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To All Members of the Finance & Policy Committee: , Martin Burton, Chris Davis, Deb Cooper, Clive Fricker, Edmund Cannon 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 9th JUNE 2026** commencing at **6.30 p.m.**

Signed on 4th June 2026

A handwritten signature in black ink, appearing to be "Amanda Hazell", written in a cursive style.

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 9th JUNE 2026

1. MEMBERSHIP

To note that Councillors Martin Burton, Chris Davis, Deb Cooper, Clive Fricker, Edmund Cannon and Hal MacFie are the appointed members of the Committee for the Municipal Year 2026/2027, as agreed at the Annual Meeting of the Town Council on 19th May 2026.

2. **ELECTION OF CHAIRMAN OF FINANCE AND POLICY COMMITTEE 2026 -2027**

RECOMMENDATION:

To elect a Chairman for the Finance and Policy Committee for Municipal Year 2026-2027.

3. **ELECTION OF VICE-CHAIRMAN OF FINANCE AND POLICY COMMITTEE 2026-2027**

RECOMMENDATION:

To elect a Vice-Chairman for the Finance and Policy Committee for Municipal Year 2026-2027.

4. **TERMS OF REFERENCE (attached)**

(i) To receive, note and review the Finance and Policy Committee's Terms of Reference.

(ii) To approve the Terms of Reference.

5. **APOLOGIES FOR ABSENCE**

RECOMMENDATION:

To receive apologies for absence.

6. **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).

7. **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.

8. **RECORD OF PREVIOUS MEETINGS**

RECOMMENDATION:

That the Minutes of the Finance & Policy Committee meeting held on 12th May 2026 (previously circulated) be confirmed as a true record and signed by the Chairman.

9. **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.

10. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 19th MAY 2026

In accordance with the Schedule of Delegation approved on 22 April 2021, to note the delegated decision made in advance of the June 2025 scheduled payments taken by the Town Clerk in consultation with Members.

RECOMMENDATION:

To note there were none.

11. UPDATES FROM THE RFO

After months of chasing BT, we have now secured a £525.24 refund that we have overpaid. The Assistant Town Clerk will be writing to BT Legal Department with a complaint and to cancel the contract from April 2026.

The Clerk is meeting with B&NES Property Services to assess the footpaths around Manor Road Playing Fields as an issue of tree roots lifting the tarmac path has been reported.

RECOMMENDATION:

To receive and note the updates from the RFO.

12. BUDGET REVIEW REPORT - MONTH 2 (attached)

RECOMMENDATION:

To receive and note the Budget Review report for Month 2.

13. FINANCIAL MONTHLY REPORTS – MONTH 2 (attached)

- (i) Budget Monitoring (Month 2 – May 2026)
- (ii) Bank Cash and Investment Reconciliation (Month 2 – May 2026)
- (iii) Balance sheet (Month 2 – May 2026)
- (iv) Bank Reconciliations for Cash Books 1 - 9 (Month 2 – May 2026)
- (v) Receipts and Payments Report for Cash Books 1,3,4,6 and 9 (Month 2 – May 2026)
- (vi) Bank Statements – Cash Books 1,6,7,8 and 9 and the Public Sector Deposit Fund to follow (Month 2 – May 2026)
- (vii) Nominal ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 2 – May 2026)

14. MUSIC STUDIO INCOME AND EXPENDITURE (attached)

RECOMMENDATION:

To receive and note the Rialtas reports provided regarding the Music Studio. Please note there is no report for expenditure as no funds have been spent this financial year.

15. STATEMENT OF INTERNAL CONTROL 2026-2027 (attached)

RECOMMENDED:

- (i) *To receive and note the Statement of Internal Control 2026-2027.*
- (ii) *To recommend to Council to approve the Statement of Internal Control 2026-2027.*

16. ASSET REGISTER ANNUAL REVIEW (attached)

RECOMMENDED:

To receive and note the Asset Register.

17. APPROVAL OF RECOMMENDATIONS TO THE TOWN COUNCIL (attached)

To approve the following list of documents drawn up by the RFO to be made to the Town Council meeting on 16th June 2026 following this Finance & Policy Committee meeting and a visit from the Town Council Auditor on 5th May 2026.

(a) ANNUAL GOVERNANCE STATEMENT 2025-2026 (attached)

RECOMMENDATION TO COUNCIL

That the Annual Governance Statement be approved and signed by the Chairman of Keynsham Town Council.

(b) ANNUAL RETURN 2025/2026 – ACCOUNTING STATEMENTS (attached)

RECOMMENDATION TO COUNCIL

To approve the Accounting Statements for 2025/2026 to be signed by the Chairman of the Town Council at the Town Council meeting.

(c) ANNUAL RETURN 2025/2026– ACCOMPANYING SCHEDULES (attached)

RECOMMENDATION TO COUNCIL

- (i) The Annual Return 2025-2026 to be recommended to Council to be approved and signed by the Chairman of the Council.
- (ii) To be recommended to Council to approve Schedule of Significant Variations.
- (iii) To be recommended to Council to approve the Bank Reconciliation.
- (iv) To be recommended to Council to approve the Reconciliation of boxes 7 and 8 for the Annual Return.

(d) CONFIRMATION OF DATES FOR THE EXERCISE OF PUBLIC RIGHTS (attached)

RECOMMENDATION TO COUNCIL

To recommend to Council to use the dates 18th June 2026 – 29th July 2026 for the Exercise of Public Rights.

(e) CONFLICT OF INTEREST (attached)

RECOMMENDATION TO COUNCIL

To recommend to Council to sign the form to confirm no conflict of interest between Keynsham Town Council and BDL LLP.

