KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Tuesday 10th November 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: Dawn Drury – Town Clerk

127. APOLOGIES FOR ABSENCE

There were no apologies.

128. DECLARATIONS OF INTEREST

RESOLVED:
Cllr M Burton declared an interest as a Director of Keynsham Music Festival Association and Keynsham In Bloom as his wife is a member.
Cllr C Davis declared an interest as a member of SWAN.
Cllr D Biddleston declared an interest as a member/representative of Keynsham Cricket Club, Keynsham Music Festival Association, Keynsham In Bloom and Keynsham and District Dial-A-Ride.

129. DISPENSATIONS

RESOLVED:
There were none.

130. RECORD OF PREVIOUS MEETINGS

RESOLVED:
That the minutes of the Finance & Policy Committee Extra Ordinary meeting held on Tuesday 27th October 2026 (previously circulated) be confirmed as a true record and signed by the Chair.

Cllr D Biddleston arrived.

With the agreement of the members of the Committee item 138 was brought forward to allow a member of the public to speak in respect of the Keynsham Cricket Club's application.

131. PUBLIC PARTICIPATION

DRAFT

There was one member for part of the meeting (item 138 on the agenda – CIL funding applications).

132. CIL FUNDING APPLICATION – KEYNSHAM CRICKET CLUB

Mr Derek Joyce (member of Keynsham Cricket Club) spoke for two minutes in support of the Keynsham Cricket Club's CIL Funding application.

He explained the need to expand the facility and improve the energy efficiency together with detailing outside community group/business usage. It was explained that the club house is only used for five months of the year for actual cricket purposes and that it was important to open up the facility for other community uses for the rest of the year. The club has grown in membership extensively over the past 10 years and the building is no longer large enough. He also provided members with the proposed plan for the Cricket Club extension plan.

Questions posed by members are included below together with responses from Mr Joyce:

Q. A query was made on the large reserves and operating profit shown in the accounts. Could the proposed extension not be funded for the KCC's reserves?
A. It was confirmed that Keynsham Cricket Club is a not-for-profit organisation, with no reserves and a minimal net operating figure. The figures that were being looked at were a balance sheet that details the club house as an asset as the organisation holds it in a trust.

Q. What will you gain from the proposed extension and a bigger facility?
A. Hosting more people and providing a bigger community facility for outside organisations to use.

Q. The total cost of the building extension is shown as £60,000 will this be sufficient to build such an extension?
A. We will be extending the existing framework out under the balcony (that does not need any structural support). So, it is an infill within the given footprint. After 25 years all the windows and doors are not heat efficient and not viable anymore. The club is also currently undergoing the installation of a new heating system including boiler and solar panels.

Q. What environmental standards will the extension be built to?
A. The proposed design incorporates insulated panel work and top end spec on windows and doors. Our building company will advise us.

Q. Will the external stairs be incorporated into the extension?
A. No, as to do so would cause all sorts of structural difficulties.

Mr Joyce was thanked for attending the meeting and providing information in respect of the Cricket Club CIL application.

133. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 20th October 2026

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

RESOLVED:
To note that there were none.

134. UPDATES FROM THE RFO

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

135. BUDGET REVIEW REPORT - MONTH 7 – OCTOBER 2026

RESOLVED:
That the Budget Review Report - Month 7 be received and noted.

136. FINANCIAL REPORTS – MONTH 7

RESOLVED:
That the following reports have been received and noted*:*

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

Councillor Cannon to sign the monthly reports.

137. POLICY – CEMETERY RULES/REGULATIONS

RESOLVED:

(i) That the Cemetery Rules and Regulations be received and noted.

(ii) That the Finance and Policy Committee recommend to Council to approve the Cemetery Rules and Regulations with one addition as follows:

Point 22.14 - All memorials of whatever description admitted to the Cemetery or permitted to be erected therein, shall be so erected and remain at the sole risk of the owner thereof, and the Council shall not be held responsible for any damage or breakage which may occur to the same through any cause whatever. Except where caused by negligence of the Town Council.

138. LARGE GRANT APPLICATIONS

Cllrs discussed the large grant applications for these organisations and whether these groups should be standing on their own feet and not requesting large grants going forward. Is this a case for all of them? It was suggested that this be taken case by case.

It was considered that such funding should be open to all organisations and the whole process needs full consideration. It was agreed that if any changes are to be made these organisations need to be informed well in advance. It was also agreed that Council need to be careful that they are not singling out any one organisation of those that currently receive an annual larger grant. There was an opinion that most of these organisations represent activities of the town of Keynsham, were Town Council initiatives originally and are linked to what the Council is for and hence should retain an ongoing financial commitment but be reviewed annually to ensure that they are continuing to provide activities that the Council approve of. It is also a question of how the money is used and a regular award to these organisations could be seen as revenue funding which is not what the Council is about.

The turnover of the Council is over a million and these grants represent approximately 5% of expenditure that is in question of cutting and concerns will come from the public should these groups fold.

All groups should be more proactive in seeking grants.

Concerns were raised in respect of parts of the applications not being completed and sections being blank due to technical errors in respect of the form submissions. The Clerk will get staff to look at the formatting of forms submitted and ensure that completed versions are available for the Town Council meeting. It was suggested that Council needs to be clear about the interface between Swan, Dial-A-Ride and Westlink , clarity on this would help.

Sections of the KMFA Limited application was missing. The Clerk will ask Mike May to provide a hard copy that we can take copies from.

RESOLVED:

(i) That the following large grant applications and additional documents be received and noted:

(a) Keynsham In Bloom
(b) Dial A Ride
(c) Keynsham Music Festival
(d) KTCRfm

(ii) That the Committee recommend to Council to approve the applications as follows:

Keynsham In Bloom £5,000
Dial A Ride £4,500
KTCRfm £7,000

(iii) That the Committee defer the decision to full Council so that staff can request a copy of the missing information that supports the Music Festival application. On receipt of this, a copy will be put into the Councillors SharePoint folder.

(iv) That the Finance and Policy Committee recommend that Council be tasked with establishing a Committee/Working Party of the Council to undertake a full review of the large Grants process looking at the criteria for applying and publicity for the award. All Councillors will be welcome to attend.

139. CIL FUNDING APPLICATIONS

As the Town Council CIL income in 2025 – 2026 was low, the Council fixed the amount available from the CIL grant funding for 2025 – 2026 as a percentage using the criteria of on CIL funding Policy and this equated to £10,000. With more CIL being received from B&NES Council during 2026-2027, the funding availability will increase for 2026 – 2027.

It was discussed that Council review the application form formatting to ensure that they work correctly for applicants, going forward.

Funding is only released on the Town Council having received in receipts of detailing the expenditure.

Both applications were considered in depth.

RESOLVED:

(i) That the following CIL Funding applications and additional documents be received and noted:
  (a) Keynsham Cricket Club.
  (b) Keynsham Methodist Church.

(ii) That the Finance and Policy Committee recommend to Council that the Keynsham Methodist Church receive the CIL funding for this year.

(iii) That the Finance and Policy Committee recommend to Council that the RFO writes to the unsuccessful applicant suggesting that they re-apply in the next financial year when there will be more funding.

140. RIALTAS ON THE CLOUD

RESOLVED:

(i) That the information received from Rialtas be received and noted.

(ii) That the Committee recommend to Council to approve the yearly cost of £560.00

iii) That Council ensure that Azure Entra ID be put in place before and is fully implemented before the switch of Rialtas to be hosted in the Cloud.
(iv) That the Council dual run the Cloud and hosted data to ensure that the Cloud will work efficiently for Council.

141. PLAY AREA SIGNAGE

RESOLVED:

(i) That the quotes for the play area signage be received and noted.

(ii) That quote number 2 be approved.

(iii) That Finance and Policy Committee inform Council of the decision made.

142. GATES AT TEVIOT AND KELSTON PLAY AREAS

The question was raised in respect of whether play areas should have two gates. The Clerk will seek information from RoSPA to see if there is any guidance in respect of good practice to provide one or more than one gate.

RESOLVED:

(i) That the quotes for the gate be received and noted.

(ii) That the matter be deferred until information on gate number guidance is received from RoSPA.

143. ALCA ELECTION TRAINING BRIEFING

RESOLVED:

(i) That the ALCA Election Training Briefing be received and noted.

(ii) That Finance and Policy Committee approve that the sum of 15 x £99 be included in the Town Council budget for mandatory training for all Councilllors.

(iii) That Finance and Policy Committee inform Council of this decision.

144. YOUTH FINANCIAL PLANNING –NOVEMBER/DECEMBER 2026

As per the new Youth Financial Regulations, the Youth Team have produced a financial plan for November/December 2026.

RESOLVED

(i) To receive and approve the financial plan for November/December 2026.

(ii) To inform Council of the decision to approve the plan.

145. YOUTH ACTUAL SPEND OCTOBER/NOVEMBER

RESOLVED:

To receive and note the actual spend from October/November 2026 for Youth.

146. DATE OF NEXT MEETING

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

147. 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.

148. FUTURE OF THE OFFICE

RESOLVED:
(i) That the information regarding the future of the office be received and noted.
(ii) That the Committee approve the requested funding.
(iii) That the Committee inform Council of the decision made.

The meeting ended at 8.25 p.m.

Signed:

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(Chairman) Date: