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Dear Councillor

You are summoned to attend a **MEETING OF KEYNSHAM TOWN COUNCIL** to be held in **THE SPACE, MARKET WALK, KEYNSHAM** on **Tuesday 15 October 2019 commencing at 7.30 p.m.**

The Agenda for the meeting appears below.


PP

8 October 2019

Dr. Cheryl Scott – TOWN CLERK

EMERGENCY EVACUATION PROCEDURE

If the continuous alarm sounds you must evacuate the building by one of the signed green running person exits and proceed to the named assembly point.

Assembly point: Grassed area past St. Cadoc House, Temple Street.

DO NOT USE THE LIFTS

THIS MEETING MAY BE FILMED OR RECORDED (PLEASE REFER TO THE TOWN COUNCIL'S PROTOCOL ON THE FILMING AND RECORDING OF LOCAL COUNCIL AND COMMITTEE MEETINGS (adopted August 2014).

AGENDA

1 **MINUTES SILENCE**

The Chairman will ask Members and the Public to observe a minute's silence as a mark of respect and remembrance to the recently deceased Denise James, Chair of Keynsham in Bloom.

2 **APOLOGIES FOR ABSENCE**

RECOMMENDATION:
To receive apologies for absence.

3 **DECLARATIONS OF INTEREST**

To receive any Declarations of Interest under Keynsham Town Council's Code of Conduct (adopted on 16th April 2019) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464 and as per Standing Order 3(v)

4 DISPENSATIONS

In accordance with Standing Order 13, to consider any requests for dispensations (for disclosable pecuniary interests) prior to the item (s) being discussed, that Members may only become aware of during the meeting itself and to receive any disclosures of decisions as per Standing Order 13.

RECOMMENDATIONS:

To receive requests for dispensations (for disclosable pecuniary interests) prior to an individual item (s) being discussed, that Members may only become aware of during the meeting itself.

5 RECORD OF PREVIOUS MEETINGS

RECOMMENDATIONS:

- (i) That the Minutes of the meeting of the Town Council held on 17 September 2019 (previously circulated) be confirmed as a true record and signed by the Chairman.
- (ii) That the recordings of the above meeting be either preserved or deleted.

Clerk's note: If the Council wish to preserve the recording they will need to firstly agree to suspend Standing Order 12(f) in order to do so as follows:

- (a) To suspend standing Order 12(f)
- (b) To approve preservation of the recording of the meeting.

6 PUBLIC PARTICIPATION

- (a) In accordance with Standing Order 3(e), Members of the Public will have the opportunity to ask the Chairman any question concerning, or make observations upon, the business of the Council, at the start of the meeting, provided notice of the question along with the name and address of the member of public has been given to the Town Clerk at least four clear days before the meeting where possible, and in any case to the Chairman before the meeting. This also applies to all Committees of the Council.

RECOMMENDATION:

That the Chairman respond to any questions/observations. If the matter is not already tabled on the Agenda, the Council may move a motion to refer the matter to be itemised on the Agenda of a successive meeting, but it cannot make any decisions on any matters raised at this meeting unless considered under a further item on this particular Agenda.

- (b) With the agreement of the Chairman, Members of the Public may also speak on one single item detailed on the Agenda just prior to that item being discussed. Each person may speak for not more than two minutes, with a maximum of two speakers per item in favour and two speakers per item against or at the Chairman's discretion. To facilitate the smooth running of the meeting, Members of the Public will be asked to register their interest with the Town Clerk prior to the start of the meeting.

RECOMMENDATION:

To note the members of the public who are wishing to speak on a particular Agenda item immediately before that item is to be discussed at the current meeting.

7 CHAIRMAN'S ANNOUNCEMENTS

The Chairman will report back on activities, events and meetings attended or taken part in since the last Council meeting.

8 QUESTIONS ON NOTICE BY MEMBERS

In accordance with Standing Order 3(e) (iv) a Member may ask the Chairman any question concerning the business of the Council, provided that notice of the question has been given to the Town Clerk at least 4 clear days before the meeting where possible, and in any case to the Chairman before the meeting. The Chairman must rule out of order any statement that is not a question and no question should lead to or result in a resolution with financial or staffing considerations. The options available to the Chairman in respect of a response include deferring the matter to a future Committee, providing an answer verbally at the meeting or providing an answer in writing.

9 KEYNSHAMNOW

RECOMMENDATION:

To receive and note report from KeynshamNow.

10 REPORT FROM B&NES COUNCILLOR(S)

RECOMMENDATION:

To receive and note updates from B&NES Councillors.

11 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

For Members to report back on any meetings they have attended.

RECOMMENDATION:

To receive and note reports.

12 MINUTES OF MEETINGS (previously circulated)

<u>Committee Meeting</u>	<u>Date</u> (2019)	<u>Status</u>
Planning & Development Cttee.	7 October	DRAFT
Arts Joint Committee	8 October	DRAFT
Winter Festival Cttee	8 October	DRAFT
Finance & Policy Cttee.	8 October	DRAFT

RECOMMENDATION:

That the Minutes of the above meetings are received and noted.

13 APPROVAL OF COMMITTEE RECOMMENDATIONS

The Recommendations of the various Committees are listed in the minutes that have been previously circulated. Some however may form later Agenda items.

RECOMMENDATION:

That the recommendations of the Committees that are not subsequent Agenda Items are approved.

14 EXTERNAL AUDIT

Under the Accounts and Audit Regulations (2015) Part 4 s13(1) the Town Council must publish the External Auditors report/Audited Annual Return by 30th September. The report and Conclusion Notice have been published by the required date under delegated powers. The Town Council is now required to consider the attached report.

RECOMMENDATION

To approve the attached report

15 INCREASE IN BACK-UP STORAGE REQUIREMENTS FOR IT SYSTEM

The Town Council has been notified by its IT provider that extra storage space is now required to ensure successful and safe back-up of the Town Council's data. The cost for increasing from 800Gb to 1Tb will be an additional £24.00 per month to be added to the existing Direct Debit increasing the monthly total from £548.50 to £572.50

The last time the Town Council increased data storage was in October 2017.

RECOMMENDATION

To approve the expenditure

16 REPLACEMENT TREE – MANOR ROAD (attached)

The Council needs to decide on a replacement for the tree (Mountain Ash) originally planted at Manor Rd in remembrance of Cllr Creech.

RECOMMENDATION

To decide on an appropriate tree.

17 MEMORIAL BENCH (attached)

RECOMMENDATION

To consider purchase of a Memorial Bench

18 HOLMOAK PLAY AREA

It is hoped that information on this matter will be available in time for the meeting for consideration by the Town Council

CONSULTATIONS

19 B&NES CLEAN AIR ZONE FINAL PROPOSAL CONSULTATION (attached)

The final proposal highlights further extensions to the zone's boundary and proposals to restrict the flow of traffic into Queen Square – a measure that enables private cars to be exempt from charges. The closing date for responses is 20th October.

RECOMMENDATION

To consider a response

20 CONSULTATION ON LOCAL GOVERNMENT FINANCE SETTLEMENT 2020/21 (attached)

The main recommendation affecting the Town Council is that the Government is proposing not to apply the 2% cap to Town and Parish Councils. (Question 4 refers)
The closing date for responses is 31st October.

RECOMMENDATION

The Council may prefer to decide on a response at this meeting or delegate the response to the Consultation Response Group

MONTHLY FINANCE

21 SCHEDULE OF INVOICES DUE FOR PAYMENT (attached)

RECOMMENDATIONS:

To approve the Schedule of Invoices for payment in the month of October

22 FINANCE MONTHLY REPORTS (to follow)

Owing to the upgrading of the Accounts system to include sales and purchase ledgers, is not possible to produce some of the financial reports for September until the databases of the new modules have been populated with supplier and customer details.

- (a) Schedule of Expenditure – Month 6 – attached.
- (b) Bank Reconciliation – Month 6 – attached.
- (c) Petty Cash Expenditure – Month 6 - attached
- (d) Journals – deferred until November meeting
- (e) Budget Monitoring Report –deferred until November meeting.
- (f) Youth Finances – deferred until November meeting.

23 UPDATE ON YOUTH SERVICE AND TIMEOUT ATTENDANCE COMPARISON JULY/AUGUST2018/JULY/AUGUST 2019 (attached)

RECOMMENDATION:

To consider the reports.

24 DELEGATED ACTIONS SINCE LAST MEETING

RECOMMENDATION:

To ratify delegated actions.

25 CORRESPONDENCE ITEMS (REDACTED)

RECOMMENDATION:

To note correspondence.

26 DATE OF NEXT MEETING

RECOMMENDATION:

To note that the scheduled date for the Town Council's next meeting is **Tuesday 19 November 2019 at 7.30pm in The Space, Market Walk, Keynsham.**