18. STANDING ORDERS WORKING GROUP

RECOMMENDATION:

To create a Standard Orders Working Party with Members from the Finance and Policy Committee and any Councillor interested in attending.

19. MUSIC FESTIVAL GRANT

Cllr Davis has requested that the Finance and Policy Committee, and the Council discuss the amount of funding awarded to the Keynsham Music Festival with a view to reduce the amount. This item will enable the Council to ask questions of the Music Festival Committee to ensure the grant is fair to the Music Festival and the residents from which the funding originates.

RECOMMENDATION:

- (i) To receive and note the information.
- (ii) That this matter is considered as part of the Budget setting process that commences in October 2026.

20. MAKESPACE

The following has been received from B&NES regarding MakeSpace:
The latest position is as follows:

- While Corporate Estates have a potential tenant lined up, it's not confirmed.
- The tenant they have in mind would rent the space on a commercial rent basis.

However, they acknowledged it's not good leaving it empty in the meantime, and it's not confirmed as a lease. Others have fallen through and it's been empty for ages now

- Therefore, they are now persuaded to offer KTC a licence with a 1 months' notice period for peppercorn rent i.e. nil rent basically
- Maintenance and building management liability to stay with B&NES Council but utility bills to be covered by KTC for occupation period

Please let us know if you'd like to proceed on this basis and we can ask estates to draw up paperwork for your licence.

*The only cost will be utilities with nil rent payable.

RECOMMENDATION:

- (iii) To receive and note the information received from B&NES.
- (iv) To recommend to Council to accept the licence with a 1-month notice period.

21. DISC UPDATE

Current Position

DISC currently has 19 members, 8 are local business managers and owners, the rest is made up of Council Staff and representatives of Avon and Somerset Police. Engagement and reporting levels remain extremely low. While there had been some interest from the 8 local businesses, participation in surveys and reporting for feedback has been non-existent with most members marked as inactive.

Activity Undertaken

Since the re-launch of DISC in September, Amanda has undertaken a range of promotional and engagement activities, including:

- In-person leaflet and letter drop to local businesses.
- Social media communications via Facebook and Instagram.
- An engagement event supported by a police representative, provided businesses with an opportunity to raise concerns and discuss the scheme.
- Promotion of DISC through articles published in The Keynsham Voice.
- A survey issued to existing members to gather feedback and identify concerns; however, no responses were received.
- Information from Avon & Somerset Newsletters are added to the system if felt appropriate and relevant to the members.
- Leaflets available at the Farmer's Market.

Challenges

Membership growth remains slower than anticipated with no reporting. Many business owners communicate over WhatsApp despite recommendations and encouragement from Council staff and Police to not rely on this method. Business engagement with surveys and feedback requests has been limited. There has been little involvement from the police since the project's re-launch.

Next Steps/Suggestions

- Conduct a further face-to-face leaflet drop along the High Street to raise awareness.
- Provide briefings for any Councillors who wish to support promotional activities.
- Inclusion of DISC information and sign-up links within the new monthly e-newsletter. 1st letter launched on 1 June and DISC was included.
- Police involvement has been minimal to date, with no direct input received from local officers. Further engagement from the police is needed to strengthen the partnerships between Keynsham Town Council the Police and the Business Community.
- Strengthen police involvement by arranging a meeting with Rob Turner and encouraging greater police participation.
- Arrange an interview on KTCRfm to further publicise the project.
- Attend the BS31 Networking Group to promote Project DISC and encourage business participation.

These actions are intended to improve awareness of the scheme, increase membership, encourage reporting, and strengthen relationships between businesses, the police, and local partners.

RECOMMENDATION:

To receive and note the update on DISC.

22. MANOR ROAD TREWORKS (attached)

Attached is the tree work report for Manor Road. The cost of the work is £2,810.94 which will be funded from the Tree EMR which has £20,000 available to spend.

RECOMMENDATION:

- (i) To receive and note the tree work report and the quote.
- (ii) To approve the quote for the tree quote.
- (iii) To inform Council of the decision made.

23. ACCESSIBLE PLAY EQUIPMENT LOWER MEMORIAL PLAY AREA

The Town Clerk and Deputy Town Clerk have started working on the Lower Memorial Play Area and have called a meeting of the Keynsham Memorial Park Working Group. Officers envisage that this play area will be an accessible play area and will cater for smaller children.

RECOMMENDATION:

To receive and note the information regarding the Lower Memorial Play Area.

24. OFFICE CHAIRS

The office chairs have been in the office for 16 years plus. A few of them are broken and are uncomfortable to sit on all day. The Officers have found some chairs that are £95.05 (£79.21 ex VAT) each reduced from £167. These are the cheapest found as they are on a promotional offer. To replace the chairs, like for like would be £101 (VAT ex) per chair.

The total VAT ex is £712.89 for 9 chairs. This will be funded from the office move EMR which has available funds of £14,873.



RECOMMENDATION:

- (i) To received and note the cost of 9 new chairs for the office.
- (ii) To approve the purchase of the chairs.
- (iii) To note that the old chairs that are not broken and a reasonable condition be taken to the Keynsham Recycle Shop.
- (iv) To inform Council of the decision made.

25. YOUTH PLANNING JUNE/JULY 26 (attached)

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

RECOMMENDATION:

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

26. YOUTH ACTUAL SPEND MAY/JUNE 26 (attached)

RECOMMENDATION:

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

27. DATE OF NEXT MEETING

RECOMMENDATION:

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