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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 18 JUNE 2019 commencing at 7.30 p.m.**

The Agenda for the meeting appears below.

12TH June 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:

- (a) To consider whether to grant a dispensation for all Councillors (as Keynsham taxpayers) to discuss financial matters relating to the Budget and precept for the 4 year term of the Council.

The dispensation would be granted on the basis that there would be insufficient Members to make a decision AND Council business would be impeded (Section 33.2(a) of the Localism Act (2011) refers)

- (b) To consider a dispensation for all dual-hatted Town Councillors (i.e. who are also B&NES Ward Councillors) to participate and vote on discussions relating to all Town Council matters for the 4 year term; with the exception of specific matters where the Town Council might be in financial or legal dispute with B&NES (However this is on the understanding that any individual dispensations requested on the excluded matters will be reasonably considered by the Town Council as and when they might arise)

This dispensation would be granted on the basis that it is in the interests of the community to enable their Ward representatives to participate in any discussion (Section 33.2(c) of the Localism Act (2011) refers)

- (c) 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 14 May 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. CO-OPTION OF TOWN COUNCILLOR – KEYNSHAM SOUTH WARD

Members have been previously circulated with the application forms from 8 aspiring candidates. Each candidate will speak for 3 minutes following which the council will ask questions of each candidate. Members will then proceed to vote according to the voting scheme detailed in the current Co-option policy.

Applications have been received from the following:

Lucy Barling, Antony Collings, Daniel Condick, Melanie Hilton, Joan Liley, George Morgan, Alexander Ross, Jonathan Wallcroft

RECOMMENDATIONS

- (i) To co-opt a Councillor to fill the vacancy for Keynsham South Ward
- (ii) To receive their declaration of Acceptance of Office

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.

RECOMMENDATION

To consider questions on notice.

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 (2019)</u>	<u>Status</u>
Planning & Development Cttee.	20 May	DRAFT
NDP Steering Group	29 th May	DRAFT
Winter Festival Cttee	4 th June	INQUORATE
Grants Cttee	4 th June	DRAFT
Personnel Cttee	11 th June	DRAFT
Finance Cttee	12 th June	DRAFT

RECOMMENDATION

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

13. 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.

N.B. In law only a Full Council meeting can approve the Accounting Statements, Annual Return and Annual Governance statement hence most of the Finance Cttee's recommendations are separate Agenda Items.

14. GRANTS COMMITTEE AWARDS (attached)

Under Delegation of Powers, the Grants Committee at its meeting of 5th June agreed the attached grant awards to community organisations as per the Terms of Reference.

RECOMMENDATION:

To ratify the awards decided by Grants Committee

15. RECOMMENDATION FROM PERSONNEL COMMITTEE – STANDING ORDER 19 STAFF MATTERS (attached)

The NALC Model Standing Order has been amended in order to comply with the Town Council's current Employment procedures.

RECOMMENDATION

To approve Standing Order 19 for inclusion in the new model Standing Orders.

16. RECOMMENDATION FROM PERSONNEL COMMITTEE – EQUALITY AND DIVERSITY POLICY (attached)

A draft policy was considered by the Personnel committee. The policy relates not just to the Town Council staff but to all Town Council activities in respect of its obligations under the Public Sector Equality Duty (S149 Equality Act (2010) and Equality Act 2010 (Specific Duties) Regulations 2011). Therefore it is now referred to the Town Council for consideration.

RECOMMENDATION

To consider the Equality and Diversity Policy

MATTERS REFERRED FROM LAST COUNCIL

17. BANK MANDATE – FINANCE COMMITTEE RECOMMENDATION

Nominations have been received from Finance Committee for Town Council to approve 5 Councillors to act as signatories on the bank mandate for both signing of cheques and authorising BACS payments (Cllrs Fricker and Simmons are currently signatories) .

RECOMMENDATION

To consider and approve the nominations

18. APPOINTMENT OF MEMBERS, TO COMMITTEES

Following the co-option, to consider further appointments to vacancies on Cttees as follows

- a) Allotments (2)
- b) Arts (2)
- c) Planning (1)
- d) Winter Festival (2)

RECOMMENDATION

To nominate Members to Committees

19. APOLOGIES POLICY (to follow)

The Council will need to consider whether they wish reasons for apologies to be stated at the meeting and minuted in order to give their acceptance (rather than currently receiving apologies) – bearing in mind the implications of this for 6 month rule.

RECOMMENDATION

To consider the report

20. REVISED CO-OPTION POLICY (to follow)

RECOMMENDATION

To consider changes to the existing Co-option policy to include for a Single transferable voting mechanism and Uniform questions

21. CLIMATE EMERGENCY WORKING PARTY

RECOMMENDATION

To refer the matter of whether to appoint a separate Climate emergency Working Party or combine it with the Single Use Plastics Working Party to the recently appointed Committee Review Working Party

22. RATIFICATION/APPOINTMENT OF MEMBERS OF THE PUBLIC TO STANDING COMMITTEES

(a) NDP Steering Group

Topic Group Chairs and Vice Chairs with Voting Rights as follows

RTPi	Tim Davey	Clive Honeychurch
Heritage	Ric Davison	Vacant
Sustainability	Paul Campbell	Kathleen Hovland
Recreation	George Morgan	Jo Compton-Dando
Business	Cllr Hal MacFie	

(b) Winter Festival

5 Non-Councillor representatives with Voting Rights as follows:

The Space Co-ordinator	Ric Davison
Community organisations representative	Hilton Baker
Churches Together	Clarice Corfield/Sarah Seymour
Arts Consortium	Judith Cron
<i>PLUS NEW Traders representative</i>	<i>Approval required to add</i>

RECOMMENDATIONS FROM FINANCE CTTEE REFERENCE ANNUAL ACCOUNTS AND ANNUAL RETURN

23. STATEMENT OF INTERNAL CONTROL (attached)

RECOMMENDATION FROM FINANCE COMMITTEE:

To review/sign the Council's Statement of Internal Control for adoption by Town Council

24. INTERNAL AUDITORS FINAL REPORT (2018/2019) AND COMPLETION OF ANNUAL INTERNAL AUDIT REPORT OF ANNUAL RETURN (attached)

RECOMMENDATIONS FROM FINANCE COMMITTEE:

(i) To approve the Auditors Final report (2018/19) together with any recommendations from Finance Committee

(ii) To note the Internal Auditors completion of the relevant section of the Annual Return.

25. ANNUAL RETURN 2018/2019 – ANNUAL GOVERNANCE STATEMENT (attached)

The Town Council is required to approve the Annual Governance Statement. **Statements 1-8 must be considered and voted on individually.**

RECOMMENDATION (FINANCE & POLICY COMMITTEE):

To approve the Annual Governance Statement 2018/2019 for signing by the Chairman of the Town Council and the Town Clerk.

RECOMMENDATION (FINANCE & POLICY COMMITTEE):

To approve the following for submission with the Annual Return

- (i) Schedule of Variance
- (ii) Schedule of Reserves Reconciliation
- (iii) Notice of Public Rights
- (iv) Submission of Agenda papers/Minutes for Internal Audit and Policy Committee 8th May 2018/19

GENERAL

32. EXECUTION OF DEED OF VARIATION (TEMPLE STREET LEASE) - AFFIXING OF THE COMMON SEAL

The Deed of Variation removes the Town Council's responsibility for the flat roofs from the current lease and ensures the landlord is responsible for maintenance of all structural aspects of the premises including the concrete columns. In accordance with Standing Order 23, a legal deed shall not be executed unless it has been authorized by a resolution of Council. The Council's Common Seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two Members of the Council who shall sign the deed as witnesses.

RECOMMENDATIONS:

- (i) To RESOLVE to execute the Deed of Variation and affix the Council's common seal
- (ii) To nominate two Councillors as witnesses.

33. BRISTOL AIRPORT EXPANSION – REQUEST FROM PARISH COUNCIL AIRPORT ASSOCIATION

Now that the Town Council has declared a climate emergency and is therefore opposed to the expansion of Bristol Airport, the PCAA have requested the Town Council make an additional submission on North Somerset County Council planning website to that effect

RECOMMENDATION

To consider the above

34. B&NES PRESENTATION - HERITAGE BID RE KEYNSHAM HIGH STREET

B&NES are requesting to act in partnership with the Town Council and NDP in submitting a bid to Historic England High Street Heritage Action Zones programme for matched funding to the existing WECA and B&NES s106 money (total £1.6m) already set aside for Keynsham Public Realm Improvements. The Town Council are also being asked to make a contribution to leverage a matched amount from Historic England

RECOMMENDATIONS

- (i) To consider whether to partner B&NES in submission of a bid
- (ii) To consider whether to allocate an amount of CIL funding to the project

35. CHRISTMAS TREE FOR WINTER FESTIVAL

Each year the Town Council is asked to decide if it wants to continue to have a Christmas tree outside St John's Church for the Winter Festival.

RECOMMENDATION:

To consider the above

END OF YEAR ACCOUNTS AND ANNUAL RETURN

26. APPROVED BUDGET 2019-2020 AND ACTUAL EXPENDITURE 2018/19

The attached Approved Budget for 2019/20 together with actual expenditure for 2018/19 has been annotated to explain deficits and surpluses against the Approved Budget for 2018/19.

RECOMMENDATION

To note the Approved Budget 2019/20

27. BUDGET MONITORING REPORT – YEAR END – MONTH 12 (attached)

This is the final year end Budget Monitoring Report following the visit from the accountant. Explanations for the deficits and surpluses at year end 2018/19 have been explained in the previous item 26 Approved Budget

RECOMMENDATION (FINANCE & POLICY COMMITTEE):

That the attached Budget Monitoring Report be received and the SURPLUSES and DEFICITS detailed in Item 26 are noted.

28. MOVEMENT TO AND FROM GENERAL & EARMARKED RESERVES (attached)

RECOMMENDATION (FINANCE & POLICY COMMITTEE):

(i) To approve the closing balance of earmarked and general reserves as at 31st March 2019 including transfer of surpluses.

(ii) To approve the opening balances of earmarked and general reserves as at 1st April 2019.

29. BALANCE SHEET/INCOME & EXPENDITURE ACCOUNT - 2018/2019 (attached)

RECOMMENDATION (FINANCE & POLICY COMMITTEE):

To approve the attached Balance Sheet and Income & Expenditure Account - 2018/2019 for signing by the Chairman of the Town Council.

30. ANNUAL RETURN 2018/19 – ACCOUNTING STATEMENT (attached)

The Annual Return Accounting Statements are presented for approval and subsequent submission to the External Auditor

RECOMMENDATION (FINANCE & POLICY COMMITTEE):

To approve the Accounting Statements for 2018/19 to be signed by the Chairman

31. ANNUAL RETURN – ACCOMPANYING SCHEDULES (attached)

The Town Council is required to submit the accompanying schedules and the notice of public rights with correct dates. In addition, the Town Council as a Category 2 Authority is subject to the Intermediate Level Review procedure which this year means the Town Council is required to send a copy of the relevant Minutes and Agenda papers from the meeting at which the Annual Review of Risk management arrangements during 2018/19 was discussed (Internal Audit & Policy Committee 8th May 2018/19 refers)

36. OUTSTANDING PAYMENT FROM LAST YEAR'S WINTER FESTIVAL

The Town Council has been approached by Keynsham Light Operatic Group. Unfortunately they forgot to raise an invoice last year for £250 for services rendered (and agreed by Winter Festival Committee). KLOG are requesting the Town Council consider agreeing to pay the invoice from this year's Winter Festival budget.

RECOMMENDATION

To consider the request from KLOG

MONTHLY FINANCE

37. SCHEDULE OF INVOICES DUE FOR PAYMENT (to follow)

RECOMMENDATION:

That the attached Schedule of Invoices be approved for payment.

38. FINANCE MONTHLY REPORTS (to follow)

The following reports were unable to be produced last month owing to Business Disruption

- (a) Schedule of Expenditure – Month 2
- (b) Bank Reconciliation – Month 2
- (c) Petty Cash Expenditure – Month 1
- (d) Journals – (including year end - to follow)
- (e) Budget Monitoring Report –Month 1
- (f) Youth Finances – Month 1

RECOMMENDATION:

To consider the reports

39. UPDATE ON YOUTH SERVICE AND TIMEOUT ATTENDANCE COMPARISON
MAY 2018 - MAY 2019 (to follow)

RECOMMENDATION:

To consider the reports.

40. DELEGATED ACTIONS SINCE LAST MEETING

RECOMMENDATION:

To ratify delegated actions.

41. CORRESPONDENCE ITEMS (REDACTED)

None to date.

RECOMMENDATION:

To note any attached correspondence.

42. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the scheduled date for the Town Council's next meeting is Tuesday 16 July 2019 at 7.30pm in The Space, Market Walk, Keynsham.

