

KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Tuesday 9th September 2025 at 6.30pm in the Town Council Office

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

IN ATTENDANCE: Amanda Hazell - RFO

71. APOLOGIES FOR ABSENCE

RESOLVED:

That apologies from Cllr Leonard be received and approved.

72. DECLARATIONS OF INTEREST

There were none.

73. DISPENSATIONS

There were none.

74. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the Minutes of the Finance & Policy Committee meeting held on 19th August 2025 (previously circulated) be confirmed as a true record and signed by the Chairman.

75. PUBLIC PARTICIPATION

There were none.

76. 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.

77. UPDATES FROM THE RFO

RESOLVED:

There were none.

78. BUDGET REVIEW REPORT - MONTH 5

RESOLVED:

That the Budget Review report for Month 5 be received and noted.

79. FINANCIAL MONTHLY REPORTS – MONTH 5

RESOLVED:

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

- a. Budget Monitoring (Month 5 – August 2025)
- b. Bank Cash and Investment Reconciliation (Month 5 – August 2025)
- c. Balance Sheet (Month 5 – August 2025)
- d. Bank Reconciliations for Cash Books 1 - 9 (Month 5 – August 2025)
- e. Receipts and Payments Report for Cash Books 1,3,4,6 and 9 (Month 5 – August 2025)
- f. Bank Statements – Cash Books 1,6,7,8 and 9 and the Public Sector Deposit Fund to follow (Month 5 – August 2025)
- g. Nominal ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 5 – August 2025)

80. 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.

81. POLICIES

(i) That the following policies be received and noted.

- a) Principles of Good practice/Member & Officer Protocol
- b) Persistent and Vexatious Complaints Policy
- c) Staff Appraisal Policy and Procedure & Appraisal Form
- d) Training & Development Policy
- e) Play Area Policy
- f) Community Engagement Strategy
- g) Bad Debt Policy
- h) Employee Wellbeing Policy
- i) Anti –Harassment & Bullying Policy

(ii) That the Committee recommend to Council to approve the Policies with the following changes:

- a) Principles of Good Practice/Member & Officer Protocol:
 - (i) Change Chairman to Chair.
 - (ii) Add in "Agenda reports to be available 3 days before the meeting."
 - (iii) Remove the last item D.
- e) Play Area Policy:
 - (i) Add a 3-year plan of play area refurbishment.
- f) Community Engagement Strategy:
 - (i) Add 1.4 Accessibility – Make it easy for all sections of the community to get involved, regardless of age, background, or digital access. Inclusive – We will actively reach out to under-represented voices.
 - (ii) Arrange for information regarding the responsibilities of the Town Council on notice boards with contact details of the office.
- g) Bad Debt Policy:
 - (i) Include the following after the 90 days: The Council will no longer carry out business with the debtor.

82. STANDING ORDERS

RESOLVED:

- (i) That the updated Standing Orders be received and noted.
- (ii) That a recommendation be made to Council for the policy to be approved.

83. INSURANCE 2025/25

RESOLVED:

- (i) That the insurance 25/26 be received and noted.
- (ii) That the Committee recommend to Council to approve the quote.

84. LETTERS TO HEAVEN POST-BOX

RESOLVED:

- (i) That the information regarding Letters to Heaven post box be received and noted.
- (ii) That the recommendation to Council is to not install a Letters to Heaven post-box.

85. KEYNSHAM MEMORIAL PLAY AREA HORSE CHESTNUT TREE

RESOLVED:

- (i) That the quote regarding the horse chestnut tree be received and noted.
- (ii) That the quote for £514.12 be approved.
- (iii) That the Committee inform the Council of the decision made.

86. YOUTH PLANNING SEPT/OCT 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.

87. YOUTH ACTUAL SPEND AUG/SEPT 25

RESOLVED:

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

88. DATE OF NEXT MEETING

RESOLVED:

Received and noted that the date and time of the next meeting is Tuesday 14th October 2025 at 6.30 p.m. in the TOWN COUNCIL OFFICE.

89. 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.

90. GRANTS QUESTION

RESOLVED:

- (i) That the response devised be recommended to Council.

The meeting ended at 7.20pm.

Signed:

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(Chairman)

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Date: