committee recommend to Council to approve the Notice of Public Rights and to use the dates 20<sup>th</sup> June 2025 – 31<sup>st</sup> July 2025.

**(e) CONFLICT OF INTEREST**

***RESOLVED:***

That the Finance and Policy Committee recommend to Council to confirm no conflict of interest between Keynsham Town Council and BDL LLP be signed by the Chair at the Town Council Meeting.

**19. PARK SIGNS**

***RESOLVED:***

- (i) That the 3 quotes for the park signs be received and noted
- (ii) That the Committee decided to accept quote 3. (The Clerk has advised we contact our Health and Safety advisers to ensure the signs cover our Health and Safety Policies).
- (iii) That Council be informed of the decision made.

**20. APPOINTMENT OF INTERNAL AUDITOR**

***RESOLVED:***

- (i) That the 2 quotes for appointment of Internal Auditor be received and noted.
- (ii) That the Committee recommend quote 2.
- (iii) To recommend to Council the decision made by the Committee.

**21. OFFICE DOOR**

**RESOLVED:**

- (i) That the 3 quotes for the office door be received and noted.
- (ii) That the Committee recommend quote 2 with the following information:  
There is 1 year warranty on both the installation and mechanical operation of the doors and the automation. Service cost would be £125.00+vat per visit, either 6 monthly or annually the cost is the same.
- (iii) To recommend to Council the decision made by the Committee.

**22. YOUTH PLANNING JUNE/JULY 25**

**RESOLVED:**

- (i) That the financial plan for June/July 2025 be received and approved.
- (ii) To inform Council of the decision to approve the plan.

**23. YOUTH ACTUAL SPEND MAY/JUNE 25**

**RESOLVED:**

To receive and note the actual spend from May/June 2025 for Youth.

**24. KALEDIOSCOPE STAGE MANAGER CONTRACT**

**RESOLVED:**

That the following was noted – the Personnel Committee considered the on cost charges for the contract between KMFA Ltd and a Contractor for the music stage for the Kaleidoscope Stage for the Friday and the Saturday plus planning time £742 to be paid from the Youth EMR. This has been approved under delegated powers.

**5. DATE OF NEXT MEETING**

**RESOLVED:**

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

The meeting ended at 7.55pm.

Signed:

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(Chairman)

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Date: