



Dr Cheryl Scott – Town Clerk  
15-17 Temple Street,  
Keynsham, Bristol BS31 1HF  
Telephone: Nos: 0117 986 8683/07904 161097  
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 SPACE, MARKET WALK, KEYNSHAM** on **TUESDAY 22<sup>ND</sup> JUNE 2021** commencing at **7.30pm**.

Signed on 15<sup>th</sup> June 2021

By Dr Cheryl Scott, Town Clerk and Responsible Financial Officer

**EMERGENCY EVACUATION PROCEDURE**

**If the continuous alarm sounds you must evacuate the building by one of the signed green running persons exits and proceed to the named assembly point.**

**Assembly point: Grassed area past St Cadoc House, Temple Street.**

**DO NOT USE THE LIFTS**

**COVID 19**

**THIS MEETING IS OPEN TO THE PUBLIC. ATTENDEES WILL BE REQUESTED TO WEAR THE FACEMASKS PROVIDED, USE HAND SANITISER AND FOLLOW SOCIAL DISTANCING/ONE-WAY SYSTEM TO MINIMISE THE RISK OF TRANSMISSION**

**PLEASE DO NOT ATTEND IF YOU SHOW ANY SYMPTOMS OF COVID OR HAVE BEEN IN CONTACT WITH SOMEONE WHO HAS TESTED POSITIVE FOR COVID WITHIN THE LAST 7 DAYS OR HAVE A POSITIVE LATERAL FLOW TEST OR PCR TEST**

**ALL ATTENDEES ARE ENCOURAGED TO UNDERTAKE A LATERAL FLOW TEST UP TO 48 HOURS PRIOR TO THE MEETING**

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 22<sup>ND</sup> JUNE 2021

### 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



**RECOMMENDATION:**

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

**11. DELEGATED ACTIONS SINCE LAST MEETING (attached)**

In accordance with the Schedule of Delegation approved on 22<sup>nd</sup> April 2021, to ratify the delegated decisions taken by Senior Officers in consultation with Members as detailed below:

- a) Planning consultation responses (Deputy Town Clerk)
- b) Job descriptions for new staff (Town Clerk)
- c) Christmas Lights/Winter Festival (Deputy Town Clerk)
- d) List of recommendations drawn up for approval by Finance & Policy Cttee on 22<sup>nd</sup> June for immediate submission to this meeting of Town Council in connection with the Annual Return and Accounting Statements (Town Clerk)
- e) Grants to be awarded to Community Organisations for 2021/2022 (Deputy Town Clerk)
- f) CONFIDENTIAL - Item 33 (Deputy Town Clerk)

**RECOMMENDATION**

To ratify the delegated decisions taken by Senior Officers.

**12. SCHEDULE OF INVOICES DUE FOR PAYMENT APPROVED UNDER DELEGATED POWERS – MAY 2021 (MONTH 2) (attached)**

**RECOMMENDATION**

In accordance with the Schedule of Delegation approved on 22<sup>nd</sup> April 2021, to ratify the delegated decision to make the May scheduled payments taken by the Town Clerk in consultation with Members

**13. KEYNSHAM MEMORIAL PARK FOOTBRIDGE**

The lack of progress towards re-instating a footbridge in Memorial Park by B&NES is concerning residents.

**RECOMMENDATION**

To discuss whether the Town Council should implement a course of action to help resolve the matter with B&NES.

**14. UPDATE COVID RISK ASSESSMENT AND BUSINESS CONTINUITY PLAN (attached)**

Changes have been included to address the increasing transmission of the new Delta variant, the delay in lifting of final lockdown restrictions until 19<sup>th</sup> July, the introduction of the vaccination programme and the absence of any legislation to permit Council and Committee meetings to be conducted virtually.

RECOMMENDATION

To consider the recommendations in the report.

END OF YEAR ACCOUNTS AND ANNUAL RETURN SUBMISSION

The Finance & Policy Cttee will be meeting immediately before the Town Council meeting to approve a list of recommendations to Town Council which the Clerk has been delegated to draw up in consultation with members.

A) RISK MANAGEMENT, INTERNAL CONTROL AND ANNUAL GOVERNANCE STATEMENT

**The following items are considered in order to enable the Town Council to take a view on the Assertions it will be required to make on the Annual Return in Agenda Item 17.**

15. INTERNAL AUDITORS FINAL REPORT (2020/2021) AND COMPLETION OF ANNUAL RETURN INTERNAL AUDIT REPORT (attached)

The Internal Auditor has completed the year end audit and has signed the Annual Return report.

The recommendation concerning the adjustment of the asset register to include the mower purchased in March 2021 has been implemented by the RFO.

The IA has also observed the importance that the Town Council continues to stay focused on its intention to recruit a full-time Finance Officer.

RECOMMENDATION (subject to approval BY FINANCE COMMITTEE)

To approve the Internal Audit report and recommendation.

16. STATEMENT OF INTERNAL CONTROL

Following review of the statement, the Clerk recommended the Statement was signed by the Chair of Finance Cttee for submission to Town Council.

RECOMMENDATION (subject to approval BY FINANCE COMMITTEE)

That the Statement of Internal Control be approved and signed by the Chairman of Keynsham Town Council.

17. ANNUAL RETURN 2020/2021 – ANNUAL GOVERNANCE STATEMENT (attached)

The Town Council is required to INDIVIDUALLY approve the 8 Assertions of the Annual Governance Statement which is then signed by the Chairman and Town Clerk. JPAG Guidance provides details of what elements of the Town Council's activities need to be reviewed against each of the Assertions before approval can be given. Councillors are requested to review the statements with a view to a recommendation to Council on whether each assertion should be approved. Assertion 9 is not applicable to the Town Council.

RECOMMENDATION (subject to approval BY FINANCE COMMITTEE)

To individually approve Assertions 1-8.

**B) END OF YEAR ACCOUNTS AND ANNUAL RETURN ACCOUNTING STATEMENTS**

**18. 2021/2022 BUDGET WITH ACTUAL 2020/21 END OF YEAR FIGURES (attached)**

With the completion of year-end 2020/2021, the Council's approved 2021/2022 budget spreadsheets, together with actual year end figures for 2020/2021 and historic financial information, are circulated for noting and ongoing reference throughout the financial year.

**RECOMMENDATION (subject to approval BY FINANCE COMMITTEE)**

To note receipt.

**19. BUDGET MONITORING REPORT – YEAR END – MONTH 12 (attached)**

This is the final year end Budget Monitoring Report following the completion of year end procedures. To consider the report, noting surpluses and deficits with the following recommendations:

**RECOMMENDATIONS (subject to approval BY FINANCE COMMITTEE)**

- (i) To approve the Budget Monitoring Report.
- (ii) That the Town Council (via Planning & Development Cttee and Finance & Policy Cttee) must in future make every effort to monitor existing and proposed s106 agreements agreed between B&NES and developers for larger scale development in Keynsham, to ensure the Town Council is consulted and that the best outcomes for Keynsham are obtained from s106 contributions, including before new agreements are signed.

**20. MOVEMENT TO AND FROM GENERAL & EARMARKED RESERVES (attached)**

In accordance with the decisions of the Town Council throughout 2020/2021, the report shows movement to and from general and ear-marked reserves in respect of surpluses and transfers.

**RECOMMENDATIONS (subject to approval BY FINANCE COMMITTEE)**

- (i) To approve the closing balance of earmarked and general reserves as at 31st March 2021 including transfer of surpluses.
- (ii) To note the proposed list of drawdowns to support the current year's expenditure as approved by the Town Council in January 2021.
- (iii) That the preliminary work required to progress the possible office move be expedited as soon as is practically possible in order to be considered at the September Finance & Policy Meeting

**21. ANNUAL BANK RECONCILIATION (attached)**

The Annual Bank Reconciliation is attached for discussion. Individual bank statements and reconciliations for the various accounts throughout the year are available for inspection by appointment with the office.

**RECOMMENDATIONS (subject to approval BY FINANCE COMMITTEE)**

To approve the Annual Bank Reconciliation for submission to the External Auditor.

22. **STATUTORY BALANCE SHEET– 2020/2021** (attached)  
The Responsible Financial Officer has submitted the Balance sheet for the year ended 31<sup>st</sup> March 2021 for submission with the Annual Return

RECOMMENDATIONS (subject to approval BY FINANCE COMMITTEE)

To approve the Balance Sheet 2020/2021 for signing by the Chairman of the Town Council and submission to the External Auditor.

23. **STATUTORY INCOME/EXPENDITURE STATEMENT 2020/2021** (attached)  
The Statutory Income and Expenditure statement is submitted by the Responsible Financial Officer for consideration prior to publication on the website.

RECOMMENDATIONS (subject to approval BY FINANCE COMMITTEE)

To approve the statement for publication and submission to the External Auditor.

24. **ANNUAL RETURN 2020/2021 – ACCOUNTING STATEMENTS** (attached)  
The completed Accounting Statements (Part 2 of the Annual Return) is submitted by the Responsible Financial Officer for consideration prior to submission to the External Auditor.

RECOMMENDATIONS (subject to approval BY FINANCE COMMITTEE)

To approve the Accounting Statements for 2020/2021 to be signed by the Chairman of the Town Council at the Town Council meeting.

25. **ANNUAL RETURN 2020/2021– ACCOMPANYING SCHEDULES** (attached)  
The Town Council is required to complete accompanying schedules when submitting the Annual Return. In addition, the Town Council has to submit the Notice of Public Rights with correct dates.

RECOMMENDATIONS (subject to approval BY FINANCE COMMITTEE)

- (i) To approve the Schedule of Significant Variations.
- (ii) To approve the Bank Reconciliation with reference to Box 8.
- (iii) To approve the Reserves Reconciliation with reference to Boxes 7 and 8.
- (iii) To approve the Notice of Public Rights and accompanying s26/27 explanation for submission with the Annual Return.

26. **ANNUAL RETURN 2020/2021– INTERMEDIATE LEVEL REVIEW** (attached)  
As the Town Council's total gross income or expenditure is greater than £200,000 then it automatically meets the requirements for an intermediate level review and the following additional information in support of one of the assertions must accompany the Annual Return

- Evidence that the authority is registered as an employer with HMRC

JPAG (2020) s 5.48-5.54 refers in respect of the Council's obligations re employment.

RECOMMENDATIONS (subject to approval BY FINANCE COMMITTEE)

To approve the material to be submitted.

## OTHER BUSINESS

### 27. SCHEDULE OF INVOICES DUE FOR PAYMENT– JUNE 2021 (MONTH 3) (attached)

RECOMMENDATION:

That the Schedule of Invoices be approved for payment.

### 28. FINANCE MONTHLY REPORTS

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

RECOMMENDATION:

To defer the above reports for consideration at the July meeting.

### 29. UPDATE ON YOUTH SERVICE

None.

### 30. CORRESPONDENCE ITEMS (REDACTED)

- a) High Street Disabled Parking.

RECOMMENDATION:

To note any circulated or attached correspondence.

### 31. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the date for the Town Council's next meeting is **Thursday 22<sup>nd</sup> July 2021** at 7.30pm in The Space, Market Walk, Keynsham.

### 32. EXCLUSION OF PRESS AND PUBLIC

RECOMMENDATION:

In accordance with Standing Order 3(d) to RESOLVE 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 33 to progress staffing issues.

### 33. LETTER FROM TOWN CLERK

- (i) To ratify a response to a letter received from the Town Clerk.
- (ii) To approve any recommendations from Personnel Cttee meeting of 9<sup>th</sup> June 2021.
- (iii) To ratify any further delegated decisions.
- (iv) To make any further decisions as required.