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To All Members of the Finance & Policy Committee: Souzan Leach (formerly Alenshasy), David Brassington, Martin Burton, Deb Cooper, Chris Davis, Clive Fricker and Hal MacFie.

Dear Councillor

You are summoned to attend a **MEETING OF THE FINANCE AND POLICY COMMITTEE** to be held in **the Town Council Office** on **TUESDAY 10th FEBRUARY 2026** commencing at **6.30 p.m.**

Signed on 5th February 2026

Amanda Hazell – Responsible Finance Officer

EMERGENCY EVACUATION PROCEDURE

When the continuous alarm sounds, you must evacuate the building by the exit and proceed to the assembly point: Grassed area past St. Cadoc House, Temple Street.

Arrangements are in place for the safe evacuation of disabled people.

THIS MEETING MAY BE FILMED OR RECORDED (PLEASE REFER TO THE TOWN COUNCIL'S PROTOCOL ON THE FILMING AND RECORDING OF LOCAL COUNCIL AND COMMITTEE MEETINGS (adopted August 2014, updated May 2025).

FINANCE & POLICY COMMITTEE AGENDA 10TH FEBRUARY 2026

1. APOLOGIES FOR ABSENCE

RECOMMENDATION:

To receive apologies for absence.

2. DECLARATIONS OF INTEREST

To receive any Declarations of Interest under Keynsham Town Council's Code of Conduct (adopted on 16th April 2019) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464 and as per Standing Order 3(v).

3. DISPENSATIONS

In accordance with Standing Order 13, to consider any requests for dispensations (for disclosable pecuniary interests) prior to the item (s) being discussed, that Members may only become aware of during the meeting itself and to receive any disclosures of decisions as per item 7 of Keynsham Town Council's Dispensations Policy and Procedure Guide.

4. RECORD OF PREVIOUS MEETINGS

RECOMMENDATION:

That the Minutes of the Finance & Policy Committee meeting held on 13th January 2026 (previously circulated) be confirmed as a true record and signed by the Chairman.

5. PUBLIC PARTICIPATION

- (a) In accordance with Standing Order 3(e) (i), Members of the public may make representations, answer questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda with the permission of the Chairman.
- (b) In accordance with Standing Order 3 (e) (ii) Members of the public will have the opportunity to ask the Chairman any question concerning, or make observations upon, the business of the Council, at the start of the meeting, provided notice of the question along with the name and address of the member of public has been given to the Town Clerk at least 4 clear days before the meeting where possible and in any case to the Chairman before the meeting and this applies to all committees of the Council.
- (c) In accordance with Standing Order 3 (e) (iii) Members of the Public may also speak on one single item only on the agenda, just prior to that item being discussed, unless otherwise agreed by the Chair, or Chair of a Committee. Each person may speak for not more than two minutes, with a maximum of two speakers per item in favour and two speakers per item against or at the Chairman's discretion. To facilitate the smooth running of the meeting Members of the Public will be asked to register their interest with the Town Clerk prior to the start of the meeting.

RECOMMENDATION:

That the Chairman respond to any questions/observations. If the matter is not already tabled on the Agenda, the Council may move a motion to refer the matter to be itemised on the agenda of a successive meeting, but it cannot make any decisions on any matters raised at this meeting unless considered under a further item on this particular Agenda.

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

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

RECOMMENDATION:

To note that the Town Clerk sought delegated power to spend £1,215.50 (including fixings and delivery) on a 2000 mm replacement bench for Holmoak Play area. The current wooden one is very poor quality, splintered, has suffered some vandalism and is a health and safety risk.

7. UPDATES FROM THE RFO

The year end has been booked with Rialtas for the 16th April 2026. This will be carried out over the phone. The RFO is confident it will go smoothly.

RECOMMENDATION:

To receive and note the information.

8. BUDGET REVIEW REPORT - MONTH 10 (attached)

RECOMMENDATION:

To receive and note the Budget Review report for Month 9.

9. FINANCIAL MONTHLY REPORTS – MONTH 10 (attached)

- (i) Budget Monitoring (Month 10 – January 2026)
- (ii) Bank Cash and Investment Reconciliation (Month 10 – January 2026)
- (iii) Balance sheet (Month 10 – January 2026)
- (iv) Bank Reconciliations for Cash Books 1 - 9 (Month 10 – January 2026)
- (v) Receipts and Payments Report for Cash Books 1, 3, 4, 6, 7, 8 and 9 (Month 10 – January 2026)
- (vi) Bank Statements – Cash Books 6, 7, 8 and 9 and the Public Sector Deposit Fund to follow (Month 10 – January 2026)
- (vii) Nominal ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 10 – January 2026)

10. MUSIC STUDIO INCOME AND EXPENDITURE (attached)

RECOMMENDATION:

To receive and note the Rialtas reports provided regarding the Music Studio for year to date. Please note there is no report for expenditure as we have no budget solely for the Studio. We have spent £17.50 on equipment this financial year.

11. POLICIES (attached)

RECOMMENDATION:

- (i) To receive and note the following policies:
 - i. Financial Risk Management Review
 - ii. Petty Cash Policy and Procedures - Review
 - iii. Password & Device Security Policy
- (ii) To recommend to Council to approve the policies.

12. INTERNAL AUDIT (attached)

RECOMMENDATION:

To receive and note the report from the Internal Auditor.

13. GDPR POLICY PACK (attached)

Cllr Biddleston requested some changes to the GDPR Policy Pack. Attached are the Policy and a paper for discussion.

RECOMMENDATION:

- (i) To receive and note the changes to the Policy.
- (ii) To recommend to Council to accept the changes.

14. WATER HYGIENE MONITORING CONTRACT (attached)

The contract for the water hygiene monitoring is due for renewal in March 2026. Attached is the quote from Dantek for the renewal which is an increase of £6 per year. Due to the speciality of water hygiene, the Clerk has recommended accepting the quote from Dantek.

RECOMMENDATION:

- (i) To receive and note the quote from Dantek.
- (ii) To recommend to Council to accept the quote.

15. PHONELINE AND BROADBAND CONTRACTS (attached and 1 to follow)

Due to the problems with the Council's phoneline and Broadband contractor, the RFO has been seeking to move to a new supplier. Attached are 3 quotes in readiness for when we can exit the existing contract.

RECOMMENDATION:

- (i) To receive and note the 3 quotes for the phoneline and Broadband.

- (ii) To recommend to Council to accept quote 1.

16. AUDIO VISUAL EQUIPMENT

For information, the anticipated change in the Law for Parish and Town Councils to have hybrid meetings has not yet been decided. The Officers have obtained quotes for audio-visual equipment to enable the Council to hold online meetings but as no decision has been made these will be filed for future. Depending on the facilities (Council meeting room or MakeSpace) the quotes came in between £2,000 and £3,000.

RECOMMENDATION:

To receive and note information regarding the audio-visual equipment.

17. HEDGE CUTTER/FOUR WAY BATTERY CHARGER (attached)

RECOMMENDATION:

- (i) To receive and note the quotes for the hedge cutter.
- (ii) To recommend to Council to accept quote 1.

18. MANUAL LINE MARKER (attached)

RECOMMENDATION:

- (i) To receive and note the quotes for the manual line marker.
- (ii) To recommend to Council to accept quote 1.

19. RAMPS (attached)

The ramps to be able to load the heavier gardening equipment into the vans do not meet regulations and as a Health and Safety issue will need to be replaced.

RECOMMENDATION:

- (i) To receive and note the quotes for the ramps.
- (ii) To recommend to Council to accept quote 2.

20. CEMETERY CUTTING (attached)

The Grounds Team have asked 4 companies for quotes to cut back the Conifers at the Cemetery. The attached quote is the only quote received.

RECOMMENDATION:

- (i) To receive and note the quote for the Cemetery cutting.
- (ii) To accept the received quote.
- (iii) To inform Council of the decision made.

21. FUEL FOR STRIMMERS (attached)

It has been suggested that the Grounds Team use greener fuel in the strimmer's. The fuel strimmer's are used for jobs that require batteries to need be charged regularly. On the larger jobs the fuel strimmer's save a lot of time as the Grounds Team must wait for the batteries to charge before continuing. Attached is a cost comparison of unleaded petrol and greener fuel we can purchase from Lister Wilder.

RECOMMENDATION:

- (i) To receive and note the price comparison of fuel for the strimmer's.
- (ii) To recommend to Council whether to stay using unleaded petrol or to purchase the cleaner fuel from Lister Wilde.

22. YOUTH SOFTWARE (attached)

The Senior Youth Worker has discovered a support tool called Juice. We have signed a 3-year contract with Upshot, but the Juice tool fits our needs better than Upshot. Attached is a paper outlining the comparison between the two and a recommendation from the Senior Youth Worker and the RFO.

RECOMMENDATION:

- (i) To receive and note the information supplied by the Senior Youth Worker.
- (ii) To make a recommendation to Council to sign up for Juice.

23. YOUTH FINANCIAL PLANNING – JANUARY/FEBRUARY 2026 (attached)

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

RECOMMENDATION:

- (i) To receive and approve the financial plan for January/February 2026.
- (ii) To inform Council of the decision to approve the plan.

24. YOUTH ACTUAL SPEND DECEMBER 2025/JANUARY 2026 (attached)

RECOMMENDATION:

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

25. DRAFT COUNCIL TAX LEAFLET (attached)

RECOMMENDATION:

- (i) To receive and note the 2026/27 draft Council Tax Leaflet.
- (ii) To recommend to Council to approve the 2026/27 draft Council Tax Leaflet.

26. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the date and time of the next meeting is Tuesday 10th March 2026 at 6.30pm in the TOWN COUNCIL OFFICE.