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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 11 December 2018** commencing at **7.30 p.m.**

The Agenda for the meeting appears below.

4 December 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

Proposed Amendment to the Minutes – the minutes should start at Minute number 142 and be numbered sequentially.

RECOMMENDATIONS:

- (i) That the Minutes of the meeting of the Town Council held on 16 October 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)</u>	<u>Status</u>
Planning & Development Cttee.	19 November	DRAFT
Personnel Cttee.	27 November	DRAFT
Finance & Policy Cttee.	4 December	DRAFT
Winter Festival Cttee.	4 December	DRAFT

RECOMMENDATION:

That the Minutes of the above meetings are received.

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.

13. MOTIONS RECEIVED ON NOTICE (attached)

Cllr Hal Macfie submitted the following motion to the Town Clerk on 30/11/18

“That Keynsham Town Council agree to take the following steps to enhance public participation in Council meetings

- (i) Change the format and content of Council meetings to that suggested in the attached document
- (ii) Change the rules on public speaking
- (iii) Make agendas straightforward as per the attached document
- (iv) Arrange councillors table in a U-shape so that no councillor has his or her back to the public.
- (v) Use digital projection of the agenda and related content during Keynsham Town Council meetings for the benefit of all those present.”

Town Clerk’s note: The Town Council cannot make a decision at this meeting on any specific matter that has financial implications and would need to refer that matter to the next Council meeting as a specific Agenda item. Matters pertaining to changing how individual members of staff perform their current duties for Council should not be debated in public session.

14. FINANCE COMMITTEE RECOMMENDATION – ALLOTMENTS ASSOCIATION  
(attached)

The Allotments Association wish to bring certain matters to the attention of the Town Council before it considers whether to approve the recommendation from Finance Committee to support the Allotments Committee recommendation and reject the Association's proposal in respect of reimbursement of public liability insurance by way of being relinquished from contributing 25% of the annual rent.

FINANCE COMMITTEE RECOMMENDATIONS TO TOWN COUNCIL

- (i) To support the Allotment Committee's recommendation that the status quo be maintained and the Association's proposal for the Town Council to pay 100% of the rent be rejected.
- (ii) To refer the matter of the current agreement between the Town Council and the Allotments Association to the Allotments Committee.

RECOMMENDATION:  
To consider the above.

15. CCTV (attached)

The Finance Committee have considered a request from B&NES that the Town Council utilize CIL receipts towards the cost of adding two additional cameras in Keynsham as part of B&NES overall CCTV installation. One would be sited in Upper Memorial Park and one in Queens Road. The cost to the Town Council would be £14,500.

RECOMMENDATION FROM FINANCE COMMITTEE:  
That the Town Council approve the proposal.

16 BANDSTAND REPAIRS (attached)

The Town Council requested that proposals to reinforce the bandstand roof to protect against future arson and knife attacks were considered prior to any further repairs being made. A report has been considered by Finance Committee who have made a recommendation to Council for consideration.

RECOMMENDATION FROM FINANCE COMMITTEE:  
To approve Option 2 – the replacement of one of the 3 sections for £3900.

17. SKATEPARK LIGHTING (attached)

The Clerk has submitted new designs to B&NES and B&NES have confirmed that the proposed installation can now be undertaken under Permitted Development Rights. The Town Council still needs permission from the landowner (B&NES Property Services) and is currently waiting to hear from them. The Town Council is asked to approve the cost of the revised installation so that once approval is received there is no further delay in going ahead with the installation.

RECOMMENDATION:  
To approve the revised proposal and cost.

18. PUBLIC REALM REPORT – KEYNSHAM TOWN CENTRE

The draft report of the Town Centre Stakeholder engagement groups is circulated for noting. Subsequent plans were released for public consultation including at the B&NES Local Plan consultation event in November. If available in time for the meeting, the consultation responses will also be circulated for consideration.

RECOMMENDATION:  
To note the report.

19. DOG BINS - LAYBY NEXT TO JUNCTION WELLSWAY & CHEWTON ROAD

Compton Dando Parish Council have requested the own Council contribute towards the cost of a dog bin and make arrangement for the Town Council staff to empty it.

RECOMMEDNATION:  
To consider the request.

