KEYNSHAM TOWN COUNCIL

Minutes of the Finance & Policy Committee meeting held on Tuesday 13th October 2026 at 6.30pm in the Town Council Office

PRESENT: Councillors C Fricker, C Davis, D Cooper, H MacFie and A Wait (substitute for Cllr M Burton)

IN ATTENDANCE: Amanda Hazell – RFO
Dawn Drury – Town Clerk

94. APOLOGIES FOR ABSENCE

RESOLVED:
That apologies be received from Cllr Burton and Cllr Cannon. Cllr Biddleston not in attendance.

95. DECLARATIONS OF INTEREST

RESOLVED:
There were no Declarations of Interest.

96. DISPENSATIONS

RESOLVED:
There were none.

97. RECORD OF PREVIOUS MEETINGS

RESOLVED:
That the Minutes of the Finance & Policy Committee meeting held on Tuesday 8th September 2026 (previously circulated) be confirmed as a true record and signed by the Chair.

98. PUBLIC PARTICIPATION

RESOLVED:
There was none.

99. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 8TH SEPTEMBER 2026

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

RESOLVED:
There were none.

100. UPDATES FROM THE RFO

RESOLVED:
That the updates from the RFO be received and noted.

101. BUDGET REVIEW REPORT - MONTH 6 – SEPTEMBER 2026

RESOLVED:
That the Budget Review Report - Month 6 be received and noted.

102. FINANCIAL REPORTS – MONTH 6

RESOLVED:
That the following reports have been received and noted:

(i) Budget Monitoring (Month 6 – September 2026)
(ii) Bank Cash and Investment Reconciliation (Month 6 – September 2026)
(iii) Balance Sheet (Month 6 – September 2026)
(iv) Bank Reconciliations for Cash Books 3, 4, 6, 7, 8 & 9 - (Month 6 – September 2026)
(v) Receipts and Payments Report for Cash Books 3, 4, 6, 7, 8 & 9 (Month 6 – September 2026)
(vi) Bank Statements – Cash Books 6, 7, 8, 9 and the Public Sector Deposit Fund to follow (Month 6 – September 2026)
(vii) Nominal Ledger reports for codes 6000 and 6001, transfers to and from EMR's (Month 6 – September 2026)

Councillor Fricker to sign the monthly reports.

103. POLICIES

RESOLVED:

(i) That the following Policies be received and noted:
Financial Risk Management.
Investment Strategy Policy.

(ii) That the Committee recommend to Council to approve the policies with the following changes:
Financial Risk Management – paragraph 2.2 change to police were fined £80,000
Investment Strategy – paragraph 4.1 (iii) change the amount from £85,000 to £120,000.

104. 2027/2028 DRAFT BUDGET

RESOLVED:

(i) That the 2027/2028 Budget be received and noted.

(ii) That the Committee attend an extra ordinary meeting, within the next 2 weeks, to go through the budget line by line.

Dawn Drury left the meeting.

105. INTERNAL AUDIT REPORT

RESOLVED:

That the internal audit report be received and noted.

106. CCLA

RESOLVED:

(i) That the information regarding the CCLA be received and noted.

(ii) That the Committee recommend to Council to transfer £800,000 to the CCLA account as recommended by the Internal Auditor.

107. RIVER AVON AT KEYNSHAM

RESOLVED:

(i) That the information received from River Truth be received and noted.

(ii) That the Committee recommend to Council to decline the sign up to the alert page for £15 per month.

108. WELCOME TO KEYNSHAM SIGNS

RESOLVED:

(i) To receive and note the verbal update from the members regarding the Welcome to Keynsham signs.

(ii) To recommend to Council not to pursue quotes for the Welcome to Keynsham Signs.

109. BANDSTAND CLEANING

RESOLVED:

(i) To receive and note the four quotes for the Bandstand cleaning.

(ii) To recommend to Council to accept quote 3 for the initial clean and not to accept the yearly clean.

110. LEI POLICY

RESOLVED:

(i) That the LEI policy information be received and noted.

(ii) That the LEI cover be approved.

(iii) That the Committee inform the Council of the decision made.

111. CHERRY TREE WORKS

RESOLVED:

(i) That the information regarding the Cherry Tree works be received and noted.
(ii) That two Ward Councillors carry out a site visit and report back to the Committee at the next meeting.
(iii) That the Committee inform Council of the decision made.

112. SERVER UPGRADE

RESOLVED:

(i) That the information from SoVision be received and noted.
(ii) That the Committee recommend to Council to the decommissioning of the Server and migrate to Azure (entra).

113. CABLE POSTERS

RESOLVED:

(i) That the quote for additional cable posters be received and noted.
(ii) That the quote be accepted for £795 plus VAT.
(iii) That the Committee inform Council of the decision made.

114. BLOWER

RESOLVED:

(i) That the 2 quotes for the Blower be received and noted.
(ii) That quote one be approved.
(iii) That the Committee inform Council of the decision made.

115. YOUTH PLANNING OCTOBER/NOVEMBER 2026

RESOLVED:

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

116. YOUTH ACTUAL SPEND SEPTEMBER/OCTOBER 2026

RESOLVED:

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

117. DATE OF NEXT MEETING

RESOLVED:

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

118. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

In accordance with Standing Order 3(d) to RESOLVE that pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted.

119. FUTURE OF THE OFFICE

RESOLVED:

(i) That the information regarding the future of the office be received and noted.

(ii) That the Committee recommend to Council to consider the proposal.

The meeting ended at 7.55pm.

Signed: M C Bell ..... 27/10/26 .....

(Chairman) Date: