

KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Tuesday 11th November 2025 at 6.30pm in the Town Council Office

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

IN ATTENDANCE: Amanda Hazell - RFO

125. APOLOGIES FOR ABSENCE

RESOLVED:

Apologies received and accepted from Cllr Leach (formerly Alenshasy). Cllr Brassington not in attendance.

126. DECLARATIONS OF INTEREST

There were none.

127. DISPENSATIONS

There were none.

128. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the Minutes of the Extraordinary Finance & Policy Committee meeting held on 20th October 2025 (previously circulated) be confirmed as a true record and signed by the Chairman.

129. PUBLIC PARTICIPATION

There was none.

130. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 21st OCTOBER 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:

There were none.

131. UPDATES FROM THE RFO

RESOLVED:

That the update from the RFO be received and noted.

132. BUDGET REVIEW REPORT - MONTH 7

RESOLVED:

That the Budget Review report for Month 7 be received and noted.

133. FINANCIAL MONTHLY REPORTS – MONTH 7

RESOLVED:

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

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

134. MUSIC STUDIO INCOME AND EXPENDITURE

RESOLVED:

That the Rialtas year to date report provided regarding the Music Studio and the information regarding expenditure, be received and noted.

135. CEMETERY HEALTH AND SAFETY POLICY

RESOLVED:

- (i) That the following Cemetery Health and Safety Policy be received and noted.
- (ii) That the Committee recommend to Council to approve the Policy.

136. CIL POLICY AND FORMS

RESOLVED:

- (i) That the CIL Policy and forms be received and noted.
- (ii) That the Committee recommend to Council to approve the Policy and forms with the additional changes.

137. STANDING ORDERS WORKING PARTY

RESOLVED:

That a Standing Orders Working Party be set up with Cllrs Burton, Cooper and Biddleston as members along with the Clerk and the RFO.

138. TREE WORKS – MEMORIAL PARK AND CEMETERY

RESOLVED:

- (i) That the quote received from B&NES be received and noted.
- (ii) That the Committee recommend to Council to approve the quote.

139. GRAVE SHORING

RESOLVED:

- (i) That the quote for grave shoring be received and noted.
- (ii) That the Committee recommend to Council to approve the quote.

140. YOUTH PLANNING NOV/DEC 25

RESOLVED:

- (i) That the youth planning for November/December 2025 be received and noted.
- (ii) That the Committee approve the spend on the youth planning Nov/Dec 2025.

141. YOUTH ACTUAL SPEND OCT/NOV 25

RESOLVED:

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

142. DATE OF NEXT MEETING

RESOLVED:

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

143. 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 - Minute nos.144, 145 and 146 to progress the budget.

144. 2026/27 BUDGET

RESOLVED:

- (i) That the 2026/27 budget be received and noted.
- (ii) That the changes made from the Extra Ordinary Finance meeting be reviewed.
- (iii) That the 2026/27 budget be recommend to Council for approval.

145. EARMARKED RESERVES AND RESERVES

RESOLVED:

- (i) That the Earmarked Reserves and Reserves be received and noted.

146. PRECEPT

RESOLVED:

That the information provided on the Precept be received and noted.

The meeting ended at 7.50pm.

Signed:

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(Chairman)

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Date: