



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 8TH SEPTEMBER 2026 commencing at 6.30 p.m.**

Signed on 3rd September 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 8th SPETEMBER 2026

73. APOLOGIES FOR ABSENCE

RECOMMENDATION:

To receive apologies for absence.

74. 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).

75. 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.

76. RECORD OF PREVIOUS MEETINGS

RECOMMENDATION:

That the Minutes of the Finance & Policy Committee meeting held on 18th August 2026 (previously circulated) be confirmed as a true record and signed by the Chairman.

77. 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.

78. 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 September 2026 scheduled payments taken by the Town Clerk in consultation with Members.

RECOMMENDATION:

There were none.

79. UPDATES FROM THE RFO

The RFO has met with the Insurance Company, and we are waiting for the quote. The quote was not received for this meeting so will be presented at the Council meeting on the 15th September 2026.

RECOMMENDATION:

To receive and note the information.

80. BUDGET REVIEW REPORT - MONTH 5 (attached)

RECOMMENDATION:

To receive and note the Budget Review Report for Month 5.

81. FINANCIAL MONTHLY REPORTS – MONTH 5 (attached)

- (i) Budget Monitoring (Month 5 – August 2026)
- (ii) Bank Cash and Investment Reconciliation (Month 5 – August 2026)
- (iii) Balance sheet (Month 5 – August 2026)
- (iv) Bank Reconciliations for Cash Books 3, 4 & 6-9 (Month 5 – August 2026)
- (v) Receipts and Payments Report for Cash Books 3, 6, 7 and 9 (Month 5 – August 2026)
- (vi) Bank Statements – Cash Books 6, 7, and 8 (attached) and Cashbook 9 and the Public Sector Deposit Fund to follow (Month 5 – August 2026)
- (vii) Nominal ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 5 – August 2026)

82. SOCIAL MEDIA AND ELECTRONIC COMMUNICATION POLICY (attached)

The attached policy, Social Media and Electronic Communication Policy, has the changes discussed in the July meeting and incorporates communication via WhatsApp.

RECOMMENDATION:

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

83. EXTERNAL AUDIT REPORT (attached)

RECOMMENDATION:

To receive and note the External Audit Report for 2025/2026.

84. CIL REPORT AND CIL TRACKING (attached)

RECOMMENDATION:

To receive and note the CIL report and tracking information.

85. CCTV DPIA (attached)

As requested, Councillor Cooper assisted the RFO in completing the DPIA.

RECOMMENDATION:

- (i) To receive and note the completed DPIA.
- (ii) To recommend to Council to approve the DPIA.

86. CCTV (quotes attached)

Attached are the original 4 quotes plus a quote for Ring Cameras as requested by members at the August meeting.

RECOMMENDATION:

- (i) To receive and note the quotes.
- (ii) To recommend to Council to approve quote 1.

87. WELCOME TO KEYNSHAM SIGNS (attached)

RECOMMENDATION:

- (i) To receive and note the quotes for the Welcome to Keynsham signs.
- (ii) To recommend to Council to approve one of the quotes received.

88. NEW KEYNSHAM TOWN COUNCIL WEBSITE (attached)

RECOMMENDATION:

- (i) To receive and note the quotes for the new Council website.
- (ii) To recommend to Council to approve one of the quotes received.

89. BASKETBALL COURT - PARK ROAD (to follow)

After the successful installation of the basketball court at Teviot Park, the Deputy Town Clerk has requested we use the same Company to install a basketball hoop at

Park Road play area. When obtaining quotes for Teviot Park only one out of 8 Companies approached quoted for the work. The basketball hoop will be more than the budget for Park Road play area even though Kompan will be reducing the quote by approximately £400. The additional cost can be funded from CIL. The attached quote has 3 options.

RECOMMENDATION:

- (i) To receive and note the quotes for a basketball hoop at Park Road play area.
- (ii) To approve the most appropriate option for the park.
- (iii) To fund the basketball hoop from CIL.
- (iv) To inform Council of the decision made.

90. MANOR ROAD PAVILION CLEANING (quote attached)

The 2026 football season is starting in September. The Company who cleaned the Pavilion last season have sent a quote.

RECOMMENDATION:

- (i) To receive and note the quote for the cleaning of Manor Road Pavilion.
- (ii) To recommend to Council to approve the attached quote.

91. YOUTH FINANCIAL PLANNING –SEPTEMBER/OCTOBER 2026 (attached)

As per the new Youth Financial Regulations, the Youth Team have produced a financial plan for September/October 2026. To note the activity expenditure will be covered by the summer grant received from B&NES.

RECOMMENDATION:

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

92. YOUTH ACTUAL SPEND AUGUST/SEPTEMBER (attached)

RECOMMENDATION:

To receive and note the actual spend from August/September 2026 for Youth.

93. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the date and time of the next meeting is **Tuesday 13th October 2026 at 6.30pm** in the **TOWN COUNCIL OFFICE**.