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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 MARCH 2026 commencing at 6.30 p.m.**

Signed on 5th March 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 MARCH 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 10th February 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 17TH FEBRUARY 2026

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

RECOMMENDATION:

There are none.

7. UPDATES FROM THE RFO

The retention periods have been agreed in the Retention and Disposal Policy signed in January 2026. The RFO has checked the policy, and the retention periods are the same as the GDPR Policy pack that was questioned at the last meeting. The RFO checked with the Clerk and the retention periods are typical of a Town Council and advised by ALCA.

RECOMMENDATION:

To receive and note the information.

8. BUDGET REVIEW REPORT - MONTH 11 (attached)

RECOMMENDATION:

To receive and note the Budget Review Report for Month 11.

9. FINANCIAL MONTHLY REPORTS – MONTH 11 (attached)

- (i) Budget Monitoring (Month 11 – February 2026)
- (ii) Bank Cash and Investment Reconciliation (Month 11 – February 2026)
- (iii) Balance sheet (Month 11 – February 2026)
- (iv) Bank Reconciliations for Cash Books 1 - 9 (Month 11 – February 2026)
- (v) Receipts and Payments Report for Cash Books 3, 4, 6, 7 and 9 (Month 11 – February 2026)
- (vi) Bank Statements – Cash Books 6, 7, 8 and 9 and the Public Sector Deposit Fund to follow (Month 11 – February 2026)
- (vii) Nominal ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 11 – February 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. PRECEPT (attached)

To receive and note acknowledgment of the receipt of the Parish Precept Requirement Form for 2026/27, setting the precept for 2026/27 at £950,882.00.

12. FEES & CHARGES (attached)

RECOMMENDATION:

- (i) To receive and note the fees and charges increases for Manor Road, Cemetery and photocopying.
- (ii) To decide on a recommendation of increases.
- (iii) To recommend to Council to increase the fees and by how much.

13. PRINTER LEASE (attached)

RECOMMENDATION:

- (i) To receive and note the 3 quotes for a new printer lease that ends in August 2026. For quote 3 there is a quote for three-year and five-year leases.
- (ii) To recommend to Council to accept quote 3b.

14. PHONELINE AND BROADBAND CONTRACTS (attached)

Due to the problems with the Councils phonenumber 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 phonenumber and Broadband.
- (ii) To recommend to Council to accept quote 3.

15. BASKETBALL COURT (attached)

The RFO and the Clerk wrote to at least 8 companies requesting a quote for a new basketball court at Teviot Park. The attached is the only quote received. A site visit has been carried out, and the attached quotes are the recommendation from the company. We will be required to resurface the court before line marking.

Attached are 4 quotes for the different units offered (most Anti Vandal down to Heavy Duty models), with install cost, free bag of balls and free chain net plus half court line marking on the resurfaced moss free area.

QU-205028r2 - OMG BP01 Bear Anti Vandal Basketball unit (HDPE backboard) & half court markings £6,451.84 + VAT

QU-205026r2 - 670 Gladiator Anti Vandal Basketball all steel public use system with half court markings £6,335.51 + VAT

QU-205021r3 - 645 Original Gooseneck All Steel unit with half court markings (kids preferred unit) £5,715.47 + vat

QU-205027r2 - BAS-030 Heavy Duty Gable End Basketball Unit (Wood Backboard) & half court markings £5,187.06 + VAT

The basketball court will be funded from the S106 funding for Teviot Park.

RECOMMENDATION:

- (i) To receive and note the information and quotes received.
- (ii) To recommend to Council to either recommend to Council to approve the expenditure for the basketball court leaving the choice of unit to the young people or recommend a unit.

16. TEVIOT PARK PATH (attached)

RECOMMENDATION:

- (i) To receive and note the quote for the path in Teviot Park which will be funded from the Teviot Park S106 funding.
- (ii) To accept the quote for the path.

17. CEMETERY GROUNDS BOARDS (attached)

RECOMMENDATION:

- (i) To receive and note the quotes for the cemetery grounds boards.
- (ii) To approve quote 1.
- (iii) To inform Council of the decision.

18. YOUTH FINANCIAL PLANNING – MARCH/APRIL 2026 (attached)

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

RECOMMENDATION:

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

19. YOUTH ACTUAL SPEND FEBRUARY/MARCH (attached)

RECOMMENDATION:

To receive and note the actual spend from February/March 2026 for Youth.

20. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the date and time of the next meeting is Tuesday 14th April 2026 at 6.30pm in the TOWN COUNCIL OFFICE.