

KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Tuesday 14th October 2025 at 6.30pm in the Town Council Office

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

IN ATTENDANCE: Amanda Hazell - RFO
Cllr Halliday

91. APOLOGIES FOR ABSENCE

RESOLVED:

Apologies received and accepted from Cllr Burton. Cllrs Brassington and Alenshasy not in attendance.

92. DECLARATIONS OF INTEREST

Cllr MacFie declared an interest in item 19 (minute 110).

93. DISPENSATIONS

There were none.

94. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the Minutes of the Finance & Policy Committee meeting held on 9th September 2025 (previously circulated) be confirmed as a true record and signed by the Chairman.

95. PUBLIC PARTICIPATION

There were none.

96. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 16th SEPTEMBER 2025

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

RESOLVED:

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There were none.

97. UPDATES FROM THE RFO

RESOLVED:

That the update from the RFO be received and noted.

98. BUDGET REVIEW REPORT - MONTH 6

RESOLVED:

That the Budget Review report for Month 6 be received and noted.

99. FINANCIAL MONTHLY REPORTS – MONTH 6

RESOLVED:

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

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

100. MUSIC STUDIO INCOME AND EXPENDITURE

RESOLVED:

- (i) That the Rialtas year to date report provided regarding the Music Studio, be received and noted.
- (ii) Cllr Halliday stated there are sessions in the studio during Timeout sessions. It was agreed there would be a small charge. RFO to speak with the Youth Leader and the Studio Assistant and report back at the next Finance and Policy meeting.

101. POLICIES

RESOLVED:

- (i) That the following policies be received and noted.
 - a) Financial Risk and Reserves Policy.
 - b) Freedom of Information Policy.
- (ii) That the Committee recommend to Council to approve the Policies.

102. STANDING ORDERS

RESOLVED:

- (i) That the Standing Orders be received and noted.
- (ii) That the Committee recommend to Council to approve the Standing Orders.

Cllr Cooper arrived at the meeting

103. EXTERNAL AUDIT

RESOLVED:

That the external audit be received and noted.

104. KEYNSHAM WINTER FESTIVAL (KWF) BUDGET

RESOLVED:

- (i) That the KWF budget received and noted.
- (ii) That the Committee recommend to Council to approve the budget.

105. REMEMBRANCE DAY BUDGET

RESOLVED:

- (i) That the Remembrance Day budget be received and noted.
- (ii) That the Committee recommend to Council to approve the budget.
- (iii) That the DTC contact the British Legion to see if they can help with the cost of the barriers.

106. GRANT APPLICATIONS

RESOLVED:

- (i) That the grant applications be received from the following:
 - 1. Keynsham in Bloom - £5,000
 - 2. Keynsham Music Festival - £30,000
 - 3. Dial-a-Ride - £4,500
 - 4. KTCRfm - £6,000
- (ii) That the following be recommended to Council:
 - 1. That Keynsham in Bloom be awarded the £5,000 grant applied for.
 - 2. That the application from Keynsham Music Festival be debated at Council on 21st October 2025.
 - 3. That the Dial-a-Ride grant be deferred until the applicant can answer the questions raised by Cllr Burton.
 - 4. That KTCRFM be awarded the £6,000 grant applied for.

107. ELECTRICITY CONTRACT

RESOLVED:

- (i) That the electricity quotes be received and noted.
- (ii) That the Committee recommend to Council to accept the first quote - 24 months contract.

108. HOSTING THE HI KEYNSHAM WEBISTE

RESOLVED:

- (i) That the information regarding the Hi Keynsham Website received and noted.
- (ii) That the Committee recommend to Council to host the website and cover the cost.

109. CHRISTMAS TREE GIVEAWAY

Cllr MacFie left the meeting.

RESOLVED:

- (i) That the cost of the Christmas trees be received and noted.
- (ii) That the Committee approve the purchase of 50 trees at a cost of £375 to be financed from the tree EMR.
- (iii) To explore a fairer way of distributing the trees rather than first come first served.

Cllr MacFie returned to the meeting

110. TIMEOUT REQUEST

RESOLVED:

- (i) That the information regarding the S32 be received and noted.
- (ii) That the Council do not sell the S32 as it was acknowledged the equipment may be used in the future.

111. BUDGET MEETING

RESOLVED:

- (i) That the Committee hold an extraordinary Finance and Policy Committee meeting to discuss the Budget.
- (ii) That the budget meeting be held on Monday 20th October 2025 at 6.30pm in the Council office meeting room.

112. YOUTH PLANNING OCT/NOV 25

RESOLVED:

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



113. YOUTH ACTUAL SPEND SEPT/OCT 25

RESOLVED:

To receive and note the actual spend from September/October 2025 for Youth.

114. LEGAL EXPENSES INSURANCE

That the information regarding the Legal Expenses' Insurance be received and noted.

115. DATE OF NEXT MEETING

RESOLVED:

Received and noted that the date and time of the next (extraordinary) meeting is Monday 20th October 2025 at 6.30 p.m. in the TOWN COUNCIL OFFICE.

The meeting ended at 7.50pm.

Signed:

(Chairman)



Date:

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