

KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Tuesday 19th August 2025 at 6.30pm in the Town Council Office

PRESENT: Councillors M Burton, D Cooper, C Davis, C Fricker and H MacFie

IN ATTENDANCE: Amanda Hazell - RFO

44. APOLOGIES FOR ABSENCE

RESOLVED:

That apologies from Cllr Leonard be received and approved.
Cllr Alenshasy not in attendance.

45. DECLARATIONS OF INTEREST

Cllr Burton declared an interest in item 20.

46. DISPENSATIONS

There were none.

47. RECORD OF PREVIOUS MEETINGS

RESOLVED:

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

48. PUBLIC PARTICIPATION

There were none.

49. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 15th JULY 2025

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

RESOLVED:

There were none.

50. UPDATES FROM THE RFO

RESOLVED:

That the updates from the RFO be received and noted.

51. BUDGET REVIEW REPORT - MONTH 4

RESOLVED:

That the Budget Review report for Month 4 be received and noted with the following change:

Change the EMR Youth Lottery Grant to Youth Grant.

52. FINANCIAL MONTHLY REPORTS – MONTH 4

RESOLVED:

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

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

53. MUSIC STUDIO INCOME AND EXPENDITURE

RESOLVED:

That the Rialtas in month and year to date reports provided regarding the Music Studio, be received and noted.

54. SCHEDULE OF PAYMENTS – MONTH AUGUST 2025

RESOLVED:

- (i) That the Schedule of Payments be received and noted.
- (ii) That the Schedule of Payments be approved.
- (iii) That the Schedule of Payments be signed by the Chair of Finance and Policy Committee.

55. INFORMATION AND COMMUNICATION TECHNOLOGY POLICY

- (i) That the Information and Communication Technology Policy be received and noted.
- (ii) That the Committee recommend to Council to approve the Policy.

56. SOCIAL MEDIA & ELECTRONIC COMMUNICATION POLICY

RESOLVED:

- (i) That the Social Media & Electronic Communication Policy be received and noted.
- (ii) That a recommendation be made to Council for the policy to be approved with the following changes:
 - Remove the word tasteful from the fourth paragraph.
 - Remove “we ask you to” from the fifth paragraph.
 - Correct the spelling mistake “inringe” to infringe.
 - Change Twitter to X formally known as Twitter.

57. CHANGES TO THE PSDF ACCOUNT

RESOLVED:

That the changes to the PSDF account be received and noted.

58. ELECTION RE-CHARGES

RESOLVED:

- (i) That the election recharges be received and noted.
- (ii) For the RFO to ask B&NES for a breakdown of costs. (An email has been sent awaiting reply).

59. SEED LABELS

RESOLVED:

- (i) That the information regarding the seed labels be received and noted.
- (ii) That the cost of £10 for 160 labels be approved.

60. MANOR ROAD ELECTRICITY CONTRACT

RESOLVED:

- (i) That the quotes for electricity to Manor Road be received and noted.
- (ii) That quote 2 first quote be accepted.
- (iii) To inform the Council that quote 2 first quote has been accepted.

61. KEYNSHAM MEMORIAL PLAY AREA HORSE CHESTNUT

RESOLVED:

That this item be deferred until the quote from B&NES has been received.

62. CHAPEL VALUATION

RESOLVED:

That approval be granted to obtain quotes for the valuation of the Chapel.

63. COMMUNITY PROJECTS APPLICATION – ST FRANCIS CHURCH

RESOLVED:

(i) That approval has been granted for the St Francis Church Community Projects Application on condition with the Town Clerk being satisfied with the application outcome and procedure.

(ii) To note the consultation had 121 votes in support of the application.

64. WECA COMMUNICATION FUNDING

RESOLVED:

To defer this item until the September Council meeting so the Town Clerk can advise.

65. PARK ROAD PLAY AREA UPGRADE

RESOLVED:

That approval be granted for the consultation for Park Road play area upgrade.

66. YOUTH PLANNING AUG/SEPT 25

RESOLVED:

(i) That the financial plan for August/September 2025 be received and approved.

(ii) To inform Council of the decision to approve the planned spend.

67. YOUTH ACTUAL SPEND JULY/AUG 25

RESOLVED:

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

68. DATE OF NEXT MEETING

RESOLVED:

Received and noted that the date and time of the next meeting is Tuesday 9th September 2025 at 6.30 p.m. in the TOWN COUNCIL OFFICE.

69. 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.

70. SILVANUS

RESOLVED:

- (i) That tender B be approved.
- (ii) That the estimate for part 2 be approved.
- (iii) That the Committee inform the Council of the decisions made.

The meeting ended at 7.40 pm.

Signed:

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(Chairman)

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Date: