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Dear Councillor

You are summoned to attend a remote video conferencing **MEETING OF KEYNSHAM TOWN COUNCIL on THURSDAY 22<sup>ND</sup> APRIL 2021 commencing at 7.30pm.**

Signed on 16<sup>th</sup> April 2021

By Dr Cheryl Scott, Town Clerk and Responsible Financial Officer

This meeting is open to Members of the Public and will be conducted using zoom video conferencing software. For telephone dial in details please contact the Town Clerk.

[To join meeting](#) (click embedded link)

Meeting ID: 874 1421 3413

Passcode: 476086

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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).

## TOWN COUNCIL AGENDA

### 1. APOLOGIES FOR ABSENCE

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 16<sup>th</sup> 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 or non-pecuniary interests) prior to the item (s) being discussed, and to receive any disclosures of decisions as per item 7 of Keynsham Town Council's Dispensations Policy and Procedure Guide.

RECOMMENDATION:

To receive/approve any requests for dispensations.

#### **4. 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 meetings, 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.

#### **5. RECORD OF PREVIOUS MEETINGS**

##### **RECOMMENDATION:**

That the minutes of the meeting held on Tuesday 23<sup>rd</sup> March 2021 (previously circulated) be confirmed as a true record and signed by the Chairman.

#### **6. CHAIRMAN'S ANNOUNCEMENTS**

##### **RECOMMENDATION:**

The Chair 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 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.

**8. KEYNSHAMNOW**

**RECOMMENDATION:**

To receive and note the report from KeynshamNow.

**9. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

The following verbal updates will be given:

- a) Town Council representative on the HSHAZ Steering Group
- b) Keynsham Music Festival
- c) Keynsham in Bloom
- d) Keynsham DialARide
- e) PCAA
- f) Any other representatives on outside bodies

**RECOMMENDATION:**

To receive and note reports.

**10. TOWN TEAMS -TOWN CENTRE REGENERATION PARTNERSHIPS**

A presentation from Mr Andrew Maliphant on partnership working and Town Teams to support regeneration and recovery of Town Centres.

**RECOMMENDATION**

To consider if the Town Council wishes to explore this matter further via a workshop.

**11. MINUTES OF COMMITTEE MEETINGS (previously circulated)**

<u>Committee Meeting</u>	<u>Date 2021</u>	<u>Status</u>
Environment & Sustainability	6 April	DRAFT
Planning & Development	12 April	DRAFT
Personnel Cttee	13 April	RESCHEDULED to 29 <sup>th</sup> April

**RECOMMENDATION:**

- (i) That the Minutes of the above meetings are received and noted.
- (ii) That the recommendations that are not subsequent Town Council Agenda Items are approved

**12. RESPONSE TO LETTER FROM POKE**

The Planning & Development Cttee have referred a letter from POKE to Town Council requesting financial support.

**RECOMMENDATION**

To consider a response.

**13. CHANGE OF DATE JULY 2021 MEETING**

Regrettably The Space is not available on Tuesday 20<sup>th</sup> July 2021 for the scheduled Town Council meeting. It has therefore been provisionally booked for Thursday 22<sup>nd</sup> July 2021.

**RECOMMENDATION**

To approve the change of date of the Town Council meeting to Thursday 22<sup>nd</sup> July.

**14. HRH PRINCE PHILIP DUKE OF EDINBURGH MEMORIAL DONATION**

To consider whether the Town Council wishes to make a donation in lieu of flowers to one of the Duke of Edinburgh's charities (e.g. World Wildlife Fund, Duke of Edinburgh Award Scheme, The Conservation Volunteers, Variety, Lords Taverners).

**RECOMMENDATION**

To consider a donation.

**15. THE WEEK IN - COMMUNITY PAGE**

The Town Council has been offered space in The Week In as part of the pages set aside on a weekly basis for news submitted by Town and Parish Councils in the region. There is a rota in place so, dependent upon how many other Town and Parish Councils accept the offer, it would mean Keynsham would be featured two or three times per year. Members are reminded that staff time is required to prepare the articles and that owing to the current pressures on the senior officers, the timing of the first page may, of necessity, need to follow the appointment of new staff.

**RECOMMENDATION**

To consider whether to accept the offer of a Keynsham Town Council Community Page.

**16. RETURN TO FACE TO FACE MEETINGS**

The cessation of the Coronavirus Regulations on May 7<sup>th</sup> means it will no longer be lawful for Town and Parish Councils to hold virtual meetings. A report is presented on options available to the Council from 7<sup>th</sup> May in respect of returning to face to face meetings after national lockdown ends on 21st June and interim arrangements for Committees.

**RECOMMENDATION**

To consider the report.

**17. SCHEDULE OF DELEGATION**

The Schedule of Delegation approved at the Town Council of March 2020 in advance of lockdown is amended to account for arrangements to permit Cttee business to be discussed remotely during May and, (if legislation is not forthcoming), at any future times where a risk assessment might indicate a face to face meeting is not appropriate at that time.

**RECOMMENDATION**

To consider the amended Scheme of Delegation.

**18. ST JOHN'S SCHOOL ASSOCIATION GRANT AWARD 2020-2021**

The Association have indicated they wish the Council to reconsider its decision at the March meeting not to award a grant for £1000 for last financial year. A letter is expected in due course for circulation/consideration.

RECOMMENDATION:  
To consider the request.

**MONTHLY FINANCE**

**19. SCHEDULE OF INVOICES DUE FOR PAYMENT Month 1 (April) to follow**

The schedule of invoices for payment will follow as it is important all invoices that need to be accrued against last year's accounts/budget at year end have been received and registered on this month's schedule.

RECOMMENDATION:  
That the Schedule of Invoices be approved for payment.

**20. FINANCE MONTHLY REPORTS (attached)**

- a. Schedule of Expenditure - Month 12 (March)
- b. Bank Reconciliation - Month 12 (March)
- c. Petty Cash Expenditure - Month 12 (March) (no transactions this month)
- d. Journals - Month 12 (March)
- e. Budget Monitoring Report - Month 12 (March)  
*N.B. This report is only a draft at this stage due to the year end accounts being prepared by the Accountants on 13 May 2021. The final version will be attached to the agenda for the Town Council's meeting on 22 June 2021.*
- f. Youth Finances - Month 12 (March)

RECOMMENDATION:  
To approve the above reports and that the DRAFT Budget Monitoring Report for Month 12 be received and noted.

**21. DELEGATED ACTIONS SINCE LAST MEETING**

To be reported at the meeting.

RECOMMENDATION:  
To ratify delegated actions.

**22. UPDATE ON YOUTH SERVICE**

None.

**23. CORRESPONDENCE ITEMS (REDACTED)**

- a) High Street and Station Rd Junction

RECOMMENDATION:  
To note any circulated or attached correspondence.

## 24. DATE OF NEXT MEETING

### RECOMMENDATION:

To note that the date for the Town Council's next meeting, which is the Annual Meeting of the Town Council, is **Wednesday 5<sup>th</sup> May 2021** at 7.30pm to meet remotely by Zoom.