

KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Tuesday 10th February 2026 at 6.30pm in the Town Council Office

PRESENT: Councillors M Burton, D Cooper, C Davis, C Fricker and H MacFie

IN ATTENDANCE: Amanda Hazell – RFO

192. APOLOGIES FOR ABSENCE

RESOLVED:

Apologies received and accepted from Cllr Leach (formerly Alenshasy). Cllr Brassington not in attendance.

193. DECLARATIONS OF INTEREST

There were none.

194. DISPENSATIONS

There were none.

195. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the Minutes of the Finance & Policy Committee meeting held on 13th January 2026 (previously circulated) be confirmed as a true record and signed by the Chairman.

196. PUBLIC PARTICIPATION

There was none.

197. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 16 DECEMBER 2025

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

RESOLVED:

There were none.

198. UPDATES FROM THE RFO

RESOLVED:

That the update from the RFO be received and noted.

199. BUDGET REVIEW REPORT - MONTH 10

RESOLVED:

- (i) That the Budget Review report for Month 10 be received and noted.
- (ii) On the next report include income for cost centres.

200. FINANCIAL MONTHLY REPORTS – MONTH 10

RESOLVED:

- i) That the following financial reports for January 2026 be received and noted.
 - a. Budget Monitoring (Month 10 – January 2026)
 - b. Bank Cash and Investment Reconciliation (Month 10 – January 2026)
 - c. Balance Sheet (Month 10 – January 2026)
 - d. Bank Reconciliations for Cash Books 1 - 9 (Month 10 – January 2026)
 - e. Receipts and Payments Report for Cash Books 1,3,4,6 and 9 (Month 10 – January 2026)
 - f. Bank Statements – Cash Books 1,6,7,8 and 9 and the Public Sector Deposit Fund to follow (Month 10 – January 2026)
 - g. Nominal ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 10 – January 2026)
- ii) That Cllr Cooper sign the financial papers.

Cllr Davis arrived.

201. MUSIC STUDIO INCOME AND EXPENDITURE

RESOLVED:

That the Rialtas year to date report provided regarding the Music Studio and the information regarding expenditure, be received and noted.

202. POLICIES

RESOLVED:

- (i) That the following Policies be received and noted.
 - a) Financial Risk Management Review
 - b) Petty Cash Policy and Procedures Review
 - c) Password & Device Security Policy
- (ii) That the Committee recommend to Council to approve the Policies with the following changes to be made:
 - a) Page 19 We are covered by the FSCS scheme.

- b) That the officers research obtaining a pay as you go card and remove the petty cash. (to be agreed at Council).
- c) Paragraph 3 include password must include one numeric and one special character.

203. INTERNAL AUDIT REPORT

RESOLVED:

That the Internal Audit report be received and noted.

204. GDPR POLICY PACK

RESOLVED:

- (i) That the GDPR Policy Pack changes from Cllr Biddleston be received and noted.
- (ii) To look at the retention periods and return to the next Finance and Policy Committee meeting in March.

205. WATER HYGIENE MONITORING CONTRACT

RESOLVED:

- (i) That the Water Hygiene Monitoring contract be received and noted.
- (ii) That the Committee recommend to Council to accept the quote.

206. PHONELINE AND BROADBAND CONTRACT

RESOLVED:

- i) That the quotes for the Phonenumber and Broadband be received and noted.
- ii) That the Committee recommend quote 3 to the Council.
- iii) That the RFO contacts the Company to enquire about price rises over the 3-year contract.

207. AUDIO VISUAL EQUIPMENT

RESOLVED:

That the information regarding the audio-visual equipment be received and noted.

208. HEDGE CUTTER/FOUR WAY BATTERY CHARGER

RESOLVED:

- (i) That the quotes for the hedge cutter/four-way battery be received and noted.
- (ii) That the Committee recommend to Council to accept quote 1.

209. MANUAL LINE MARKER

RESOLVED:

- (i) That the quotes for the manual line marker be received and noted.
- (ii) That the Committee recommend to Council to accept quote 1.

210. RAMPS

RESOLVED:

- (i) That the quotes for the ramps be received and noted.
- (ii) That the Committee recommends to Council to accept quote 2.

211. CEMETERY CUTTING

RESOLVED:

- (i) That the quote for the Cemetery cutting be received and noted.
- (ii) That the quote be accepted.
- (iii) That the Council be informed of the decision made.

212. FUEL FOR STRIMMERS

RESOLVED:

- (i) That the information be received regarding the fuel for the Strimmer's.
- (ii) That the Committee recommend to Council to continue using unleaded fuel for the Strimmers.

213. YOUTH SOFTWARE

RESOLVED:

- (i) That the information and quote for the Youth Software be received and noted.
- (ii) That the Committee would like to contact Upshot with the issues to see if they can be rectified.

214. YOUTH FINANCIAL PLANNING – FEBRUARY/MARCH 2026

RESOLVED:

- (i) That the Youth Planning for February/March 2026 be received and noted.
- (ii) That the Committee approve the spend on the Youth Planning for February/March 2026.

215. YOUTH ACTUAL SPEND JANUARY/FEBRUARY 2026

RESOLVED:

That the actual spend from January/February 2026 for Youth be received and noted.

216. DRAFT COUNCIL TAX LEAFLET 2026-2027

RESOLVED

- (i) That the draft Council Tax leaflet be received and noted.
- (ii) That the Committee recommend to Council to approve the leaflet with the following changes:
 - (a) Music Festival be changed to major grants and list the large grants.

- (b) That the photo of the office be replaced with a photo without all the leaflets in the window or a photo of the staff outside the building.
- (c) That the increase be included somewhere on the leaflet.
- (d) Include the email address of Cllr Adrian Beaumont.

217. DATE OF NEXT MEETING

RESOLVED:

Received and noted that the date and time of the next meeting is **Tuesday 10th March 2026** at 6.30 p.m. in the TOWN COUNCIL OFFICE.

The meeting ended at 7.50pm.

Signed:

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(Chairman)

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Date: