



Dr Cheryl Scott – Town Clerk  
15-17 Temple Street,  
Keynsham, Bristol BS31 1HF  
Telephone: 0117 986 8683  
Fax: 0117 986 6359

E-mail: [townclerk@keynsham-tc.gov.uk](mailto:townclerk@keynsham-tc.gov.uk)  
[www.keynsham-tc.gov.uk](http://www.keynsham-tc.gov.uk)

Dear Councillor

You are summoned to attend a **MEETING OF KEYNSHAM TOWN COUNCIL** to be held in the **COMMUNITY SPACE, MARKET WALK, KEYNSHAM** on **Tuesday 12 June 2018 commencing at 7.30 p.m.**

The Agenda for the meeting appears below.

5 June 2018

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 19<sup>th</sup> 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

RECOMMENDATION:

- (i) That the Minutes of the Annual meeting of the Town Council held on 15 May 2018 (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.

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

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 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 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)</u>	<u>Status</u>
Planning & Development Cttee.	14 May	APPROVED
Planning & Development Cttee	4 June	DRAFT
Finance & Policy Cttee.	22 May	DRAFT
Grants Committee	5 June	DRAFT
Keynsham Winter Festival	5 June	DRAFT

RECOMMENDATION:

That the Minutes of the above meetings are received

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 aren't subsequent Agenda Items are approved.

13. GRANTS COMMITTEE AWARDS (attached)

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

RECOMMENDATION:

To ratify the awards decided by Grants Committee.

14. RE – APPROVAL OF ANNUAL RETURN, ACCOUNTING STATEMENTS AND SCHEDULE OF VARIANCES 2017/18 (attached)

Owing to an accounts journaling error at year end between two nominal codes (Precept and B&NES Council Tax support grant), the figures in boxes 2 and 3 of the Annual Return need to be corrected and re-approved. In effect £10 has been deducted from the Box 2 (precept) with a new figure of £501,100 and £10 added to Box 3 other income with a new figure of £166,143. This also affects the Income and Expenditure Report and the Schedule of Variance to be submitted with the Annual Return.

RECOMMENDATIONS:

- a. To confirm that the B&NES Council Tax Support Grant for 2017/18 was £18,110
- b. To confirm that the Precept received from B&NES was £501,100
- c. To approve the Amended Accounting Statements for 2017/18 including Income and Expenditure Balance Sheet and Annual Return to be signed by the Chairman
- d. To approve the accompanying Schedule of Variance.

15. REVISED NOTICE OF PUBLIC RIGHTS (attached)

Owing to the fact that the amended Annual Return has to be re-approved by Town Council at this meeting prior to submission to the External Auditor, the dates on the notice of public rights approved at the last Council meeting have to be revised.

RECOMMENDATION:

To approve the Revised Notice of Public Rights.

16. APPOINTMENT OF ACCOUNTANTS & INTERNAL AUDITOR 2018/2019

The Internal Audit & Committee recommended that the following re-appointments be made for 2018/19. Good practice suggests this should be a formal Agenda Item for Full Council to approve for the purposes of the minutes.

RECOMMENDATION:

To approve the appointment of RBS Rialtas as the Council's year-end accountants and Auditing Solutions as the Council's Internal Auditors for the 2018/19 financial year.

17. ANNUAL APPROVAL OF HEALTH & SAFETY POLICY (attached)

This policy is issued by Ellis Whittam each year following the annual risk assessment and signed by the Town Clerk. It is good practice for this to be approved annually by the Town Council for minuting as part of the public record.

RECOMMENDATION:

To approve the Annual Health & Policy Statement

18. CIL FUNDS STATEMENT – 2017/2018 (attached)

The Town Council is required by law to publish a CIL statement annually. The attached statement has been reviewed by Finance Committee who recommend approval by Town Council (Minute 12 refers).

RECOMMENDATION FROM FINANCE & POLICY CTTEE:

To approve the CIL funds statement for 2017/2018 to be signed by the Chairman of Council for publication

19. CIL PAYMENT NOTIFICATION

The Town Council has received the following CIL payments from B&NES:

£1438.38 in respect of application 15/02862/FUL at 28 Queen's Rd, Keynsham which is instalment 1 of 1.

£489.36 in respect of application 16/02879/FUL at 52 Kelston Road, Keynsham which is instalment 1 of 1.

£2647.25 in respect of application 16/00932/FUL at Goodfield House, 192 Bath Road, Keynsham which is instalment 3 of 3.

RECOMMENDATION:

To note the above CIL payments.

20. TIME LINE EARMARKED RESERVES - REQUEST TO RELEASE FUNDS FROM ARTS JOINT COMMITTEE

The shape of each TimeLine panel differs from the others, as they were individually configured for siting on specific planters on Bath Hill. As they are now going to be sited in Riverside Walk, the Committee felt each panel should be adjusted to be rectangular and of similar size. Min.no. 57 (iii) of Arts Joint Committee – 4 April 2018 refers.

The cost of reconfiguring the shape of the panels is £940.

RECOMMENDATION FROM ARTS JOINT COMMITTEE:

That £940 be released from the Time Line earmarked reserves to cover the additional fee for the cost of reconfiguring the shape of the Time Line Panels.

21. 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.

22. URGENT CHAPEL SPIRE REPAIRS (attached)

Tiles have fallen from the roof of the spire and its has been established that the wooden batons underneath are rotting. A major part of the cost for purely replacing the tiles (as was done last year) is the provision of scaffolding. A report is presented with options for repair.

RECOMMENDATION:

To consider the report.

23. YOUTH SERVICE STRATEGY (attached)

Further to the change in personnel and responsibilities within the Youth Service, a new strategy proposed for the remainder of the Financial Year has been circulated for discussion.

RECOMMENDATION:

To consider the Youth Strategy for the financial year 2018/19.

24. COMMUNITY TOILET SCHEME (attached)

To consider the following motion:

*Town Council will seek to introduce a Community Toilet Scheme for Keynsham to provide clean, safe, and, where possible, accessible toilets in convenient locations across Keynsham. Participating businesses would let members of the public use their toilet facilities during normal working hours without the need to make a purchase. These locations could be identified by a simple window sticker or poster and be listed on the Town Council web-site. Such a scheme will be of benefit to the public, help make Keynsham an even more welcoming place to visit, and encourage footfall and goodwill for local businesses*

RECOMMENDATION

To consider the attached report

## CONSULTATIONS

### 25. NDP RESIDENTS CONSULTATION RESULTS (attached)

The attached is the draft report analysing the results of the NDP Consultation sent to all Keynsham Residents.

**RECOMMENDATION:**

To approve the consultation report for publication.

### 26. NDP RECREATION/GREEN SPACES AND LEISURE CONSULTATION (to follow)

The attached consultation has been drafted by the NDP Topic Group and is submitted to Council for approval prior to distribution.

**RECOMMENDATION:**

To consider the consultation

## FINANCE

### 27. SCHEDULE OF INVOICES DUE FOR PAYMENT (attached)

**RECOMMENDATION:**

That the attached Schedule of Invoices be approved for payment.

### 28. FINANCE MONTHLY REPORTS (attached)

- (a) Schedule of Expenditure – Months 1 & 2
- (b) Bank Reconciliation – Months 1 & 2
- (c) Petty Cash Expenditure – Months 1 & 2
- (d) Journals
- (e) Budget Monitoring Report - Months 1 & 2
- (f) Youth Finances – Months 1 & 2

**RECOMMENDATION:**

That the attached reports are approved.

### 29. UPDATE ON YOUTH SERVICE AND TIMEOUT ATTENDANCE COMPARISON MAY 17/MAY 18 (attached)

**RECOMMENDATION:**

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

### 30. DELEGATED ACTIONS SINCE LAST MEETING

- (i) The Clerk has authorised emergency expenditure on a replacement new door on the Tennis Court hut owing to further vandalism. The supplier has already supplied the Bandstand door after 3 quotes were obtained. This would have to be done prior to surrendering the lease and there is money in the budget for this work.

- (ii) The recently purchased Ford Transit van was found to have had custom alterations made to the electrics on a recent visit to the garage. As such it is not covered under the extended warranty and it has no diagnostics port for future servicing. The Clerk has agreed with Van Monster that they will supply a replacement van (same year with similar low mileage) under the same terms and conditions including extended warranty.

RECOMMENDATION:  
To ratify delegated actions.

31. CORRESPONDENCE ITEMS (REDACTED)

- (i) Norfolk Grove: Anti-social behaviour/car damage
- (ii) Monmouth Rd: Anti-social behaviour/car damage

RECOMMENDATION:  
To note the attached correspondence.

32. DATE OF NEXT MEETING

RECOMMENDED:

To note that the scheduled date for the Town Council's next meeting is Tuesday 17 July 2018 at 7.30 p.m in The Space, Market Walk, Keynsham.

33. EXCLUSION OF PRESS AND PUBLIC

RECOMMENDATION:  
To suspend Standing Order 77; 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 34 staff terms and conditions  
Item 35 commercially sensitive information

34. EMPLOYEE SUPERANNUATION (to be circulated at the meeting)

35. MULTI-SPORTS LEASE (to be circulated at the meeting)

