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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 13TH OCTOBER 2026 commencing at 6.30 p.m.**

Signed on 8th October 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 13th OCTOBER 2026

94. APOLOGIES FOR ABSENCE

RECOMMENDATION:

To receive apologies for absence.

95. 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).

96. 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.

97. RECORD OF PREVIOUS MEETINGS

RECOMMENDATION:

That the Minutes of the Finance & Policy Committee meeting held on 8th September 2026 (previously circulated) be confirmed as a true record and signed by the Chairman.

98. 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.

99. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 15th SEPTEMBER 2026

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

RECOMMENDATION:

There were none.

100. UPDATES FROM THE RFO

In August the Council received 9 invoices from EDF for Christmas light charges. The amount came to £2850.50 for standing charges for the connections for the Christmas lights.

The RFO investigated where these charges had come from as the amount of electric used is £211. The charges are due to changes made by Ofgem where non metered supplies are charged on a half hourly basis.

The RFO has written a complaint letter to EDF and Ofgem. Ofgem replied with the following:

It may help if I explain that the Market-Wide Half-Hourly Settlement (MHHS) programme was introduced to enable a faster, more accurate settlement process for all market participants, introducing site specific reconciliation using half-hourly meter readings. There was no change to the price of electricity or standing charge as a result of this metering being introduced.

Previously, suppliers and the National Energy System Operator (NESO) had to estimate customers' electricity usage based on the average customer's consumption patterns for the purpose of managing the expected demand at any given time. This had the potential to cause discrepancies between the estimated and actual wholesale electricity and gas demands. The Market-Wide Half Hourly Settlement aims to reconcile this.

With meters that can record electricity consumption information every half hour of the day and transmit it, industry bodies can use this information for settlement instead. This means that suppliers will have a much more accurate picture of consumption and demand and can match their purchases accordingly.

It also allows suppliers to offer more flexible off-peak tariffs or time of use tariffs with lower unit rates during periods of lower national demand. This allows customers to save money on their energy bills, and NESO to better manage the demand required on the energy network.

The RFO replied with the following as it is clear we will not be getting any assistance from Ofgem:

Thank you for your reply.

I would just like it noted that the initiative has not in fact saved us money but cost us money. We have been charged £2850 for using £211 of electric.

The RFO has since spoken with B&NES and they are taking action to remove our MPAN and having it moved onto theirs. This will stop the charges next year.

The RFO has been in contact with EDF to see if any of the charges can be removed from our account as we are sure there is double and excessive charging happening. The next move will be to raise a complaint to the Energy Ombudsman.

The RFO will keep the Council informed on progress.

RECOMMENDATION:

To receive and note the information.

101. BUDGET REVIEW REPORT - MONTH 6 (attached)

RECOMMENDATION:

To receive and note the Budget Review Report for Month 6.

102. FINANCIAL MONTHLY REPORTS – MONTH 6 (attached)

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

103. POLICIES (attached)

To receive and note the following policies:

- (i) Financial Risk and Reserves Policy.
- (ii) Investment Strategy Policy.

RECOMMENDATION:

To recommend to Council to approve the policies.

104. 2027/2028 DRAFT BUDGET (attached)

To receive and note the attached 2027/2028 draft budget. Also attached is the CIL report.

RECOMMENDATION:

- (i) To receive and note the 2027/2028 draft budget.
- (ii) To recommend to Council to approve the budget with any changes recommended.

105. INTERNAL AUDIT REPORT (attached)

RECOMMENDATION:

To receive and note the internal audit report.

106. CCLA

The Internal Auditor has advised to not keep a large amount of funds in our Unity Trust savings account. The RFO is advising the Council to transfer £800,000 to the CCLA account. The interest rate is 4.36%.

RECOMMENDATION:

- (i) To receive and note the information regarding the transfer of funds to the CCLA account.
- (ii) To recommend to Council to approve to carry out the transfer.

107. RIVER AVON AT KEYNSHAM (attached)

The following has been received from River Truth:

Your council resolved in July 2026 to adopt the River Avon Charter.

I run River Truth

(<https://www.google.com/url?q=http://rivertruth.co.uk&source=gmail&ust=1789662037012000&sa=E>), which joins up the official storm-overflow, water-quality and river-level records every hour and shows, in plain language, where they agree and where they do not. For Keynsham, the data today shows 63 storm overflows within 5 km, none spilling right now, and 7 open flags nearby for spills that ran past 72 hours: <https://www.google.com/url?q=http://rivertruth.co.uk/postcode/BS311DX&source=gmail&ust=1789662037012000&sa=E>.

What I can offer the council:

1. A page for the River Avon at Keynsham, with the council's name on it, to link from your website and newsletter. It shows live overflow status and the latest official samples, from public records only, and makes no claims about any company.
2. An alert sign-up on that page, so residents get an email automatically when an overflow near the town starts spilling.
3. A short monthly report PDF for council meetings.

It is 15 pounds a month, billed by Nexfort Data Limited, cancel any time. I would set it

up now at no charge until 31 March 2027, so the council can consider it in next year's budget before any cost falls to it.

RECOMMENDATION:

- (i) To receive and note the information and summary received from River Truth.
- (ii) To recommend to Council to sign up to the alert page for £15 a month from 31st March 2027.

108. WELCOME TO KEYNSHAM SIGNS

Since the last meeting the members have visited each Boundary Sign to establish if they require replacement.

RECOMMENDATION:

- (i) To receive and note the verbal reports on the Boundary Signs.
- (ii) To decide which (if any) signs require replacement.
- (iii) To instruct the officers to obtain quotes if required.

109. BANDSTAND CLEANING (attached)

The canopy at the Bandstand is in need of cleaning (see photo below). Attached are 4 quotes obtained by the officers.



RECOMMENDATION:

- (i) To receive and note the 4 quotes for the cleaning of the Bandstand canopy.
- (ii) To approve quote 3.
- (iii) To recommend to Council to accept the quote and for yearly cleaning at £520 per year.

110. LEI POLICY (attached)

The Annual LEI policy (covering Keynsham Town Council) that WorkNest take out on our behalf is due to renew on 30th November 2026. The Council now have 25 employees that require cover.

RECOMMENDATION:

- (i) To receive and note the LEI cover information.
- (ii) To approve the LEI cover.
- (iii) To inform Council of the decision made.

111. CHERRY TREE WORKS MANOR ROAD

A resident who lives near Manor Road has requested a crown reduction on a cherry tree that is encroaching his property and blocks out the sunlight from 20m onwards. The Clerk contacted B&NES who replied with the following:

This really needs to be your decision as it is your tree.

We can do a crown reduction on the tree but that will be approx. £500 as it will take half a day. The work is not necessary other than stopping complaints from the resident so it is up to you if you would like us to do the work.

RECOMMENDATION:

- (i) To receive and note the information regarding the cherry tree at Manor Road.
- (ii) The Clerk has recommended that the members decide whether to undertake work requested by one resident as this will set a precedent for future tree work.
- (iii) To Inform Council on the decision made.

112. SERVER UPGRADE

Received form SoVision our IT providers:

The server (where Rialtas is ran from) is currently operating on server 2016 software which is end of life in January. This essentially means your server will stop receiving security updates from Microsoft leaving it vulnerable to cyber-attacks. It's very similar to when we saw Windows 10 go end of life 2 years ago and everyone needed to upgrade to Windows 11, except this is the server equivalent.

The options you have are to either decommission your server or upgrade the licensing. If we look at the latter first, a new Server 2025 license will cost the council in the region of £900 plus client access licenses which are approx. £50 per user. While these are one off cost, retaining the server will require ongoing maintenance and support. This will mean the £78 charge will remain, you will need to purchase warranties and replace any hardware which fails over time. Given the age of your server, the chassis is already end of life, so failures are increasingly likely.

The alternative, and our recommended approach, is to decommission the server and migrate all data to the Cloud. In order to achieve this, you require a full SharePoint and Azure migration which in turn requires ongoing licensing as opposed to large one off costs and unexpected charges. Moving to the Cloud will also provide the Council

with much more flexible working. The reason for upgrading to 365 Premium licensing is due to Azure (Entra) requiring it, Standard licensing isn't sufficient for a full migration unfortunately.

The new costs will be as follows:

- 1x Managed Services - per server - £78.46 (this will be taken off once the server is decommissioned)
 - 1x Managed Services - Support for Office 365 Tenancy - £78.46
 - 12x S2 Secure & Support - £468.00
 - 21x SoVision User Protect - £178.50
 - 15x Microsoft 365 Premium - £266.25
 - 22x Microsoft 365 Basic - £106.26
 - 2x Exchange Online - £4.84
- Total - £1,180.77/pm (ex VAT)
Without the server £1,102.31 (ex VAT)
At present we pay £963.38 (ex VAT)

RECOMMENDATION:

- (i) To receive and note the information received from SoVision.
- (ii) To recommend to Council to decommission the server and migrate to Azure (Entra).

113. CABLE POSTERS (quote attached)

The cable posters approved in the August Finance & Policy meeting have now been installed.

We hope you agree that the office windows now look professional. We have received a number of comments from the community stating how nice they look. There is however space for 4 more A4 cable posters.

There are gaps at present and filling the gaps would make it look even better. Attached is the quote from the firm who installed the first cable posters for £795 plus VAT.

The posters can be funded from the Office Move EMR where there is a balance of £8,272.

RECOMMENDATION:

- (i) To receive and note the information and quote for the additional cable posters.
- (ii) To approve the quote for the cable posters.

114. BLOWER (to follow)

RECOMMENDATION:

- (i) To receive and note the 3 quotes for the blower.
- (ii) To approve quote 1.

(iii) To inform Council of the decision made.

115. YOUTH FINANCIAL PLANNING – OCTOBER/NOVEMBER 2026 (attached)

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

RECOMMENDATION:

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

116. YOUTH ACTUAL SPEND SEPTEMBER/OCTOBER (attached)

RECOMMENDATION:

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

117. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the date and time of the next meeting is **Tuesday 10th November 2026** at **6.30pm** in the **TOWN COUNCIL OFFICE**.

118. EXCLUSION OF PRESS AND PUBLIC

RECOMMENDATION:

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. Item 119 - to progress financial/budgetary issues.

119. FUTURE OF THE OFFICE (available at the meeting and in the Councillor Sharepoint folder)

RECOMMENDATION:

- (i) To receive and note the report for the future of the office
- (ii) To recommend to Council to consider the proposal.