



Amanda Hazell - RFO
15-17 Temple Street,
Keynsham, Bristol BS31 1HF
Telephone: No: 0117 986 8683
E-mail: rfo@keynsham-tc.gov.uk
www.keynsham-tc.gov.uk

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 14th APRIL 2026 commencing at 6.30 p.m.**

Signed on 9th April 2026

A handwritten signature in black ink, appearing to be 'Amanda Hazell'.

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 14TH APRIL 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 March 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 MARCH 2026

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

RECOMMENDATION:

The Clerk obtained permission from the Chair, Vice Chair and Chair of Finance and Policy to spend £1,229.00 on a new gazebo with the Council's name and logo on.

7. UPDATES FROM THE RFO

The year end will be completed on the 14th April 2026. The final internal audit of the year will be on the 5th May 2026. The RFO will then be working on the external audit to meet the submission deadline of the 30th June 2026. The external audit papers will be signed off at the 16th June 2026 Town Council meeting.

RECOMMENDATION:

To receive and note the information.

8. BUDGET REVIEW REPORT - MONTH 12 (attached)

RECOMMENDATION:

To receive and note the Budget Review Report for Month 12.

9. FINANCIAL MONTHLY REPORTS – DRAFT MONTH 12 (attached)

- (i) Budget Monitoring (Month 12 – March 2026)
- (ii) Bank Cash and Investment Reconciliation (Month 12 – March 2026)
- (iii) Balance sheet (Month 12 – March 2026)
- (iv) Bank Reconciliations for Cash Books 1 - 9 (Month 12 – March 2026)
- (v) Receipts and Payments Report for Cash Books 1, 3, 4, 6, 7, 8 and 9 (Month 12 – March 2026)
- (vi) Bank Statements – Cash Books 6, 7, 8 and 9 and the Public Sector Deposit Fund to follow (Month 12 – March 2026)
- (vii) Nominal ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 12 – March 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 £51.25 on equipment this financial year.

11. POLICIES (attached)

RECOMMENDATION:

- (i) To receive and review the following Policies:
 - a) Equality and Diversity Policy
 - b) Investment Strategy & Policy
 - c) Business Continuity Plan
 - d) Councillor Vacancy Policy
 - e) AI Policy
 - f) Sponsorship Protocol
- (ii) To recommend to Council to approve the Policies.

12. LOCAL GOVERNMENT TRANSPARENCY CODE (attached)

RECOMMENDATION:

- (i) To receive and note the Local Government Transparency Code.
- (ii) To recommend to Council to approve the Code.

13. CIL STATEMENT (attached)

RECOMMENDATION:

- (i) To receive and note the attached CIL Statement for 2025-2026.
- (ii) To recommend to Council to approve and sign the CIL Statement 2025-2026.

14. COMMUNITY CIL (CIL Policy attached)

The Council is to follow the CIL Policy, attached, (signed on 18th November 2025) and assign funding for Community CIL. As per the policy the Council can assign 10% of the CIL received in the previous year up to £10,000. The amount of CIL received in 25/26 is £115,909. In line with the policy the amount of Community CIL to be advertised to be released for funding for Community Groups to apply for is £10,000.

RECOMMENDATION:

- (i) To receive and note the information supplied regarding Community CIL.
- (ii) To recommend to Council to release £10,000 for Community CIL.
- (iii) To recommend to Council to instruct the Officers to advertise the Community Funding opportunity.

15. **INTERNAL AUDIT (attached)**

RECOMMENDATION:

To receive and note the Internal Audit report carried out on the 6th March 2026.

16. **BUSINESS RECYCLING AND WASTE COLLECTIONS 2026/27 (attached)**

The form to accept the recycling and waste charges had to be signed and returned by the 31st March 2026. As this date is before the April finance meeting the Clerk signed on behalf of the Council.

RECOMMENDATION:

To receive and note the proposed 2026-2027 fees for business recycling and waste collections from B&NES.

17. **DEFIBRILLATOR AGREEMENT (attached)**

RECOMMENDATION:

- (i) To receive and note the defibrillator agreement between Keynsham Town Council and Lift Broadlands Academy.
- (ii) To recommend to Council to approve and sign the defibrillator agreement.

18. **FAHWG PUBLIC LIABILITY QUOTES**

Email received from FAHWG:

Our Public Liability Insurance is due for renewal on 27th March and as promised, I've been getting alternative quotes to compare with **Zurich**, who have covered us for the past 5 years. There aren't many companies that provide insurance cover for small community groups like FAHWG, so I've also tried going through Access Insurance brokers to see what they can offer.

It turns out that **Zurich** still offers the best deal: (£5m PLI cover, with no excess for a premium of £134.40, same as last year). This policy is no longer available to new customers; but they will hold to it in our case. I also got a fresh quote from them as a new customer which turned out to be more expensive (£146). See below:

Zurich Renew current policy: £134.40

Zurich New customer: £146

Policy Bee: £140: (£250 excess)

The only cheaper one I could find was **Market Community** Insurance which came in at £100.80 but the terms of the policy excluded any volunteers over the age of 75 (i.e most of us!)

On this basis would you be happy to reimburse the cost if we renew with Zurich for £134.40?

RECOMMENDATION:

(To note the RFO has researched if this is allowed, and as the FAHWG are looking after Council land we can finance their insurance. As there are a lot of volunteers it is best for them to have their own insurance.)

- (i) To receive and note the quotes provided.
- (ii) To note the Clerk has approved the insurance after taking advice.
- (iii) To inform the Council of the decision made.

19. BASKETBALL TARMAC (attached)

When the Basketball Company carried out a site visit for a basketball hoop and square at Teviot Park, the Council were informed we would need to re-tarmac the square. Attached are 2 quotes. The tarmacking will be funded from the Teviot Part S106 funds.

RECOMMENDATION:

- (i) To receive and note the 2 quotes for the Basketball Square at Teviot Park.
- (ii) To recommend to Council to approve quote 1.

20. CEMETERY DRIVEWAY (attached)

The attached quote is to resurface the Cemetery driveway, from the top to the bottom of the slope. This resurface will incorporate the potholes on the left-hand side.

RECOMMENDATION:

- (i) To receive and note the quote for resurfacing the Cemetery driveway.
- (ii) To recommend to Council to approve the quote.

21. AMAZON BUSINESS

Dear Amazon Business Customer,

Here's what your organisation spent on Amazon Business from 1/3/2026 until 31/3/2026.

Numbers shown as of 3/4/2026

Total spent ¹	£549.68 Detailed report
Total savings ²	£216.29 Explore savings
Number of orders	41
Average spent per order	£13.41

You've saved £163.64 with Business Prime delivery³

¹Total spend is the sum of all orders placed on your organisation's business account in the time period.

²Total savings is an aggregate of delivery savings and pricing-savings programmes like business pricing, quantity discounts and customised price discounts.

³Shipping savings is the estimated shipping costs you save with a Business Prime membership for the same order(s) and shipping speed (e.g., 2-day shipping).

RECOMMENDATION:

To receive and note the information.

22. YOUTH FINANCIAL PLANNING –APRIL/MAY 2026 (attached)

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

RECOMMENDATION:

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

23. YOUTH ACTUAL SPEND MARCH/APRIL (attached)

RECOMMENDATION:

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

24. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the date and time of the next meeting is **Tuesday 12th May 2026** at **6.30pm** in the **TOWN COUNCIL OFFICE**.