

# KEYNSHAM TOWN COUNCIL

## Minutes of the Finance & Policy Committee meeting held on Tuesday 12<sup>th</sup> May 2026 at 6.30pm in the Town Council Office

PRESENT: Councillors C Fricker, C Davis, E Cannon, D Cooper and H MacFie  
(Chair)

IN ATTENDANCE: Amanda Hazell – RFO

### 236. APOLOGIES FOR ABSENCE

**RESOLVED:**

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

### 237. DECLARATIONS OF INTEREST

**RESOLVED:**

There were no Declarations of Interest.

### 238. DISPENSATIONS

**RESOLVED:**

There were none.

### 239. RECORD OF PREVIOUS MEETINGS

**RESOLVED:**

That the Minutes of the Finance & Policy Committee meeting held on Tuesday 14<sup>th</sup> April 2026 (previously circulated) be confirmed as a true record and signed by the Chair.

### 240. PUBLIC PARTICIPATION

There was none.

### 241. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 21<sup>st</sup> APRIL 2026

In accordance with the Schedule of Delegation to note the delegated decision made in advance of the May 2026 scheduled payments taken by the Town Clerk in consultation with Members.



**RESOLVED:**

That the Delegated Action of approving the insurance for DISC be received and noted.

**242. UPDATES FROM THE RFO**

**RESOLVED:**

That the updates from the RFO be received and noted.

**243. BUDGET REVIEW REPORT - MONTH 1 – APRIL 2026**

**RESOLVED:**

That the Budget Review Report - Month 1 be received and noted.

**244. FINANCIAL MONTHLY REPORTS – FINAL YEAR END MONTH 12 – MARCH 2026**

**RESOLVED:**

That the following reports have been received and noted:

- (i) Budget Monitoring (Month 12 – March 2026)
- (ii) Bank Cash and Investment Reconciliation (Month 12 – March 2026)
- (iii) Balance sheet (Month 12 – March 2026)
- (iv) Bank Reconciliations for Cash Books 1 - 8 (Month 12 – March 2026)
- (v) Receipts and Payments Report for Cash Books 1,3,4,6 and 7 (Month 12 – March 2026)

**245. FINANCIAL REPORTS – MONTH 1**

**RESOLVED:**

That the following reports have been received and noted:

- (i) Budget Monitoring (Month 1 – April 2026)
- (ii) Bank Cash and Investment Reconciliation (Month 1 – April 2026)
- (iii) Balance Sheet (Month 1 – April 2026)
- (iv) Bank Reconciliations for Cash Books 1 - 8 (Month 1 – April 2026)
- (v) Receipts and Payments Report for Cash Books 1,3,4,6 and 7 (Month 1 – April 2026)
- (vi) Bank Statements – Cash Books 1,2,3,6,7 and 8 and the Public Sector Deposit Fund to follow (Month 1 – April 2026)
- (vii) Nominal Ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 1 – April 2026)

Councillor MacFie to sign the monthly reports.

**246. MUSIC STUDIO INCOME & EXPENDITURE (year to date)**

**RESOLVED:**

To receive and note the information regarding the income and expenditure of the Music Studio.

## 247. SCHEDULE OF DIRECT DEBITS 2026/2027

### **RESOLVED:**

- (i) That the Schedule of Direct Debits 2026/2027 be received and noted.
- (ii) That the recommendation to Council is to approve the Schedule of Direct Debits for 2026/2027.

## 248. POLICIES

### **RESOLVED:**

- (i) That the following Policies be received and noted.
  - (a) Information and Data Protection.
  - (b) Standing Orders.
- (ii) That the recommendation to Council is to approve the Policies with the following changes:
  - (a) Information and Data Protection – add a footer stating the GDPR refers to the UK version which became law on 14<sup>th</sup> October 2020.

## 249. VERTI-DRAIN

### **RESOLVED:**

- (i) That the Verti-Draining for the football pitches be received and noted.
- (ii) That the Committee recommend to Council to approve the quote for four pitches.

## 250. BANDSTAND CHAIRS

### **RESOLVED:**

- (i) That the Bandstand chair quotes be received and noted.
- (ii) That quote one be recommended to Council and funded from account code 4607/211 (Bandstand Maintenance).

## 251. DEFIB AGREEMENT TEMPLATE

### **RESOLVED:**

- (i) That the Defibrillation Agreement template be received and noted.
- (ii) That the Committee recommend to Council to approve the template.

Cllr Cannon arrived.

## 252. WINTER FESTIVAL 2026 BUDGET

### **RESOLVED:**

- (i) That the Winter Festival 2026 Budget be received and noted.
- (ii) That the Committee recommend to Council to approve the Budget.

## 253. REMEMBRANCE DAY BUDGET 2026



**RESOLVED:**

- (i) That the Remembrance Day budget be received and noted.
- (ii) That the Committee recommend to Council to approve the budget.

**254. INTERNAL AUDIT REPORT YEAR END 2025/2026**

**RESOLVED:**

That the Internal Audit report year end 2025/2026 be received and noted.

**255. YOUTH PLANNING MAY/JUNE 2026**

**RESOLVED:**

- (i) That the financial plan be received and approved for May/June 2026.
- (ii) That full Council be informed of the decision to approve the plan.

**256. YOUTH ACTUAL SPEND APRIL/MAY 2026**

**RESOLVED:**

That the Youth actual spend for April/May 2026 be received and noted.

**257. DATE OF NEXT MEETING**

**RESOLVED:**

Received and noted that the date and time of the next meeting is Tuesday 9<sup>th</sup> June 2026 at 6.30 p.m. in the TOWN COUNCIL OFFICE.

The meeting ended at 7.05pm.

Signed:



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(Chairman)

9/6/26

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Date: