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: Dave Biddleston, Martin Burton, 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 18TH AUGUST 2026 commencing at 6.30 p.m.

Signed on 13th August 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 18th AUGUST 2026

50. APOLOGIES FOR ABSENCE

RECOMMENDATION:
To receive apologies for absence.

51. 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).

52. 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.

53. RECORD OF PREVIOUS MEETINGS

RECOMMENDATION:
That the Minutes of the Finance & Policy Committee meeting held on 14th July 2026 (previously circulated) be confirmed as a true record and signed by the Chairman.

54. 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.

55. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 21ST JULY 2026

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

RECOMMENDATION:
To receive and note the expenditure for the water cooler order. The cost is £21.32 per month, and the bottles of water are £13.46. The cooler will be situated at the Cemetery for the Groundsmen. It will be delivered and set up in the next 14 days. The RFO sought permission from the Chair and the Chair of Finance as the Town Clerk was on annual leave.

56. UPDATES FROM THE RFO

Responses to questions raised in the previous meeting:

(i) The members requested a rota for signing the accounts. The RFO has devised the following:

(ii) August – Cllr Burton, September – Cllr Cooper, October – Cllr Fricker, November – Cllr Cannon, December – Cllr Biddleston, January – Cllr MacFie, February – Cllr Burton, March – Cllr Cooper, April – Cllr Fricker, May – Cllr Cannon.

(iii) EMR 351 – *This EMR was renamed in 2023/24 from Youth Council Crime Beat Grant. The project is now over but the grant does not need to be repaid. As the Youth already had a large grant the decision was made to have an EMR for ad-hoc expenses for KeynshamNow.*

(iv) What staff have completed a Risk Management Course – *There has not been a risk management course run in several years. The Town Clerk contacted ALCA and there are plans to launch training in September 2026.*

(v) Do we have a risk log*? Yes. The risk log is the Risk Management Review and is presented to Council for approval yearly.*

(vi) GDPR Courses – The members asked the RFO to report back what GDPR courses the Town Clerk has completed:
Data Protection Part 1: Foundations & Theory.
Data Protection for Councils Part 2: Accountability and Lawfulness
Data Protection for Councils Part 3: Dealing with Data Subject

Rights and Information Security
Taken in December 2025

(vii) The Members asked what the rules were around replying to residents via Whatapp and Facebook messenger:
The RFO contacted ALCA for a response to this question, below is the response:
Essentially - yes, councillors can reply to residents who contact them through WhatsApp or Facebook Messenger – there's no rule saying councillor correspondence has to be by email.
The main point is that, if they're communicating in their role as a councillor, the same basic rules still apply whatever platform they use. So, for straightforward exchanges – answering a question, acknowledging a concern or signposting someone to the Clerk – replying through the same channel is absolutely fine.
For anything more substantive, particularly complaints, sensitive personal information, requests for Council action or anything that may need to form part of the Council's records, I'd suggest moving it onto the Council's normal email system and involving the Clerk where appropriate.
Councillors should also remember that using a personal WhatsApp or Messenger account doesn't necessarily take the correspondence outside FOI/EIR or data protection requirements if it relates to Council business.
It may therefore be worth updating your policy so that it refers more generally to ***electronic communications****, rather than just emails.*
A simple principle would be that councillors can communicate with residents through messaging or social media, but formal Council business or correspondence that needs to be retained should be transferred onto the Council's official systems.

This reply will not be incorporated into the Information and Communication Technology Policy. The RFO will investigate any policies that this information will need to be included and will bring them back to future meetings.

(viii) Is the Defibrillator covered by our insurance? Yes, the Defibrillator is covered by our insurance as it is on the asset register.

(ix) Update of the new Council website – Requests for quotes have been sent out and we have received only 1 back at the time of writing. The quotes will be ready for the September Finance and Policy Committee meeting.

RECOMMENDATION:
To receive and note the information.

57. BUDGET REVIEW REPORT - MONTH 4 (attached)

RECOMMENDATION:
To receive and note the Budget Review Report for Month 4.

58. FINANCIAL MONTHLY REPORTS – MONTH 4 (attached)

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

59. SCHEDULE OF PAYMENTS – MONTH 5 - AUGUST 2026 (attached)

RECOMMENDED:
That the attached Schedule of Invoices be approved for payment and copy be signed by the Chair of Finance & Policy Committee.

60. POLICIES (attached)

RECOMMENDATION:
To receive and note the following Policies updated from the July meeting:

(i) Information and Communication Technology Policy.
(ii) Risk Management Strategy Review.

61. TOWN COUNCIL OFFICE CCTV (attached)

At the last meeting of the Finance and Policy Committee questions were raised regarding the office CCTV item. The Officers have carried out intensive research regarding the law and policies. The CCTV will be reported to the ICO with a charge of £73. Attached is the following:

(i) UK CCTV Legislation: Laws and Compliance Requirement.
(ii) ICO information.
(iii) Councillors Guide.
(iv) CCTV Policy.
(v) DPIA Template for CCTV.

RECOMMENDATION:
(i) To receive and note the information supplied on the CCTV.
(ii) To recommend to Council to approve the CCTV policy and the DPIA template.

62. CCTV QUOTES (attached)

This item is dependent on the recommendation to Council in the previous item.

RECOMMENDATION:

(i) To receive and note the quotes received for the office CCTV.
(ii) That the Finance & Policy Committee decide which quote to accept.
(iii) To inform Council of the decision.

63. STRIMMER QUOTES (attached)

RECOMMENDATION:

(i) To receive and note the quotes received for the strimmer's.
(ii) To accepted quote 1.
(iii) To inform Council of the decision.

64. CABLE POSTERS (attached)

As part of the work to improve the office, quotes have been obtained to install cable poster holders in the windows. This will tidy up the windows and make the Council look more professional.

RECOMMENDATION:

(i) To receive and note the quotes for the cable posters for the office.
(ii) That the Finance & Policy Committee decide which quote to accept.
(iii) To inform Council of the decision made.

65. BLINDS FOR THE OFFICE (attached)

As part of the work to improve the office, quotes have been obtained to replace the blinds with roller blinds. The blinds will be closer to the window giving more room in the office.

RECOMMENDATION:

(iv) To receive and note the quotes for the replacement roller blinds for the office.
(v) To approve quote 1.
(vi) To inform Council of the decision made.

66. CLIMBING WALL ENGRAVING (attached)

One of the new pieces of play equipment in the Upper Memorial Park Play Area refurbishment is a bespoke climbing wall.

During the meeting with B&NES and the Contractor, KTC suggested that this could be personalised for the park and linked to the heritage of Keynsham with Ammonites.

Please see attached the original picture and a design concept made by DTC for personalisation.

There would be an additional cost to this of £1000.

Would KTC fund this additional cost?

RECOMMENDATION:

(i) To receive and note the information regarding the Climbing Wall engraving.
(ii) To accept the additional cost of £1000 to be funded from CIL.
(iii) To inform Council of the decision made.

67. AVON PENSION FUND SCAPE RATES

The following information has been received from the Avon Pension Fund:

This e-mail is to inform you that the Avon Pension Fund, on the advice of the Actuary, has decided to review the factors currently underlying the calculation of Early Retirement Strain costs to reflect the outcomes of the 31 March 2025 actuarial valuation exercise that was completed earlier this year. The review also takes into account a recent change to the standard early retirement factors (applicable to all LGPS Funds as published by the Government Actuary 's Department – GAD) that are applied in benefit calculations.

The Actuary 's review has confirmed that there needs to be change to the factors currently in use in the administration system taking into account both the valuation outcomes, and how the factors interact with the standard factors published by GAD. Compared to current costs, the impact of the changes will vary and whether costs increase or reduce depends on the member profile. Overall though, the Actuary expects that costs incurred will emerge, on average, in line with the 2025 valuation assumptions over the period until the 2028 actuarial valuation has been completed. This means there is less chance of additional contributions being incurred by employers following the 2028 actuarial valuation when contributions are scheduled to be reviewed.

The Fund plans to update the factors for calculations from 1 st August 2026. The Fund will not look to revise strain cost quotes already generated, where the retirement date is before 1st August.

The factors will be reviewed again after the 2028 actuarial valuation has been completed.

RECOMMENDATION:

To receive and note the information received from the Avon Pension Fund.

68. AMAZON MONTHLY SPENDING SUMMARY

Below is the spending summary from Amazon for July 2026

Total spent[1]	£529.35

	Detailed report
Total savings[2]	£180.55 Explore savings
Number of orders	21
Average spent per order	£25.21

RECOMMENDATION:
To receive and note the spending summary from Amazon.

69. YOUTH FINANCIAL PLANNING –AUGUST/SEPTEMBER 2026 (attached)

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

RECOMMENDATION:

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

70. YOUTH ACTUAL SPEND JULY/AUGUST (attached)

RECOMMENDATION:
To receive and note the actual spend from July/August 2026 for Youth.

71. FOOTPATH CYCLE PATH ADOPTION (map attached)

In October 2022 (minute number 122) it was agreed that Keynsham Town Council would contribute £15,000 towards the footpath/cycle path adoption at Abbotts Wood. Since then, the project has been delayed due to a number of reasons. B&NES are now looking to progress the scheme and are asking if Keynsham Town Council are still in a position to contribute the agreed £15,000 towards the cost. The contribution can be funded from CIL.
The RFO would like to advise caution as prices have risen considerably since the scheme was first costed. The Council should make B&NES aware that if the contribution is approved that there will be no further funding available.

RECOMMENDATION:

(i) To receive and note the map and request from B&NES.
(ii) To recommend to Council to approve the contribution of £15,000 to be paid from CIL.
(iii) To recommend to Council to inform B&NES that no further funding is available.

72. DATE OF NEXT MEETING

RECOMMENDATION:
To note that the date and time of the next meeting is Tuesday 8th September 2026 at 6.30pm in the TOWN COUNCIL OFFICE.