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To All Members of the Finance & Policy Committee: 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 10TH NOVEMBER 2026 commencing at 6.30 p.m.

Signed on 5th November 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 10TH NOVEMBER 2026

127. APOLOGIES FOR ABSENCE

RECOMMENDATION:
To receive apologies for absence.

128. 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).

129. 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.

130. RECORD OF PREVIOUS MEETINGS

RECOMMENDATION:
That the Minutes of the extra-ordinary Finance & Policy Committee meeting held on 27th October 2026 (previously circulated) be confirmed as a true record and signed by the Chairman.

131. 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.

132. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 20th OCTOBER 2026

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

RECOMMENDATION:
There were none.

133. UPDATES FROM THE RFO

The 2027/2028 Budget has not been included in this agenda and will go to Council on the 17th November with recommendations from the F&P Extra Ordinary Meeting held on the 27th October.

RECOMMENDATION:
To receive and note the information.

134. BUDGET REVIEW REPORT - MONTH 7 (attached)

RECOMMENDATION:
To receive and note the Budget Review Report for Month 7.

135. FINANCIAL MONTHLY REPORTS – MONTH 7 (attached)

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

136. POLICY (attached)

RECOMMENDATION:

(i) To receive and note the following policy:

1. Cemetery Rules/Regulations (updated, previously updated June 2023).

(ii) To recommend to Council to approve the updated Cemetery Rules and Regulations.

137. LARGE GRANT APPLICATIONS (attached)

RECOMMENDATION:

(i) To receive and note the following large grant applications and additional documents:

(a) Keynsham In Bloom
(b) Dial A Ride
(c) Keynsham Music Festival
(d) KTCRfm

(ii) To recommend to Council to approve the applications.

138. CIL FUNDING APPLICATIONS (attached)

RECOMMENDATION:

(i) To receive and note the following CIL Funding applications and additional documents:

(a) Keynsham Cricket Club
(b) Keynsham Methodist Church.

(ii) To recommend to Council how the funding will be distributed.

139. RIALTAS ON THE CLOUD (attached)

In the October Council meeting it was approved to dispose of the server and have Rialtas held on the Cloud. We have received the following from Rialtas in respect of the migration:

Migration is simple, all we would need is your signed acceptance, and our support team will handle the data migration. This typically takes a couple of hours to complete, and we will schedule this at a suitable time for you to cause minimal disruption to your working day.

Key features and benefits of RialtasWeb:

- *Access your Rialtas suite from any internet connected device via a web-browser*
- *No need for local servers or installations*
- *Secure cloud hosting, managed by us*
- *Peace of mind with disaster recovery and data protection*
- *Daily automatic backups and ability to create manual point-in-time backups*
- *File attachments stored for the life of your contract*
- *Automatic product updates and improvements*

Rialtas have quoted £560 per year (attached). This is for 3 users and works out at £46.66 per month.

RECOMMENDATION:

(i) To receive and note the quote for hosting Rialtas on the Cloud.

(ii) To recommend to Council to approve the yearly cost of £560.

140. PLAY AREA SIGNAGE (attached)

The condition of the following play area signs have been reported as being poor by the RoSPA play area inspector: Upper Memorial Park, Teviot and one for Park Road Play area, all the play areas that are being refurbished. Attached are 2 quotes to replace all 3.

RECOMMENDATION:

(i) To receive and note the quotes for the play area signage.

(ii) To approve one of the 2 quotes.

*(iii)*To inform Council of the decision made.

141. GATES AT TEVIOT AND KELSTON PLAY AREAS (attached)

Quote for two new play area gates – Teviot play area (from section 106) to replace the old small green gate. It will then match the newer yellow gate at the entrance to the play area. Also, gate for Kelston play area to replace broken gate that is currently padlocked. This is the only supplier that supplies gates to fit our railings and offers the sizes that we need.

RECOMMENDATION:

(i) To receive and note the quote for the gates.

(ii) To approve the quote to be funded from the S106 for Teviot and CIL for Kelston.

(iii) To inform Council of the decision made.

142. ALCA ELECTION TRAINING BRIEFING (attached)

RECOMMENDATION:

To receive and note the information received from ALCA.

(To note this has been taken into consideration on the 27/28 budget).

143. YOUTH FINANCIAL PLANNING –NOVEMBER/DECEMBER 2026 (attached)

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

RECOMMENDATION:

(i) To receive and approve the financial plan for November/December 2026.

(ii) To inform Council of the decision to approve the plan.

144. YOUTH ACTUAL SPEND OCTOBER/NOVEMBER (attached)

RECOMMENDATION:
To receive and note the actual spend from October/November 2026 for Youth.

145. DATE OF NEXT MEETING

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

146. 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. Agenda Item 147.

147. FUTURE OF THE OFFICE (available at the meeting and in the Councillor SharePoint folder)

RECOMMENDATION:
(i) To receive and note the quote for the work for the future of the office.
(ii) To approve the spend to be funded from the office move EMR.
(iii) To inform the Council of the decision made.