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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 16 JULY 2019 commencing at 7.30 p.m.**

The Agenda for the meeting appears below.

9 July 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 18 June 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.

The following question has been received from Cllr Hal Macfie:

“You will remember that under the previous administration I asked if we could initiate a toilet scheme whereby participating businesses will allow members of the public to use their toilets without making a purchase. Currently 5 café's and bars in the Town Centre are providing this service free of charge.

Is it possible for the Town Council to place these establishments under contract, with their agreement, to continue to provide this service?

RECOMMENDATION:

For the Chairman to consider a response to the above questions on notice from Cllr Hal Macfie.

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.	17 June/8 July	DRAFT
Personnel Committee	21 June	DRAFT
Winter Festival Cttee	2 July	DRAFT
Finance Cttee	9 July	DRAFT

RECOMMENDATION:

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

12. APPROVAL OF COMMITTEE RECOMMENDATIONS (to follow)

The Recommendations of the various Committees are listed in the attached document – some of which may form later Agenda items.

RECOMMENDATION:

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

13. APPOINTMENT TO PLANNING COMMITTEE

Cllr Hal Macfie has stepped down from Planning & Development Committee owing to work commitments. The Council need to elect a new member.

RECOMMENDATION:

To appoint a Member to Planning & Development Committee.

14. KELSTON PARK PLAY AREA REFURBISHMENT – BID SUBMISSION (attached)

A brief presentation on the bid for submission for grant funding will be presented by B&NES Parks Department for the Council's consideration. Keynsham Town council have committed £15,000 of CIL receipts towards the proposed refurbishment of the play area.

RECOMMENDATION:

To approve the bid for submission.

15. APPOINTMENT OF INTERNAL AUDITOR (attached)

The Finance Committee have considered submissions from 4 companies to provide Internal Audit services to the Council for the next 3 years.

RECOMMENDATION FROM FINANCE COMMITTEE:

That the contract be awarded to company 1.

16. ANNUAL CIL RECEIPTS STATEMENT 2018/19 (attached)

RECOMMENDATION FROM FINANCE COMMITTEE:

To approve the Annual CIL statement for publication.

17. ANNUAL INSURANCE REVIEW – YEAR 3 OF THREE YEAR CONTRACT

Each year an index-linked review is conducted on the Town Council's insurance policy and the premium adjusted to reflect any increases/updates in cover. This year the brokers have informed the Town Council that there is an alternative option, to switch to Royal Sun Alliance for 3 years and that the price should be comparable even though there is an ongoing claim for the office disruption.

RECOMMENDATIONS FROM FINANCE COMMITTEE:

- (i) That the final year of the 3 year contract continue with Aviva
- (ii) That a full review of the insurance schedule and type/account of cover in tandem with the asset register and annual risk assessment be conducted in September.

18. AVON PENSION FUND FUNDING STRATEGY CONSULTATION

The attached document relates to the level of contributions the Town Council will be asked to pay towards its Employee's pensions in future years plus any shortfall payments (Current Annual shortfall payment is £15,850).
A response is required by 22 August 2019.

RECOMMENDATION:
To consider a response.

19. VE75 CELEBRATIONS (attached)

The Town Council needs to consider whether it wishes to be involved in the National Celebrations and how.

It is customary for the Town Council to hold one civic event per year using General Power of Competence – last year it was the Memorial Stone unveiling, the year before it was the Libourne Twinning and in 2016 it was the burial of the Time Capsule.

The Queen's Diamond Jubilee in 2012 was celebrated with a service at St John's followed by a street party in the High Street. Memorial Park is obviously available for a larger event.

RECOMMENDATION:
To consider the above.

20. OFFICE UPDATE (attached)

An update is provided in respect of the office disruption to include the recent flooding event and subsequent removal of all items to temporary storage.

RECOMMENDATIONS FROM FINANCE COMMITTEE:

- (i) To ratify ratification of Clerks actions to relocate items to storage under delegated powers
- (ii) To approve the proposed programme of works including re-painting of walls and replacement of carpets
- (iii) That the Council's Financial Regulation 10.3 in respect of 3 quotations should be suspended for items under £1000
- (iv) To approve the current list of items to be reclaimed (either from insurance/B&NES/contractors)
- (v) That Cllr Crouch accompany the Town Clerk and Deputy Town Clerk to the meeting with all parties once a date has been arranged.

21. NDP – PROPOSAL FOR STAFF SUPPORT (attached)

The NDP Steering Group have expressed concern about the current level of support for the completion of the NDP within the Town Council's specified timelines and submit the following proposal to the Town Council for consideration.

RECOMMENDATION:
To consider the report.

22. CHILDREN'S FUNERAL FUND – Effective 23 July 2019 (attached)

Attached is a Stakeholder Briefing re: The Children's Funeral Fund (CFF). This will impact on the Town Council in its capacity as a Burial authority. The Town Clerk is currently liaising with local Funeral directors as to whether current administrative and billing procedures will change or remain the same. (The Town Council averages two children's interments per 5 years).

RECOMMENDATION:

To note the information.

23. KEYNSHAM AMBLANCE STATION

The Town Clerk is awaiting a reply from the CEO of South West Ambulance NHS Foundation Trust to confirm or deny the intended closure of the ambulance station. In the meantime both online and paper petitions have now been launched by members of the public.

<https://www.change.org/p/swasft-prevent-the-proposed-closure-of-keynsham-ambulance-service>

RECOMMENDATION:

To consider what action the Town Council wishes to take.

MONTHLY FINANCE

24. SCHEDULE OF INVOICES DUE FOR PAYMENT (attached)

RECOMMENDATION:

- (i) That the attached Schedule of Invoices be approved for payment.
- (ii) In the absence of an August Town Council meeting to delegate the Town Clerk to make August payments to be submitted for ratification at the 17 September meeting.

25. FINANCE MONTHLY REPORTS (to follow)

- (a) Schedule of Expenditure – Month 3
- (b) Bank Reconciliation – Month 3
- (c) Petty Cash Expenditure – Months 2 & 3
- (d) Journals – if any
- (e) Budget Monitoring Report –Month 2
- (f) Youth Finances – Month 2

n.b. Due to office disruption and staff leave the following reports will be presented to the September meeting of the Town Council.

Budget Monitoring Report – Month 3

Youth Finances – Month 3

RECOMMENDATION:

That the attached Finance Reports are approved en bloc.

26. UPDATE ON YOUTH SERVICE AND TIMEOUT ATTENDANCE COMPARISON JUNE 2018/JUNE 2019 (to follow)

RECOMMENDATION:

To consider the reports.

27. DELEGATED ACTIONS SINCE LAST MEETING

Owing to water ingress in the office, the Clerk has authorised the removal of all office items to temporary storage at a cost of £732 and £67.50/week storage.

RECOMMENDATION:

To ratify delegated actions.

28. CORRESPONDENCE ITEMS (REDACTED)

(a) Forwarded from In Bloom to Keynsham Town Council:

St. John's Church 750th Anniversary – 2020

Stephen M'Caw, Team Rector, Keynsham Parish, has written to In Bloom

"It is in the earliest stages of our thinking – but this coming year (2020) is the 750th Anniversary of the building of St. John's Church. We are beginning to think about some events that might mark the year. Might the Anniversary be something that would excite you with the possibility of a Flower Festival?"

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 17 September 2019 at 7.30pm in The Space, Market Walk, Keynsham.**

N.B. THERE WILL BE NO TOWN COUNCIL MEETING IN AUGUST.

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.

Item 16 involves commercially and legally sensitive information.

31. HOLMOAK PLAY AREA

