

KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Tuesday 8th July 2025 at 6.30pm in the Town Council Office

PRESENT: Councillors S Alenshasy (late), D Cooper, C Davis, C Fricker, H MacFie and E Cannon (substitute appointed by Cllr M Burton)

IN ATTENDANCE: Dawn Drury – Town Clerk

26. APOLOGIES FOR ABSENCE

RESOLVED:

That apologies from Cllr Leonard and Cllr Burton be received and approved.

27. DECLARATIONS OF INTEREST

There were none.

28. DISPENSATIONS

There were none.

29. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the Minutes of the Finance & Policy Committee meeting held on 10th June 2025 (previously circulated) be confirmed as a true record and signed by the Chairman.

30. PUBLIC PARTICIPATION

There were none.

31. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 20th MAY 2025

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

RESOLVED:

There were none.

32. UPDATES FROM THE RFO

RESOLVED:

That the updates from the RFO be received and noted.

33. BUDGET REVIEW REPORT - MONTH 3

RESOLVED:

That the Budget Review report for Month 3 be received and noted.

34. FINANCIAL MONTHLY REPORTS – MONTH 3

RESOLVED:

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

- a. Budget Monitoring (Month 3 – June 2025)
- b. Bank Cash and Investment Reconciliation (Month 3 – June 2025)
- c. Balance Sheet (Month 3 – June 2025)
- d. Bank Reconciliations for Cash Books 1 - 9 (Month 3 – June 2025)
- e. Receipts and Payments Report for Cash Books 1,3,4,6 and 9 (Month 3 – June 2025)
- f. Bank Statements – Cash Books 1,6,7,8 and 9 and the Public Sector Deposit Fund to follow (Month 3 – June 2025)
- g. Nominal ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 3 – June 2025)

Cllr Alenshasy arrived for the meeting.

35. MUSIC STUDIO INCOME AND EXPENDITURE

RESOLVED:

- (i) That the Rialtas in month and year to date reports provided regarding the Music Studio be received and noted.

36. SOCIAL MEDIA POLICY

RESOLVED:

- (i) That Social Media Policy be received and noted.
- (ii) That a recommendation be made to Council for it to be noted that this Policy requires further amendments and will be deferred to the next Finance and Policy Committee meeting for further consideration.

37. RISK MANAGEMENT STRATEGY

RESOLVED:

- (i) That the Risk Management Strategy be received and noted.

- (ii) To recommend to Council to approve the Risk Management Strategy.

38. STANDING ORDERS

RESOLVED:

- (i) That the changes to the Standing Orders be received and noted.
- (ii) To note that on page 12 the title *Substitute Members* is missing a 't'. The Clerk will rectify this before it is presented to Council.
- (iii) That the recommendation to Council is to approve the changes to the Standing Orders.

39. STATEMENT OF INTERNAL CONTROL 2025-2026

RESOLVED:

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

40. STREET LIGHTING ON FOOTPATH TO MEMORIAL PARK

- (i) That the information on the light be received and noted.
- (ii) That the recommendation to Council is that Grounded be approached and asked if they will contribute towards the installation of a security light and if the said light can be wired into their electric supply.

41. YOUTH PLANNING JULY/AUG 25

RESOLVED:

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

42. YOUTH ACTUAL SPEND JUNE/JULY 25

RESOLVED:

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

43. DATE OF NEXT MEETING

RESOLVED:

Received and noted that the date and time of the next meeting is Tuesday 19th August 2025 at 6.30 p.m. in the TOWN COUNCIL OFFICE.

The meeting ended at 8.20 pm.

Signed:

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(Chairman)

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Date: