



Dr Cheryl Scott – Town Clerk
15-17 Temple Street,
Keynsham, Bristol BS31 1HF
Temporary Telephone: 01225 395951
Fax: 0117 986 6359
E-mail: townclerk@keynsham-tc.gov.uk
www.keynsham-tc.gov.uk

Dear Councillor

You are summoned to attend a **MEETING OF KEYNSHAM TOWN COUNCIL** to be held in **THE SPACE, MARKET WALK, KEYNSHAM** on **Tuesday 17th September 2019** commencing at **7.30 p.m.**

The Agenda for the meeting appears below.

10th September 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 APOLOGIES FOR ABSENCE

A policy in respect of Apologies for Absence has been tabled for discussion later in the Agenda

RECOMMENDATION:

To receive apologies for absence.

2 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)

3 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.

4 RECORD OF PREVIOUS MEETINGS

RECOMMENDATIONS:

- (i) That the Minutes of the meeting of the Town Council held on 16 July 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.

5 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.

6 CHAIRMAN'S ANNOUNCEMENTS

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

7 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.

8 KEYNSHAMNOW

RECOMMENDATION:

To receive and note report from KeynshamNow.

9 REPORT FROM B&NES COUNCILLOR(S)

RECOMMENDATION:

To receive and note updates from B&NES Councillors.

10 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

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

RECOMMENDATION:

To receive and note reports.

11 MINUTES OF MEETINGS (previously circulated)

<u>Committee Meeting</u>	<u>Date (2019)</u>	<u>Status</u>
Planning & Development Cttee.	29 th July, 19 th August	APPROVED
Planning & development Cttee	9 th September	DRAFT
Winter Festival Cttee	6 August	APPROVED
	3 September	DRAFT
Personnel Cttee.	6 August	DRAFT
Committee Review W.P.	6 August	DRAFT
Office Disruption Review Panel	6 August	DRAFT
Finance Cttee	10 th September	DRAFT

RECOMMENDATION:

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

12 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.

13 REPORT FROM COMMITTEE REVIEW WORKING PARTY

To consider the report and recommendations from the Committee Review Working Party, endorsed by the Finance & Policy Committee, including proposed changes to the attached Terms of Reference

RECOMMENDATION
To consider the report

14 RECOMMENDATIONS FROM OFFICE DISRUPTION REVIEW PANEL

The Office Review Panel have considered the report of the independent investigator and submit the report and recommendations for consideration by the Town Council

RECOMMENDATION
To consider the report

15 APOLOGIES POLICY

As requested at the Town Council meeting of 14th May, the Finance Committee made certain recommendations for inclusion in a draft apologies policy which is now presented for the Town Council to review.

RECOMMENDATION
To consider the draft Apologies policy

16 CAPITAL PROJECTS REVIEW

The Finance Committee have undertaken a review of all current and future capital projects identified and made recommendations on the order of priority and financial provisions to be considered as part of the budgeting process, taking into account staff capacity.

Specific projects have been highlighted for discussion by Town Council – Circular Bus service, Office Accommodation and Existing Allotments.
Clerks note: Office accommodation will need to be discussed under confidential business.

RECOMMENDATIONS
To consider the report

17 RESPONSIBLE PROCUREMENT – REQUEST FOR QUOTATION TEMPLATES

The Finance Committee have considered the draft templates and recommend approval. Town Council is asked to consider in particular the Business Questionnaire to ensure it requests appropriate information in light of the climate emergency and Single Use Plastics Policy approved by the Town Council.

RECOMMENDATION
To consider the RFQ templates

18 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.

RECOMMENDATIONS:

- (i) If received in time for the meeting, to approve publication of the External Auditors Report/Audited Annual Return and Notice of Conclusion of Audit.
- (ii) If not received in time for the meeting to delegate power to the Town Clerk to publish the Auditors Report/Audited Annual Return and associated notice and for the Town Council to consider the report at its next meeting.

19 COMMUNITY TOILET SCHEME – FINANCIAL SUPPORT (attached)

The Town Council is asked to consider whether to make a financial contribution to those businesses participating in the Community Toilet Scheme. An agreement and associated application forms to administer the process as included in the report.

RECOMMENDATION

To consider the report and recommendations

20 NOTICEBOARDS (attached)

The Council is asked to consider the siting of a noticeboard at The Meadows and to note B&NES proposed installation of a notice board at Kelston Park as part of the phase 1 works

RECOMMENDATION

To consider the report

21 STREET NAMING – CURO/FAIRFIELD WAY EXTENSION (attached)

The Town Council has been asked to comment on three proposed names for the Curo development adjacent to Hygge Park - . The Town Council may prefer to suggest alternative names. Guidance on the role of the Town Council in street naming is attached.

RECOMMENDATION

To consider the proposed street names

22 CHALFIELD PLAY AREA

Councillors may be aware that B&NES will be conducting a feedback session on the proposed closure and repurposing of Chalfield Play area between 3.30pm and 5pm on Wednesday 11th September. This play area is owned/managed by B&NES and is not part of the Town Council's portfolio. The existing play equipment is to be scrapped and the space either "Re-landscaped with wildflowers or trees" or altered "to create a natural play or social space"

The Finance Committee considered the matter at its meeting and recommend that the Town Council does not take on any further assets/financial liabilities at present.

RECOMMENDATION

The Town Council to consider a response to B&NES consultation on the repurposing of Chalfield Play Area

23 CIL PAYMENT NOTIFICATIONS

- 1) £18,780.90
18/01413/FUL at 63 St Ladoc Road Keynsham (Instalment 1 of 1) and
15/04290/FUL Parcel 3100 Charlton Road, Keynsham (Instalment 3 of 3)
- 2) £23,682.02
16/02077/FUL Parcel 2100 Parkhouse Lane, Keynsham (Instalment 2 of 3)
- 3) £15,129.01
18/01307/RES Land Parcel 7200 Bath Road, Keynsham (instalment 2 of 3)

RECOMMENDATION:
To note the above CIL receipts

MONTHLY FINANCE

24 SCHEDULE OF INVOICES DUE FOR PAYMENT (attached)

RECOMMENDATIONS:

- (i) To approve the Schedule of Invoices for payment in the month of September

25 FINANCE MONTHLY REPORTS (to follow)

- (a) Schedule of Expenditure – Months 4 (July) & 5 (August)
- (b) Bank Reconciliations – Months 4 & 5
- (c) Petty Cash Expenditure – Months 4 & 5
- (d) Journals
 - (i) Journal No. 757 dated 31 August 2019
Debit General Reserves (310) - £250
Credit Keynsham Winter Festival (4104) - £250.
(Payment to KLOGS for services provided at 2018 KWF as agreed at Town Council on 18 June)
- (e) Budget Monitoring Report –Month 5
- (f) Youth Finances – Month 5

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

RECOMMENDATION:
To consider the reports.

27 DELEGATED ACTIONS SINCE LAST MEETING

- (i) To ratify the August Schedule of Invoices for payment. (The Council delegated power to the Town Clerk to make August payments at its 16th July meeting)

RECOMMENDATION:
To ratify delegated actions.

28 CORRESPONDENCE ITEMS (REDACTED)

(a) Request from Dementia Alliance to present to Town Council

RECOMMENDATION:
To note correspondence.

29 DATE OF NEXT MEETING

RECOMMENDATION:
To note that the scheduled date for the Town Council's next meeting is **Tuesday 15 October 2019 at 7.30pm in The Space, Market Walk, Keynsham.**

30 EXCLUSION OF PRESS AND PUBLIC

RECOMMENDATION:
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. Items 31/32 – commercial and legal sensitivity

31 HOLMOAK PLAY AREA

32 OFFICE ACCOMMODATION

