

KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Tuesday 14th April 2026 at 6.30pm in the Town Council Office

PRESENT: Councillors D Cooper (arrived late), C Davis, Clive Fricker and M Burton

IN ATTENDANCE: Amanda Hazell (RFO)

212. APOLOGIES FOR ABSENCE

RESOLVED:

To note that Cllrs Leach (formerly Alenshasy), MacFie and Brassington were not in attendance.

213. DECLARATIONS OF INTEREST

There were none.

214. DISPENSATIONS

There were none.

215. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the Minutes of the Finance & Policy Committee meeting held on 10th March 2026 (previously circulated) be confirmed as a true record and signed by the Chairman.

216. PUBLIC PARTICIPATION

There was none.

217. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 17th MARCH 2026

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

RESOLVED:

To note that the Clerk obtained permission from the Chair, Vice Chair and Chair of Finance and Policy Committee to spend £1,229.00 on a new gazebo with the Council's name and logo on.

218. UPDATES FROM THE RFO

RESOLVED:

That the updates from the RFO be received and noted.

219. BUDGET REVIEW REPORT - MONTH 12

RESOLVED:

That the Budget Review report for Month 12 be received and noted.

220. FINANCIAL MONTHLY REPORTS – DRAFT MONTH 12

RESOLVED:

- i) That the following draft financial reports for March 2026 be received and noted.
 - a. Budget Monitoring (Month 12 – March 2026)
 - b. Bank Cash and Investment Reconciliation (Month 12 – March 2026)
 - c. Balance Sheet (Month 12 – March 2026)
 - d. Bank Reconciliations for Cash Books 1 - 9 (Month 12 – March 2026)
 - e. Receipts and Payments Report for Cash Books 1,3,4,6 and 9 (Month 12 – March 2026)
 - f. Bank Statements – Cash Books 1,6,7,8 and 9 and the Public Sector Deposit Fund to follow (Month 12 – March 2026)
 - g. Nominal ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 12 – March 2026)
- ii) That Cllr Fricker sign the financial papers.

221. 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.

222. POLICIES

Cllr Cooper arrived at the meeting.

RESOLVED:

- (i) That the following policies be received and noted.
 - a) Equality and Diversity Policy
 - b) Investment Strategy & Policy
 - c) Business Continuity Plan
 - d) Councillor Vacancy Policy
 - e) AI Policy
 - f) Sponsorship Protocol

- (ii) That the policies be recommended to Council with the following changes to be discussed at Council:
- a) Equality and Diversity:
 - 1. Should he/she be they?
 - 2. Do we check equality strategy on Suppliers?
 - 3. Are the Council completing EIA's? The suggestion from the Clerk and RFO is that this is removed from the Policy. Staffing is not at a level to be able to complete EIA's. Decision to be made at Council.
 - 4. Page 2 change Equality Act 2020 to Equality Act 2010.
 - d) Councillor Vacancy Policy:
 - 1. Remove Dorset and replace with B&NES.
 - 2. Does the applicant have to state what political party they are standing for?
 - e) AI Policy:
 - 1. Cllr Cooper stated that the term we should be using is LLM (Long Language Models). Suggest the heading LLM (Long Language Models) also known as AI. Throughout the Policy instead of using AI use ChatGPT and image enhancers.
 - 2. Add a statement to the website stating that the Council may use LLMs and image enhancers in the creation of press releases and documentation.
 - f) Sponsorship Protocol:
 - 1. Should event sponsorship be included in the Policy? Suggestion is to add the following into the definition paragraph: Excludes advertising in publications where companies have paid for the adverts.

223. LOCAL GOVERNMENT TRANSPARENCY CODE

RESOLVED:

- (i) That the Local Government Transparency Code be received and noted.
- (ii) That the recommendation be made to Council to approve the Code.

224. CIL STATEMENT

RESOLVED:

- (i) That the CIL Statement be received and noted.
- (ii) To recommend to Council to approve the CIL statement.

225. COMMUNITY CIL

RESOLVED:

- (i) That the information and calculation on CIL be received and noted.
- (ii) That the Committee recommend to Council to approve the Community CIL calculation.
- (iii) That the Council instruct the Officers to advertise the Community CIL in The Voice, on the Website and the Council social media pages.

226. INTERNAL AUDIT

RESOLVED:

That the Internal Audit report be received and noted.

227. BUSINESS RECYCLING AND WASTE COLLECTIONS 2026/27

RESOLVED:

- (i) That the 2026/27 cost for recycling and waste be received and noted.
- (ii) That the Officers will obtain quotes for 2027/2028.

228. DEFIBRILLATOR AGREEMENT

RESOLVED:

- (i) That the defibrillator agreement be received and noted.
- (ii) That the Committee recommend to Council to approve and sign the agreement.

229. FAHWG PUBLIC LIABILITY

RESOLVED:

- (i) That the quotes be received and noted.
- (ii) That the Council be informed that the Clerk has approved the insurance.

230. BASKETBALL TARMAC

RESOLVED:

- (i) That the quote for the Basketball Court tarmac be received and noted.
- (ii) That the Committee recommend to Council to approve the quote.

231. CEMETERY DRIVEWAY

RESOLVED:

- (i) That the quote for the Cemetery Driveway resurfacing be received and noted.
- (ii) That the Committee recommend to Council that this be approved.

232. AMAZON BUSINESS

RESOLVED:

- (i) That the information from Amazon be received and noted.
- (ii) That the Officers investigate whether a yearly report is available.

233. YOUTH FINANCIAL PLANNING – APRIL/MAY 2026

RESOLVED:

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

234. YOUTH ACTUAL SPEND MARCH/APRIL 2026

RESOLVED:

That the actual spends from March/April 2026 for Youth be received and noted.

235. DATE OF NEXT MEETING

RESOLVED:

Received and noted that the date and time of the next meeting is **Tuesday 12th May 2026** at 6.30 p.m. in the TOWN COUNCIL OFFICE.

The meeting ended at 7.35 pm.

Signed:

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(Chairman)

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Date: