KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Tuesday 18th August 2026 at 6.30pm in the Town Council Office

PRESENT: Councillors D Biddleston, M Burton (Chair), E Cannon, D Cooper, C Davis, C Fricker and H MacFie

IN ATTENDANCE: Amanda Hazell – RFO

50. APOLOGIES FOR ABSENCE

RESOLVED:
There were none.

51. DECLARATIONS OF INTEREST

RESOLVED:
There were no Declarations of Interest.

52. DISPENSATIONS

RESOLVED:
There were none.

53. RECORD OF PREVIOUS MEETINGS

RESOLVED:
That the Minutes of the Finance & Policy Committee meeting held on Tuesday 14th July 2026 (previously circulated) be confirmed as a true record and signed by the Chair.

54. PUBLIC PARTICIPATION

There was none.

55. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 21st JULY 2026

In accordance with the Schedule of Delegation to note the delegated decision made in advance of the August 2026 scheduled payments taken by the Town Clerk in consultation with Members.

RESOLVED:

MB

That the expenditure for a water cooler for the Cemetery be received and noted.

56. UPDATES FROM THE RFO

RESOLVED:
That the updates from the RFO be received and noted.

57. BUDGET REVIEW REPORT - MONTH 4 – JULY 2026

RESOLVED:
- *(i)* That the Budget Review Report - Month 4 be received and noted.
- *(ii)* That future reports note if an account has been funded from an EMR.

58. FINANCIAL REPORTS – MONTH 4 – JULY 2026

RESOLVED:
That the following reports have been received and noted:
- *(i)* Budget Monitoring (Month 4 – July 2026)
- *(ii)* Bank Cash and Investment Reconciliation (Month 4 – July 2026)
- *(iii)* Balance Sheet (Month 4 – July 2026)
- *(iv)* Bank Reconciliations for Cash Books 1 - 8 (Month 4 – July 2026)
- *(v)* Receipts and Payments Report for Cash Books 1,3,4,6 and 7 (Month 4 – July 2026)
- *(vi)* Bank Statements – Cash Books 1,2,3,6,7 and 8 and the Public Sector Deposit Fund to follow (Month 4 – July 2026)
- *(vii)* Nominal Ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 4 – July 2026)

Councillor Burton to sign the monthly reports.

59. SCHEDULE OF PAYMENTS – MONTH 5 – AUGUST 2026

RESOLVED:
That the schedule of payments are signed by the Chair of Finance and Policy Committee.

60. POLICIES

RESOLVED:
- *(i)* That the following policies be received and noted:
  Information and Communication Technology Policy
  Risk Management Strategy Review
- *(ii)* That the recommendation to Council is to approve the policies.

61. TOWN COUNCIL OFFICE CCTV

RESOLVED:

(i) That the information supplied be received and noted.
(ii) That the Committee recommend to Council to approve the CCTV Policy with the following changes:
Remove paragraph 2.3.
(iii) That Councillor Cooper assist the RFO with completing the DPIA and this is presented to the September meeting of the Finance and Policy Committee.

62. CCTV QUOTES

RESOLVED:

(i) That the 4 CCTV quotes be received and noted.
(ii) That a quote is obtained for ring cameras.
(iii) That all the quotes be bought back to the Finance and Policy Committee meeting in September.

63. STRIMMER QUOTES

RESOLVED:

(i) That the 3 strimmer quotes be received and noted.
(ii) That the Committee accept quote 1.
(iii) That the Committee inform Council of the decision made.

64. CABLE POSTERS

RESOLVED:

(i) That the cable poster quotes be received and noted.
(ii) That the Committee accept quote 3.
(iii) That the Committee inform Council of the decision made.

65. BLINDS FOR THE OFFICE

RESOLVED:

(i) That the 3 office blinds quotes be received and noted.
(ii) That the Committee accept quote 1.
(iii) That the Committee inform Council of the decision made.

66. CLIMBING WALL ENGRAVING

RESOLVED:

(i) That the information received from B&NES be received and noted.
(ii) That the cost of the engraving of £1,000 be funded by Keynsham Town Council from CIL.
(iii) To inform Council of the decision made.

67. AVON PENSION FUND SCAPE RATES

RESOLVED:
That the information received from the Avon Pension Fund be received and noted.

68. AMAZON MONTHLY SPENDING SUMMARY

RESOLVED:
That the information on Amazon monthly spending be received and noted.

69. YOUTH PLANNING AUGUST/SEPTEMBER 2026

RESOLVED:
(i) That the financial plan be received and approved for August/September 2026.
(ii) That full Council be informed of the decision to approve the plan.

70. YOUTH ACTUAL SPEND JULY/AUGUST 2026

RESOLVED:
That the Youth actual spend for July/August 2026 be received and noted.

71. FOOTPATH CYCLE PATH ADOPTION

RESOLVED:
(i) That the information regarding the footpath cycle path adoption be received and noted.
(ii) That the Committee recommend to Council to approve the contribution of £15,000 in principle.
(iii) That the Clerk contact B&NES to request an updated costing of the project.

72. DATE OF NEXT MEETING

RESOLVED:
Received and noted that the date and time of the next meeting is Tuesday 8th September 2026 at 6.30 p.m. in the TOWN COUNCIL OFFICE.

The meeting ended at 7.35pm

Signed: M. C. Bl .... Date: 8/9/26

(Chairman)