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Dear Councillor

You are summoned to attend a **MEETING OF KEYNSHAM TOWN COUNCIL (Budget/Precept Meeting)** to be held in **THE SPACE, MARKET WALK, KEYNSHAM** on **Tuesday 15 January 2019** commencing at **7.30 p.m.**

The Agenda for the meeting appears below.

8th January 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**

RECOMMENDATION:

To receive apologies for absence.

2. **DECLARATIONS OF INTEREST**

To receive any Declarations of Interest (Personal and Pecuniary, Disclosable and Non-disclosable) under Standing order 38 and Keynsham Town Council's Code of Conduct (adopted on 19th September 2017) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464.

3. DISPENSATIONS

In accordance with Standing Order 37(a), 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 item 7 of Keynsham Town Council's Dispensations Policy and Procedure Guide.

4. RECORD OF PREVIOUS MEETINGS

RECOMMENDATIONS:

- (i) That the Minutes of the meeting of the Town Council held on 11 December 2018 (previously circulated) with the above amendment be confirmed as a true record and signed by the Chairman.
- (ii) That the recordings of the above meeting be either preserved or deleted.

5. PUBLIC PARTICIPATION

In accordance with Standing Order 40, 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 and this applies to all committees of the Council. Members of the Public may also speak on one single item, unless otherwise agreed by the Chair, or Chair of a committee, only per meeting, 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.

6. CHAIRMAN'S ANNOUNCEMENTS

Deferred to next meeting.

7. QUESTIONS ON NOTICE BY MEMBERS

In accordance with Standing Order 41, 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 considerations.

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 (2018/19)</u>	<u>Status</u>
Planning & Development Cttee.	10 December 7 January	DRAFT
Finance & Policy Cttee.	8 January	DRAFT
Arts Joint Cttee.	9 January	DRAFT
Allotments Cttee.	12 January	DRAFT

RECOMMENDATION:

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

12. APPROVAL OF COMMITTEE RECOMMENDATIONS (attached)

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.

RECOMMENDATIONS FROM FINANCE COMMITTEE

13. SWINGS AT UPPER MEMORIAL PARK (attached)

The Committee have considered quotations to replace the broken 2 bay DDA swing in Upper Memorial Park play area

RECOMMENDATION

To consider the report from Finance Committee

14. KELSTON PARK PLAY AREA CONSULTATION (attached)

The Committee have considered the report from B&NES and made recommendations to Town Council including making provision in next year's budget towards the cost of play area refurbishment and other recommendations

RECOMMENDATION

To consider the report from Finance Committee

15. HOLMOAK PLAY AREA (attached)

The Committee have considered the response from B&NES in respect of the enquiry into s106 monies and made recommendations to Town Council in respect of whether the Council should agree to adopt the play area.

RECOMMENDATION

To consider the report from Finance Committee

GENERAL

16. ROYAL GARDEN PARTY

The Town Council has been invited to nominate someone to attend the Royal Garden Party on 21st May 2019 The criteria for nomination are as follows:

- Invitations are in recognition of **PAST** service as Chairmen of Parish Council and Town Mayors in England and it is therefore appropriate that outgoing members, rather than those newly elected, should be invited to attend.
- Guests should **NOT** have previously attended a Garden Party.

RECOMMENDATION

To consider the above

17. BRISTOL AIRPORT PLANNING APPLICATION (attached)

Bristol Airport have submitted an application to NE Somerset County Council for outline planning permission to extend the airport. Comments are required to be submitted by 26th January. The Parish Council Airport Association is submitting a response. Keynsham Town Council have agreed to join the Association in April 2019 but may wish to join immediately and in doing so nominate a member of Council as representative. The Council may also wish to table its own individual response.

RECOMMENDATION

To consider a response

18. PROPOSED CHANGES TO AVON PENSION FUND COMMITTEE STRUCTURE (attached)

The attached letter has been received from Avon Pension Fund proposing a change in Committee structure. As a Scheme Employer, the Council is being asked for a response by 15th February

RECOMMENDATION

To consider a response

19. PURDAH

Purdah (or pre-election period) is the time between an election being announced and the date the election is held. Section 2 of the Local Government Act 1986 prohibits the publication by local authorities (including the Town Council) of material which in whole or in part appears to be designed to affect public support for a political party.

RECOMMENDATION

To note that 18th March to 3rd May is the pre-election period.

CONSULTATIONS

RECOMMENDATION FROM FINANCE COMMITTEE

20. RESPONSE TO B&NES DRAFT COMMUNITY ASSET TRANSFER POLICY
(attached)

The Finance Committee considered the draft policy and requested the Clerk to draw up the attached response for consideration by the Town Council

RECOMMENDATION

To agree a response

RECOMMENDATION FROM PLANNING COMMITTEE

21. RESPONSE TO B&NES LOCAL PLAN OPTIONS (attached)

Planning & Development Committee submit the attached response for consideration by the Town Council

RECOMMENDATION

To agree a response

BUDGET AND PRECEPT – RECOMMENDATIONS FROM FINANCE COMMITTEE

22. 2019/2020 BUDGET (attached)

The preliminary budget has been updated to reflect additional financial matters arising over the past month and considered by Finance Committee

RECOMMENDATION:

To approve a budget for 2019/2020

23. 2019/2020 LEVEL OF PRECEPT (attached)

Following approval of the budget, the Town Council need to consider the recommendations from Finance Committee in respect of setting a precept (amount of Council Tax per Band D equivalent household)

RECOMMENDATION:

To set a precept for 2019/2020

FINANCE

24. SCHEDULE OF INVOICES DUE FOR PAYMENT (attached)

RECOMMENDATION:

That the attached Schedule of Invoices be approved for payment.

25. FINANCE MONTHLY REPORTS (attached)

- (a) Schedule of Expenditure – Month 9
- (b) Bank Reconciliation – Month 9
- (c) Petty Cash Expenditure – Month 9
- (d) Journals –
- (e) Budget Monitoring Report – Month 9
- (f) Youth Finances – Month 9

RECOMMENDATION:

That the attached reports are approved en bloc.

26. UPDATE ON YOUTH SERVICE AND TIMEOUT ATTENDANCE COMPARISON
DECEMBER 2018/DECEMBER 2019 (attached)

RECOMMENDATION:

That the attached report and monthly comparison be received and noted.

27. DELEGATED ACTIONS SINCE LAST MEETING

None at present

RECOMMENDATION:

To ratify the Clerk's actions.

28. CORRESPONDENCE ITEMS (REDACTED)

None received at present

RECOMMENDATION:

To note any attached correspondence.

29. DATE OF NEXT MEETING

RECOMMENDATION:

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