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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 16th April 2019 commencing at 7.30 p.m.**

The Agenda for the meeting appears below.

Dr. Cheryl Scott – TOWN CLERK

9 April 2019

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).

PLEASE NOTE THAT THIS MEETING IS BEING HELD DURING THE PURDAH PERIOD AND THEREFORE SOME POLITICALLY SENSITIVE ISSUES MAY NOT BE ABLE TO BE DISCUSSED.

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 19 March 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.

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 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.	1 April	DRAFT
Finance & Policy Cttee.	8 April	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.

GENERAL

13. CIL PAYMENT NOTIFICATION

Application 17/06216/FUL, the Grange Hotel, 42 Bath Road - £2799.32 (one payment of one).

RECOMMENDATION:

To note the above CIL receipt.

14. REVIEW OF CODE OF CONDUCT

RECOMMENDATION FROM FINANCE COMMITTEE

To review and approve the Code of Conduct

15. REVIEW OF MEMBERS AND OFFICERS PROTOCOL

RECOMMENDATION FROM FINANCE COMMITTEE

To review and approve the Members and Officers Protocol

16. REVIEW OF STANDING ORDERS

RECOMMENDATION FROM FINANCE COMMITTEE
To review and approve the proposed Standing Orders

FINANCE

17. SCHEDULE OF INVOICES DUE FOR PAYMENT (attached)

RECOMMENDATION:

That the attached Schedule of Invoices be approved for payment.

18. FINANCE MONTHLY REPORTS (deferred)

The following reports are unable to be produced owing to Business Disruption

(a) Schedule of Expenditure – Month 12

(b) Bank Reconciliation – Month 12

(c) Petty Cash Expenditure – Month 12

(d) Journals

(e) Budget Monitoring Report – Month 12

n.b. This report is only a draft at this stage due to the year end accounts being prepared by the Accountants on 16 April 2019. The final version will be attached to the agenda for the Town Council's meeting on 14 May.

(f) Youth Finances – Month 12 (*draft – final version will be attached to the agenda for the Town Council's meeting on 14 May.*)

RECOMMENDATION:

To defer the reports to the next meeting.

19. UPDATE ON YOUTH SERVICE AND TIMEOUT ATTENDANCE COMPARISON MARCH 2019 /MARCH 2018 (attached)

The reports are unable to be produced owing to Business Disruption.

RECOMMENDATION:

To defer the reports to the next meeting.

20. DELEGATED ACTIONS SINCE LAST MEETING

(i) The Clerk has closed the Town Council offices owing to business disruption – this item will be discussed under confidential business

(ii) The Clerk has raised a purchase order for £1179 to enable COSHH air sampling to be undertaken at the Town Council offices

RECOMMENDATION:

To ratify delegated actions.

21. CORRESPONDENCE ITEMS (REDACTED)

None to date.

RECOMMENDATION:

To note any attached correspondence.

22. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the scheduled date for the Town Council's next meeting is the **Annual Meeting** of the Town Council to be held on Tuesday 14th May 2019 at 7.30pm in The Space, Market Walk, Keynsham.

23. 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 24 – staff matters

24. HEALTH AND WELLBEING OF OFFICE STAFF