

KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Tuesday 13th January 2026 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
Dawn Drury – Town Clerk
Cllrs Wait and Alex Beaumont

173. APOLOGIES FOR ABSENCE

RESOLVED:

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

174. DECLARATIONS OF INTEREST

There were none.

175. DISPENSATIONS

There were none.

176. RECORD OF PREVIOUS MEETINGS

RESOLVED:

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

177. PUBLIC PARTICIPATION

There was none.

178. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 16 DECEMBER 2025

In accordance with the Schedule of Delegation approved on 22 April 2021, note the delegated decision made in advance of the January 2026 scheduled payments taken by the Town Clerk in consultation with Members.

RESOLVED:

There were none.

179. UPDATES FROM THE RFO

RESOLVED:

That the update from the RFO be received and noted.

180. BUDGET REVIEW REPORT - MONTH 9

RESOLVED:

- (i) That the Budget Review report for Month 9 be received and noted.
- (ii) On the next report include income for cost centres.

181. FINANCIAL MONTHLY REPORTS – MONTH 9

RESOLVED:

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

182. 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.

183. RESERVES, BUDGET AND PRECEPT PRESENTATION

RESOLVED:

That the presentation for the reserves, budget and precept be received and noted.

184. RESERVES

RESOLVED:

- (i) That the reserves information be received and noted.
- (ii) That the Committee recommend to Council to approve the following changes to the EMR's:

EMR 359 Timeline Project (now finished) transfer the remaining £14,346 to EMR 343
EMR 360 Office Move transfer £16,654 to EMR 343
EMR 360 Office Move transfer £17,000 to EMR 369 Tree planting and works.

Transfer to a new EMR for the Cemetery wall:
EMR 390 Workshop Maintenance £8,490.
EMR 398 DISC Grant £2,952.
EMR 333 Events £7,149.87.
EMR 358 Diversional Funding (ASB) – £9,814.04.

185. PRECEPT 2026-2027

RESOLVED:

- (i) That the information regarding the Precept be received and noted.
- (ii) That the Committee recommend to Council to increase the precept by 12%.
- (iii) That the Clerk and RFO recommend an increase of 17.7% to create a balanced budget.

186. BUDGET 2026-2027

RESOLVED:

- (i) That the information and budget be received and noted.
- (ii) That the Committee recommend to Council to approve the budget at £1,239,089.

187. GDPR POLICIES

RESOLVED:

- (i) That the following GDPR Policies be received and noted.
 - a) GDPR Policy Pack
 - b) KTC Privacy Impact Assessment
 - c) KTC Privacy Notice
 - d) KTC Privacy Policy (website)
 - e) KTC Retention and Disposal Policy
 - f) KTC Security Incident Response Policy – Record of Work
- (ii) That the Committee recommend to Council to approve the GDPR Policies
With the following change:
 - (i) Remove the name Cheryl Scott and replace with Town Clerk.

188. CONSULTATION ON B&NES BUDGET 4.99%

RESOLVED:

- (i) That the B&NES Budget be received and noted.
- (ii) That no comment be made on the B&NES Budget.
- (iii) That the Committee inform the Council that no comment was made.

189. YOUTH FINANCIAL PLANNING – JANUARY/FEBRUARY 2026

RESOLVED:

- (i) That the Youth Planning for January/February 2026 be received and noted.
- (ii) That the Committee approve the spend on the Youth Planning for January/February 2026.

190. YOUTH ACTUAL SPEND DECEMBER 25/JANUARY 2026

RESOLVED:

To receive and note the actual spend from December 2025/January 2026 for Youth.

191. DATE OF NEXT MEETING

RESOLVED:

Received and noted that the date and time of the next meeting is Tuesday 10th February 2026 at 6.30 p.m. in the TOWN COUNCIL OFFICE.

The meeting ended at 8.20pm.

Signed:

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(Chairman)

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Date: