

KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Tuesday 9th June 2026 at 6.30pm in the Town Council Office

PRESENT: Councillors D Biddleston (Substitute) M Burton, D Cooper, C Davis,
C Fricker and H MacFie

IN ATTENDANCE: Amanda Hazell – RFO

1. MEMBERSHIP 2026-2027

RESOLVED:

That the membership of the Finance and Policy Committee for the Municipal Year 2026-2027 be received and noted.

2. ELECTION OF CHAIRMAN OF FINANCE AND POLICY COMMITTEE 2026 -2027

RESOLVED:

That Cllr M Burton be Chair of Finance and Policy Committee for 2026-2027.

3. ELECTION OF VICE CHAIRMAN OF FINANCE AND POLICY COMMITTEE 2026-2027

RESOLVED:

That Cllr D Cooper be Vice Chair for Finance and Policy Committee for 2026-2027.

4. TERMS OF REFERENCE

RESOLVED:

That the Terms of Reference for the Finance and Policy Committee be approved.

5. APOLOGIES FOR ABSENCE

RESOLVED:

That an apology be received and noted from Councillor E Cannon.

6. DECLARATIONS OF INTEREST

RESOLVED:

That Declarations be received from Cllr Biddleston and Cllr Burton for agenda item 19 Keynsham Music Festival.

M/

7. DISPENSATIONS

RESOLVED:

There were none.

8. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the Minutes of the Finance & Policy Committee meeting held on Tuesday 12th May 2026 (previously circulated) be confirmed as a true record and signed by the Chair.

9. PUBLIC PARTICIPATION

There was none.

10. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 21st APRIL 2026

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

RESOLVED:

There were none.

11. UPDATES FROM THE RFO

RESOLVED:

That the updates from the RFO be received and noted.

That the Assistant Town Clerk investigate reporting BT to Ofgem.

12. BUDGET REVIEW REPORT - MONTH 2 – MAY 2026

RESOLVED:

That the Budget Review Report - Month 2 be received and noted.

13. FINANCIAL REPORTS – MONTH 2

RESOLVED:

That the following reports have been received and noted:

- (i) Budget Monitoring (Month 2 – May 2026)
- (ii) Bank Cash and Investment Reconciliation (Month 2 – May 2026)
- (iii) Balance Sheet (Month 2 – May 2026)
- (iv) Bank Reconciliations for Cash Books 1 - 8 (Month 2 – May 2026)

- (v) Receipts and Payments Report for Cash Books 1,3,4,6 and 7 (Month 2 – May 2026)
 - (vi) Bank Statements – Cash Books 1,2,3,6,7 and 8 and the Public Sector Deposit Fund to follow (Month 2 – May 2026)
 - (vii) Nominal Ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 2 – May 2026)
- Councillor Biddleston to sign the monthly reports.

14. MUSIC STUDIO INCOME & EXPENDITURE (year to date)

RESOLVED:

- (i) That the income and expenditure of the Music Studio be received and noted.
- (ii) That the RFO informs the Committee of the value of the studio equipment.

15. STATEMENT OF INTERNAL CONTROL 2026/2027

RESOLVED:

- (i) That the Statement of Internal Control 2026/2027 be received and noted.
- (ii) That the recommendation to Council is to approve the Statement of Internal Control for 2026/2027.

16. ASSET REGISTER ANNUAL REVIEW

RESOLVED:

- (i) That the asset register review be completed.
- (ii) That a check be made on the asset register to ensure the register is up to date. Cllr Cooper has offered assistance in the task.

17. APPROVAL OF RECOMMENDATIONS TO THE TOWN COUNCIL (attached)

To approve the following list of documents drawn up by the RFO to be made to the Town Council meeting on 16th June 2026 following this Finance & Policy Committee meeting and a visit from the Town Council Auditor on 5th May 2026.

(a) ANNUAL GOVERNANCE STATEMENT 2025-2026 (attached)

RECOMMENDATION TO COUNCIL

That the Annual Governance Statement be approved and signed by the Chairman of Keynsham Town Council.

(b) ANNUAL RETURN 2025/2026 – ACCOUNTING STATEMENTS (attached)

RECOMMENDATION TO COUNCIL



That the Accounting Statements for 2025/2026 to be approved and signed by the Chairman of the Town Council at the Town Council meeting.

(c) ANNUAL RETURN 2025/2026– ACCOMPANYING SCHEDULES (attached)

RECOMMENDATION TO COUNCIL

- (i) The Annual Return 2025-2026 to be recommended to Council to be approved and signed by the Chairman of the Council.
- (ii) That the recommendation to Council is to approve Schedule of Significant Variations.
- (iii) That the recommendation to Council is to approve the Bank Reconciliation.
- (iv) That the recommendation to Council is to approve the Reconciliation of boxes 7 and 8 for the Annual Return.

(d) CONFIRMATION OF DATES FOR THE EXERCISE OF PUBLIC RIGHTS (attached)

RECOMMENDATION TO COUNCIL

To recommend to the Council to use the dates 18th June 2026 – 29th July 2026 for the Exercise of Public Rights.

(e) CONFLICT OF INTEREST (attached)

RECOMMENDATION TO COUNCIL

To recommend to Council to sign the form to confirm no conflict of interest between Keynsham Town Council and BDL LLP.

That the figures on the documents be checked by Cllr Biddleston when he signs the financial reports.

18. STANDING ORDERS WORKING PARTY

RESOLVED:

- (i) That the following Finance and Policy members be on the Standing Orders Working Party:
Cllr Biddleston, Cllr Cooper, Cllr Davis and Cllr MacFie.
- (ii) That the membership is not open to other Cllrs.

19. MUSIC FESTIVAL GRANT

RESOLVED:

- (i) That the Committee invite the Music Festival to a meeting when the grant has been received and scrutinised.
- (ii) That the RFO write to the Music Festival inviting them to a meeting in September.

20. MAKESPACE

RESOLVED:

- (i) That the information on MakeSpace from B&NES be received and noted.
- (ii) That the Committee recommend to Council to accept the offer licence with a 1-month notice period.

21. DISC UPDATE

RESOLVED:

That the DISC update be received and noted.

22. MANOR ROAD TREEWORCS

RESOLVED:

- (i) That the Manor Road treeworks quote be received and noted.
- (ii) That the Committee recommend to Council to approve the quote of £2,810.94 to be funded from the Tree EMR.

23. ACCESSIBLE PLAY EQUIPMENT LOWER MEMORIAL PLAY AREA

RESOLVED:

That the information regarding the accessible play equipment be received and noted.

24. OFFICE CHAIRS

RESOLVED:

- (i) That the quote for the office chairs be received and noted.
- (ii) That the quote for the 9 chairs for £712.89 be approved and funded from the Office Move EMR.
- (iii) That the Council be informed of the decision.

25. YOUTH PLANNING JUNE/JULY 2026

RESOLVED:

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

26. YOUTH ACTUAL SPEND MAY/JUNE 2026

RESOLVED:

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

27. DATE OF NEXT MEETING

RESOLVED:

Received and noted that the date and time of the next meeting is Tuesday 14th July 2026 at 6.30 p.m. in the TOWN COUNCIL OFFICE.

NS

The meeting ended at 7.35pm.

Signed:

(Chairman)

M. C. But

Date:

14/7/26