20. HOLMOAK PLAY AREA

Subject to receipt of further information from B&NES, it is hoped the Town Council will be in a position to decide at the meeting whether to approve the adoption of Holmoak Play Area. If the information is not forthcoming in time for the meeting, this item will need to be deferred.

RECOMMENDATION:  
To consider whether the Town Council wishes to approve the Deed of Transfer to adopt Holmoak Play Area.

21. DRAFT BUDGET 2019-2020

The Finance & Policy Committee present a draft budget detailing the Council's required expenditure for the next financial year for consideration/amendment. The Draft Budget will return to the January Town Council meeting for approval at which time the Town Council will also determine the precept.

RECOMMENDATION:  
To consider the draft budget.

**CONSULTATIONS**

22. B&NES LOCAL PLAN OPTIONS – RECOMMENDATIONS/UPDATE FROM PLANNING COMMITTEE

The matter was referred to the Planning & Development Committee to develop a response to the consultation from the Town Council. The Options document includes the Keynsham North and Whitchurch proposed developments. The Closing date for responses is 7<sup>th</sup> January.

RECOMMENDATION:  
To consider a response to the consultation.

## FINANCE

23. SCHEDULE OF INVOICES DUE FOR PAYMENT (attached)

RECOMMENDATION:

That the attached Schedule of Invoices be approved for payment.

24. FINANCE MONTHLY REPORTS (attached)

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

RECOMMENDATION:

That the attached reports are approved en bloc.

25. UPDATE ON YOUTH SERVICE AND TIMEOUT ATTENDANCE COMPARISON NOVEMBER 2017/NOVEMBER 2018 (attached)

RECOMMENDATION:

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

26. DELEGATED ACTIONS SINCE LAST MEETING

Further to a decision by Personnel Committee, the Clerk extended an employment contract for 6 months.

RECOMMENDATION:

To ratify the Clerk's actions.

27. CORRESPONDENCE ITEMS (REDACTED)

RECOMMENDATION:

To note the attached correspondence.

28. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the scheduled date for the Town Council's next meeting (BUDGET/PRECEPT MEETING) is Tuesday 15 January 2019 at 7.30pm in The Space, Market Walk, Keynsham.

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Keynsham Town Council agree to take five steps to enhance public participation in Council meetings.

1. Initiate a programme of themed meetings that cover issues of importance to residents. (eg housing, NDP topics, voluntary organisations, planning, high street, green spaces etc). Speakers will be commissioned and their presentations will be up on the web site with the agenda for the public to view at least one week before the meeting. Each meeting will commence with presentations and discussion on these matters at 7.30pm. (Following the B&NES CTE panel procedure, confidential business can be discussed by the Council in a closed session from 7.00 to 7.30pm so that this done when councillors are fresh rather than at 9.30 or 10.00pm)
2. Change the rules on public speaking to allow anyone to speak to an agenda item that concerns or interests them without having to give advance notice. (eg Frome Council statement: All members of the public are welcome to attend any meeting of the Council and the agenda always allocates time for members of the public to speak and make comments.)
3. Make agendas straightforward:

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### Frome Town Council Meeting

Wednesday 3 October 2018, 7pm  
Frome Town Hall, Christchurch Street West, Frome BA11 1EB

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#### On this month's agenda:

1. Apologies for absence, declaration of Cllrs interests and approval of the [minutes](#) from the last meeting on 4 July 2018
2. Questions and comments from the public and Cllrs
3. For decision - Influencing plans for Selwood Garden Village. [Click here](#) to read the report.
4. For decision - Staff matters.
5. For decision - Resurfacing footpath in Victoria Park. [Click here](#) to read the report.
6. For decision - Joint Committee for Boyle Cross. [Click here](#) to read the report.
7. For decision - Appointment of Internal Auditor. [Click here](#) to read the report.
8. For decision - Approval and adoption of Complaints Policy and Procedure. [Click here](#) to read the report.
9. For decision - Approval and adoption of Volunteer Policy. [Click here](#) to read the report.



Yours sincerely

*Paul Wynne*

4. Arrange councillors table in a U-shape so that no councillor has his or her back to the public.
5. Use digital projection of the agenda and related content during Keynsham Town Council meetings for the benefit of all those present.

