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To All Members of the Finance & Policy Committee: Dave Biddleston, Martin Burton (Chair), Edmund Cannon, 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 JULY 2026** commencing at **7.30 p.m.**

Signed on 9th July 2026

A handwritten signature in black ink, appearing to be "A 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 14TH JULY 2026

28. APOLOGIES FOR ABSENCE

RECOMMENDATION:

To receive apologies for absence.

29. 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).

30. 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.

31. RECORD OF PREVIOUS MEETINGS

RECOMMENDATION:

That the Minutes of the Finance & Policy Committee meeting held on 9th June 2026 (previously circulated) be confirmed as a true record and signed by the Chairman.

32. 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.

33. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 16TH JUNE 2026

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

RECOMMENDATION:

To note there were none.

34. UPDATES FROM THE RFO

The Asset Register has been printed and divided up by site. The Council office assets are being checked by the office staff. The TimeOut assets will be checked by the Youth Staff, and all other assets are being checked by the Grounds Team. As the assets are being checked they are being marked with a UV marker with KTC and the date. Any assets that have been disposed of will be removed from the Asset Register.

RECOMMENDATION:

To receive and note the information.

35. BUDGET REVIEW REPORT - MONTH 3 (attached)

RECOMMENDATION:

To receive and note the Budget Review Report for Month 3.

36. FINANCIAL MONTHLY REPORTS – MONTH 3 (attached)

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

37. POLICIES (attached)

RECOMMENDATION:

To receive and note the following policies:

- (i) Information and Communication Technology Policy. (The Town Clerk attended the SLCC training *Assertion 10 Compliance: Getting It Right, Fixing What Went Wrong training - Aspects of GDPR and accessibility compliance*. The updates in this policy reflect information received from the training.)
- (ii) Risk Management Strategy Review.

38. MILEAGE – NEW RATES (attached)

We have been informed by HRMC that there are now new rates for mileage expenses. The changes are 55p up from 45p per mile for the first 10,000 miles a year. All other rates remain the same. Attached are the following policies that require this change to be made:

- (i) KTC Employee Handbook.
- (ii) KTC Pay and Conditions Policy.

RECOMMENDATION:

- (i) To receive and note the change to the policies.
- (ii) To recommend to Council to approve the changes to the policies.

39. BREAKTHROUGH COMMUNICATIONS RENEWAL

We have received an invoice to auto renew our subscription to Breakthrough Communications which we joined to become competent in GDPR ready for assertion 10. The Clerk is confident we have the policies required and are assertion 10 ready. A data map has also been created. The renewal charge is £595 + VAT for 12 months access.

RECOMMENDATION:

- (i) To receive and note the information regarding the renewal with Breakthrough Communications.
- (ii) To recommend to Council whether to renew or cancel the membership.

40. DEFIBRILLATOR AGREEMENT (attached)

Since the Autumn the officers have been looking into a suitable location for a Defibrillator in the Bilbie Green area.

Initial thoughts were about the Bus Stop at the top of Charlton Road, but large quotes from National Grid and B&NES meant this became unfeasible.

We have approached a few houses in the Estate who we identified as having suitable external walls for a Defibrillator to be installed on.

One resident has come back to us and is keen to support this initiative, they are willing to supply the necessary electrical source. The Deputy Town Clerk has written an agreement to be signed by KTC and the resident (see attached).

The Officers feel that this is a better location than the Bus Stop as it is on Hercules Way so in the centre of the housing estate.

RECOMMENDATION:

- (i) To receive and note the information from the Deputy Town Clerk and the Defibrillator agreement.
- (ii) To recommend to Council to approve the agreement.

41. FUNDING THE CEMETERY DRIVEWAY

At the April 2026 Town Council meeting it was resolved to resurface the Cemetery driveway (minute 389 FP9) at a cost of £8,322. However, it was not resolved how this would be funded.

The item was put forward to Council after the Budget had been decided when the Town Clerk and Assistant Town Clerk had a site meeting regarding the bank supporting the driveway. We have been recommended to leave the bank as the tree roots are keeping the bank secure. It was recommended to resurface the driveway due to potholes and the driveway being uneven.

As this project was recommended after the Budget had been finalised, there is no funding in the Budget for this project.

The RFO is recommending using CIL (Community Infrastructure Levy) to fund the works. The Council received £115,000 of CIL in 2025/2026. At the end of 2025/2026 the Council was holding £25,338 of unallocated CIL. CIL is to be used on infrastructure projects and cannot be used to run the Council.

We are funding a community infrastructure project (if we receive funding applications) of £10,000 as per the policy signed in November 2025.

RECOMMENDATION:

- (i) To receive and note the funding information received from the RFO.
- (ii) To recommend to Council to approve funding the Cemetery driveway from the CIL reserves.

42. KEYNSHAM BEEKEEPERS GRANT

Keynsham Beekeepers submitted an application for a grant requesting £1000 to install digital monitoring equipment in hives, to enable real-time data on bee activity to be shared publicly. They were granted £200 for which they are extremely grateful and understand that the scheme was oversubscribed but they have no other means of raising the additional funds to purchase the equipment and so they wish to withdraw.

RECOMMENDATION:

That the information regarding the Beekeepers grant be received and noted.

43. TOWN COUNCIL OFFICE CCTV (Report attached)

RECOMMENDATION:

To receive and note the report and make recommendation to Town Council as to which quote to proceed with.

44. TOWN COUNCIL OFFICE RECEPTION AREA (Report attached)

RECOMMENDATION:

To receive and note the report and make recommendation to Town Council as to which quote to proceed with.

45. YOUTH FINANCIAL PLANNING –JULY/AUGUST 2026 (attached)

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

RECOMMENDATION:

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

46. YOUTH ACTUAL SPEND JUNE/JULY (attached)

RECOMMENDATION:

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

47. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the date and time of the next meeting is **Tuesday 18th August 2026 at 6.30pm** in the **TOWN COUNCIL OFFICE**.

48. EXCLUSION OF PRESS AND PUBLIC

RECOMMENDED:

In accordance with Standing Order 3(d) to RESOLVE that pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted. Agenda items 49 to progress financial agreement.

49. TRIAL PROPOSAL FOR THE PADDOCK (Confidential Report available at the meeting and in Councillor Sharepoint folder)

RECOMMENDED:

(i) To receive and note the confidential report.

(ii) To approve the agreement.