

KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Tuesday 8th September 2026 at 6.30pm in the Town Council Office

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

IN ATTENDANCE: Amanda Hazell – RFO

73. APOLOGIES FOR ABSENCE

RESOLVED:

There were none.

74. DECLARATIONS OF INTEREST

RESOLVED:

There were no Declarations of Interest.

75. DISPENSATIONS

RESOLVED:

There were none.

76. RECORD OF PREVIOUS MEETINGS

RESOLVED:

That the Minutes of the Finance & Policy Committee meeting held on Tuesday 18th August 2026 (previously circulated) be confirmed as a true record and signed by the Chair.

77. PUBLIC PARTICIPATION

There was none.

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

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



RESOLVED:

There were none.

79. UPDATES FROM THE RFO

RESOLVED:

That the updates from the RFO be received and noted.

80. BUDGET REVIEW REPORT - MONTH 5 – AUGUST 2026

RESOLVED:

That the Budget Review Report - Month 5 be received and noted.

81. FINANCIAL REPORTS – MONTH 5

RESOLVED:

That the following reports have been received and noted:

- (i) Budget Monitoring (Month 5 – August 2026)
- (ii) Bank Cash and Investment Reconciliation (Month 5 – August 2026)
- (iii) Balance Sheet (Month 5 – August 2026)
- (iv) Bank Reconciliations for Cash Books 1 - 8 (Month 5 – August 2026)
- (v) Receipts and Payments Report for Cash Books 1,3,4,6 and 7 (Month 5 – August 2026)
- (vi) Bank Statements – Cash Books 1,2,3,6,7 and 8 and the Public Sector Deposit Fund to follow (Month 5 – August 2026)
- (vii) Nominal Ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 5 – August 2026)

Councillor Cooper to sign the monthly reports.

82. SOCIAL MEDIA & ELECTRONIC COMMUNICATION POLICY

RESOLVED:

- (i) That the policy and changes are received and noted.
- (ii) That the Committee recommend to Council to approve the policy with the following changes:
 - 1. Change Twitter to X formally known as Twitter.
 - 2. Remove "Repeat offenders will be blocked from our Facebook page" as we are unable to block people from a page.
 - 3. Change examples of Facebook and Twitter etc to Social Media.
 - 4. Add "Facebook messenger is not encrypted at the time of writing this policy."

83. EXTERNAL AUDIT REPORT 2025-2026

RESOLVED:

That the External Audit Report 2025-2026 be received and noted.

84. CIL REPORT AND CIL TRACKING

RESOLVED:

- (i) That the CIL report and tracking be received and noted.
- (ii) That the Clerk request an update from B&NES on the CIL spent by B&NES.
- (iii) To note that if the NDP can be completed as soon as possible we can claim 25% instead of 15% of CIL.
- (iv) That the Capital Projects Committee be made aware of the funding available from CIL and funding be allocated to projects.

85. CCTV DPIA

RESOLVED:

- (i) That the CCTV DPIA be received and noted.
- (ii) That the Committee recommend to Council to approve the DPIA with the following changes:
 - 1. In section 7 remove "not sure about auto deletion."
 - 2. In section 10 tick "Recorded data disclosed to authorised agencies to support post incident investigation, including law enforcement agencies." and untick "Recorded data disclosed to authorised agencies to provide intelligence."

86. CCTV

RESOLVED:

- (i) That the quotes for the CCTV in the office be received and noted.
- (ii) That the quote 6 (provided at the meeting) be approved.
- (iii) Ask the provider the following questions:
 - 1. Can the data be stored for 28 days instead of 2 weeks?
 - 2. Confirm that the data is overwritten.
 - 3. That the Committee inform Council of the decision made.

87. WELCOME TO KEYNSHAM SIGNS

RESOLVED:

- (i) That the Welcome to Keynsham Signs quotes be received and noted.
- (ii) That this item be deferred until the next meeting.
- (iii) That the Members visit the sites where the signs are situated and assess whether all the signs require replacing.
- (iv) That at the next meeting the members decide the signs to be replaced, the wording and colour of the signs.

88. NEW KEYNSHAM TOWN COUNCIL WEBSITE

RESOLVED:

- (i) That the new website quotes be received and noted.
- (ii) That the Committee recommend to Council to approve quote 2.

89. BASKETBALL COURT – PARK ROAD

RESOLVED:

- (i) That the quotes be received and noted.
- (ii) That quote 3 be approved.
- (iii) That the Basketball Unit be funded from CIL.
- (iv) That the Committee inform Council of the decision made.

90. MANOR ROAD PAVILION CLEANING

RESOLVED:

- (i) That the quote for cleaning of Manor Road Pavilion be received and noted.
- (ii) That the Committee recommend to Council to accept the quote.

91. YOUTH PLANNING SEPTEMBER/OCTOBER 2026

RESOLVED:

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

92. YOUTH ACTUAL SPEND AUGUST/SEPTEMBER 2026

RESOLVED:

That the Youth actual spend for August/September 2026 be received and noted.

93. DATE OF NEXT MEETING

RESOLVED:

Received and noted that the date and time of the next meeting is Tuesday 13th October 2026 at 6.30 p.m. in the TOWN COUNCIL OFFICE.

The meeting ended at 7.40.

Signed:



(Chairman)

Date:

