

KEYNSHAM TOWN COUNCIL

Minutes of the Town Council meeting held on Tuesday 18th June 2019 at 7.30 pm at The Space, Market Walk, Keynsham.

PRESENT: Councillors D Biddleston, D Brassington, C Brennan, D Cooper, A Crouch, C Fricker, A Greenfield, A Halliday, R King, H MacFie, A McGuinness, B Simmons, A Sinclair and A Wait

IN ATTENDANCE: Cheryl Scott– Town Clerk, 7 Co-option candidates (Lucy Barling, Antony Collings, Daniel Condick, Melanie Hilton, Joan Liley, George Morgan, Alexander Ross, Jonathan Wallcroft) and 2 members of the public

39. APOLOGIES FOR ABSENCE

There were none

40. DECLARATIONS OF INTEREST

Cllr MacFie declared a pecuniary interest in Item 35 as a supplier of Christmas Trees.

41. DISPENSATIONS

There were no additional requests to consider apart from the two items tabled on the Agenda by the Clerk.

RESOLVED:

- (i) 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)

- (ii) To grant 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)

42. RECORD OF PREVIOUS MEETINGS

RESOLVED:

- (i) That the Minutes of the Annual 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 deleted.

43. CO-OPTION OF TOWN COUNCILLOR – KEYNSHAM SOUTH WARD

- (a) The Chairman asked if any councillors wished to declare an interest. Cllrs Sinclair and Halliday declared a personal interest as they had both nominated candidates
- (b) The Clerk informed the Council that Joan Liley had withdrawn.
- (c) Following presentations and questions, the remaining 7 Candidates were asked to leave the room and Councillors were asked to vote by show of hands. At the first round of voting one candidate received a simple majority.

RESOLVED:

- (i) To co-opt Jonathan Wallcroft as Councillor to fill the vacancy for Keynsham South Ward
- (ii) To receive Cllr Wallcroft's Declaration of Acceptance of Office

44. PUBLIC PARTICIPATION

There was none

45. CHAIRMAN'S ANNOUNCEMENTS

- (a) The Chairman drew attention to the Police Commission event at 7pm tomorrow evening and the opening of the Leisure Centre at 2pm on 27th June.
- (b) The Chairman thanked Cllr Biddleston for his efforts in persuading Councillors to volunteer to collect donations at the Keynsham Music Festival
- (c) The Chairman drew attention to the inquorate Winter Festival because not enough Councillors turned up. He reminded Councillors that they have a responsibility to attend any Committee they were a Member of and if they couldn't attend, to send apologies to the Town Clerk and suggest a substitute if possible.

46. QUESTIONS ON NOTICE BY MEMBERS

- (a) The Chairman was asked if the Council would agree to write to those in authority to verify if the newspaper rumours were accurate that the Keynsham Ambulance Station was to be closed and if so to write a letter of protest to the authority concerned
- (b) The Chairman responded that it would be reasonable to ask South West Ambulance Service to clarify the situation in respect of the Keynsham Station and to bring the matter back to Town Council depending upon the reply.

47. KEYNSHAMNOW

Ben gave a report on the last meeting of KeynshamNow which included Twinning with the Argentine town Santa Elana, the B&NES climate emergency declaration, the proposed plastic attack on Bath Hill outside Mdina on 27th June from 10am till 2pm

RESOLVED:

To receive and note the report from KeynshamNow.

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

- (a) Kieran Oliver and Vaughan Thomas gave a presentation requesting that the Town Council act in partnership with B&NES in submitting an Expression of Interest bid to Historic England High Street Heritage Action Zones programme for improving the quality and conservation of historic High Streets
- (b) The Keynsham Conservation Area which included the High Street was at risk and with the work to date from B&NES, KTC and the Keynsham Neighbourhood Development

Plan as supportive evidence, the preliminary bid (which was a competitive process) stood a good chance of being accepted to then progress as a project. It was proposed to use the £1.5m matched funding from WECA already set aside for Keynsham Public Realm Improvements as leverage to request between £750k and £1m from Historic England to address areas not covered by the WECA funding (Temple Street and upper High St). This would include further public realm improvements and also shop front design

- (c) The Council considered a report previously prepared and circulated by the Town Clerk. The Town Council expressed concerns about the previous lack of consultation in respect of the High Street shop design guide which the Town Council had contributed towards financially but didn't have an input into before B&NES signed off report. The report itself was very disappointing and of poor quality. It was important that the Town Council was not only represented on the Steering Committee but was actively involved and was part of the decision-making process when it was contributing money to any project, rather than just being treated as a consultee.
- (d) The Chairman of Personnel advised the Council that additional staffing resource would be required to support the Town Clerk and Deputy Town Clerk, as both were already working over capacity

RESOLVED:

- (i) that a letter of support be sent from NDP Steering Group
- (ii) to approve a funding commitment of £40k over 4 years (i.e. £10k per year) from CIL receipts
- (iii) to agree to the release of specific information from the NDP Residents consultation as evidence to support the Bid
- (iv) to agree that the Deputy Town Clerk will co-ordinate letters of support from community groups, businesses and church organisations
- (v) to jointly host the Project Steering Group and other meetings during delivery of the project
- (vi) to support the Project Officer in the Town Council offices
- (vii) To agree that 3 Councillors would be nominated to the Steering Group; one each from Arts, Planning and Finance Committees
- (viii) To include the above in a letter of support as per the template attached in Appendix 1 of the report

49. REPORT FROM B&NES COUNCILLOR(S)

There were none

50. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were none

51. MINUTES OF MEETINGS

<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

RESOLVED

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

52. APPROVAL OF COMMITTEE RECOMMENDATIONS

RESOLVED:

That the Recommendations of the Committees that are not subsequent Agenda Items are approved

53. GRANTS COMMITTEE AWARDS

RESOLVED:

- (i) To ratify the grant awards to community organisations as decided by Grants Committee
- (ii) To record the Town Council's thanks to the Deputy Town Clerk for their preparatory work and well organised meeting.

54. RECOMMENDATION FROM PERSONNEL COMMITTEE – STANDING ORDER 19 STAFF MATTERS

The NALC Model Standing Order 19 has been amended in order to comply with the Town Council's current Employment procedures.

RESOLVED

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

55. RECOMMENDATION FROM PERSONNEL COMMITTEE – EQUALITY AND DIVERSITY POLICY

It was proposed that definitions were included for each of the protected characteristics listed in the policy.

RESOLVED:

To approve the Equality and Diversity Policy with the proposed amendment

56. BANK MANDATE – FINANCE COMMITTEE RECOMMENDATION

RESOLVED

To approve Cllrs Cooper, Crouch, Greenfield and MacFie as signatories to be added to the bank mandate in addition to the existing signatories of Cllr Simmons and Fricker.

57. APPOINTMENT OF MEMBERS TO COMMITTEES

RESOLVED

That the following Members are elected to the Committees as follows

- a) Allotments - Cllr Wallcroft, Cllr Sinclair
- b) Arts – Cllr Wallcroft, Cllr Cooper
- c) Planning -Cllr Wallcroft
- d) Winter Festival – Cllr Wallcroft, Cllr MacFie

58. APOLOGIES POLICY

RESOLVED

To refer the matter to Finance & Policy Committee

59. REVISED CO-OPTION POLICY

RESOLVED

To refer the matter to Finance & Policy Committee

60. CLIMATE EMERGENCY WORKING PARTY

RESOLVED

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

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

RESOLVED

(i) To ratify the appointments of members of the public to Standing Committees as follows:

(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	Vacant

(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

(ii) To approve the addition of a new High Street Traders representative to be added to Winter Festival Committee and the associated amendment to the Terms of Reference

RECOMMENDATIONS FROM FINANCE CTTEE REFERENCE ANNUAL ACCOUNTS AND ANNUAL RETURN

62. STATEMENT OF INTERNAL CONTROL

The Council considered the Statement of Internal control that had previously been considered by Finance committee, who had made recommendations to add additional steps that the Council and its committees had undertaken throughout the year as part of the reviews of internal control and the annual risk assessment.

RESOLVED:

To approve the Council's Statement of Internal Control for adoption by Town Council

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

RESOLVED:

- (i) To approve the Auditors Final report (2018/19)
- (ii) To approve that sales and purchase ledgers be added to the current Accounts system as a response to resolve the Auditors three recommendations/comments
- (iii) To note the Internal Auditors completion of the relevant section of the Annual Return.

64. ANNUAL RETURN 2018/2019 – ANNUAL GOVERNANCE STATEMENT

Statements 1-8 of the Annual Governance Statement were considered and discussed/voted on individually. Attention was drawn to the Finance committee minutes/recommendations, the Internal Auditors report and the Statement of Internal control that Town Council had just approved. Statement 9 did not apply.

RESOLVED:

To approve a Yes response to each of the Annual Governance Statements 1-8 for 2018/2019 for signing by the Chairman of the Town Council and the Town Clerk.

END OF YEAR ACCOUNTS AND ANNUAL RETURN

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

The Approved Budget for 2019/20 was considered together with actual expenditure for 2018/19 which had been annotated to explain deficits and surpluses against the Approved Budget for 2018/19.

RESOLVED

To note the Approved Budget 2019/20

66. BUDGET MONITORING REPORT – YEAR END – MONTH 12

The final year end Budget Monitoring Report produced by the Accountant from the Accounts system was considered in conjunction with the explanations for the deficits and surpluses at year end 2018/19 included in the Approved Budget spreadsheet considered under Item 26 Approved Budget

RESOLVED:

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

67. MOVEMENT TO AND FROM GENERAL & EARMARKED RESERVES

Cllr McGuinness left the meeting.

The Clerk circulated a revised spreadsheet that had now been reconciled with the Accounts system

RESOLVED:

- (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.

68. BALANCE SHEET/INCOME & EXPENDITURE ACCOUNT/BANK RECONCILIATION - 2018/2019

A revised Income and Expenditure Statement from the Accounts system was circulated, In response to a question the RFO confirmed that the previous discrepancies discussed at the Finance Committee meeting had now been addressed with the Accounts software provider and that the matter had been resolved.

RESOLVED:

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

69. ANNUAL RETURN 2018/19 – ACCOUNTING STATEMENTS

The Annual Return Accounting Statements were presented for approval by Council and subsequent submission to the External Auditor

RESOLVED:

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

70. ANNUAL RETURN – ACCOMPANYING SCHEDULES

- (a) The Town Council is required to submit the Annual Return with 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 evidence that it had adhered to Statement 5 of the Annual Governance Statements in respect of undertaking an Annual Risk Assessment
- (b) The Finance Committee had drawn attention to the relevant Minutes and Agenda papers from the meeting at which the Annual Review of Risk Management arrangements during 2018/19 were discussed (Internal Audit & Policy Committee 8th May 2018/19 refers)
- (c) It was noted that there were errors in calculation of the % variation

RESOLVED:

To approve the following for submission with the Annual Return

- (i) Schedule of Variance with amendment to calculations
- (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

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

- (a) 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 cannot 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.

RESOLVED:

- (i) To execute the Deed of Variation and affix the Council's Common Seal
- (ii) To nominate the Chairman and Vice-Chairman of Council as witnesses.

(b) The Clerk as Proper Officer applied the Common Seal to the Deed and Cllrs Wait and Biddleston signed the Deed as witnesses.

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

Having declared a climate emergency in support of B&NES policy, the Town Council was therefore now 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. The Town Council's representative on the PCAA endorsed the request.

RESOLVED

To make an additional submission on NSCC planning website objecting to the proposed expansion on the grounds of climate change emergency.

73. CHRISTMAS TREE FOR WINTER FESTIVAL

Cllr MacFie left the room

Each year the Town Council has to decide if it wants to continue to have a Christmas Tree outside St John's Church for the Winter Festival

RESOLVED:

To approve a Christmas tree to be sited outside St John's Church for this year's Winter Festival.

Cllr MacFie returned to the room

74. 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 previously agreed by Winter Festival Committee). KLOG are requesting the Town Council consider agreeing to pay the invoice from this year's Winter Festival budget. The Chairman of Winter Festival confirmed that last year KLOG not only provided the entertainment on stage from start to finish but also dressed up in the Dickensian costumes to create the themed atmosphere of last year's event.

RESOLVED

To approve the payment of £250 to KLOG on production of an invoice – to come from General Reserves and not Winter Festival current year budget

MONTHLY FINANCE

75. **SCHEDULE OF INVOICES DUE FOR PAYMENT**

RESOLVED:

That the attached Schedule of Invoices be approved for payment.

76. **FINANCE MONTHLY REPORTS**

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

RESOLVED:

To approve the reports en bloc

77. **UPDATE ON YOUTH SERVICE AND TIMEOUT ATTENDANCE COMPARISON MAY 2018/MAY 2019**

RESOLVED:

To receive and note the report

78. **DELEGATED ACTIONS SINCE LAST MEETING**

There were none

79. **CORRESPONDENCE ITEMS (REDACTED)**

There was none

80. **DATE OF NEXT MEETING**

RESOLVED:

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.

The meeting finished at 9.46 p.m.

SIGNED:..... (Chairman)

Dated: