



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 12th MAY 2026 commencing at 6.30 p.m.**

Signed on 7th May 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 12TH MAY 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 14th April 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 21st APRIL 2026

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

RECOMMENDATION:

The Clerk approved the Insurance for the DISC at a cost of £383.61. The policy expired on the 30th April 2026, a new policy was required before the May Finance Committee.

7. UPDATES FROM THE RFO

The year end was completed on the 14th April 2026. The EMR changes have been completed, the results can be seen in the Budget Report (item 8).

Cashbooks 1,2 and 5 (Barclays accounts now closed) have been archived in Rialtas. There will no longer be any reconciliation or receipts and payment reports for these cashbooks. We can still run reports for these cashbooks from previous years.

The RFO has included some new headings in the budget review report this year (see item 8).

The paperwork for the External Audit is ready to be signed and will be presented to Council at the June meeting for signing off.

RECOMMENDATION:

To receive and note the information.

8. BUDGET REVIEW REPORT - MONTH 1 (attached)

RECOMMENDATION:

To receive and note the Budget Review Report for Month 1.

9. FINANCIAL MONTHLY REPORTS – FINAL YEAR END 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)

10. FINANCIAL MONTHLY REPORTS – MONTH 1 (attached)

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

11. 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 has been no Music Studio income in month one. Expenditure £10.82 for guitar strings.

12. SCHEDULE OF DIRECT DEBITS 2026/2027 (attached)

RECOMMENDATION:

- (i) To review the Direct Debit payments for 2026/2027.
- (ii) To recommend to Full Council to approve the payments.

13. POLICIES (attached)

RECOMMENDATION:

- (i) To receive and review the following Policies:
 - a) Information & Data Protection (to review)
 - b) Standing Orders (one change. Differences the Council has with NALC Model Standing Orders are now in *italic*)
- (ii) To recommend to Council to approve the Policies.

14. VERTI-DRAIN (attached)

RECOMMENDATION:

- (i) To receive and note the quote for verti-draining of the football pitches.
- (ii) To recommend to Council to accept the quote for 4 pitches.

15. BANDSTAND CHAIRS

It has been reported to the office that some of the chairs used for the Bandstand performances are broken. The Deputy Town Clerk has found the quotes below for 40 chairs and a trolley:



Quote one - £617.65

Quote two - £860.34

Quote three – £790.00

The chairs can be funded from the budget line 4607/211 which is Bandstand Maintenance. There is £12,668.80 in the Bandstand Roof EMR for any maintenance. As the Bandstand is infrastructure any maintenance can be funded from CIL if need be.

RECOMMENDATION:

- (i) To receive and note the quotes for the chairs for the Bandstand.
- (ii) To approve quote one.
- (iii) To inform Council of the decision to approve quote one.

16. DEFIB AGREEMENT TEMPLATE (attached)

In April 2026 the Council approved the defib agreement between the Council and Broadlands School. This raised the question as to whether we should have agreements with all the custodians of the defibs. Attached is a standard template which can have the Custodians' details inserted.

RECOMMENDATION:

- (i) To receive and note the defib agreement template.
- (ii) To recommend to Council to approve the template.

17. WINTER FESTIVAL 2026 BUDGET (attached)

RECOMMENDATION:

- (i) To receive and note the Winter Festival budget.
- (ii) To recommend to Council to approve the budget.

18. REMEMBRANCE BUDGET 2026 (attached)

RECOMMENDATION:

(i) To receive and note the 2026 Remembrance budget.

(ii) To recommend to Council to approve the budget.

19. INTERNAL AUDIT REPORT YEAR END 2025/2026 (attached)

RECOMMENDATION:

To receive and note the year end 2025/2026 Internal Audit report.

20. YOUTH FINANCIAL PLANNING –MAY/JUNE 2026 (attached)

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

RECOMMENDATION:

(i) To receive and approve the financial plan for May/June 2026.

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

21. YOUTH ACTUAL SPEND APRIL/MAY 2026 (attached)

RECOMMENDATION:

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

22. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the date and time of the next meeting is **Tuesday 9th June 2026 at 6.30pm** in the **TOWN COUNCIL OFFICE**.