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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 **WEDNESDAY 28<sup>TH</sup> JULY 2021** commencing at **7.30pm**.

Signed on 21<sup>st</sup> July 2021

By Dawn Drury, Acting Town Clerk

**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 28<sup>TH</sup> JULY 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

## 5. RECORD OF PREVIOUS MEETINGS

### RECOMMENDATION:

That the minutes of the Town Council meeting held on Wednesday 5<sup>th</sup> May and Tuesday 22<sup>nd</sup> June 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. KEYNSHAM MUSIC FESTIVAL PLANS 2021

Mike May to give an update on Keynsham Music Festival 2021 plans.

### RECOMMENDATION:

To receive and note the update from Mike May, Keynsham Music Festival and action any agreed items.

## 9. KEYNSHAM ALLOTMENTS

Annie Stewart and Sue Mansfield, members of Keynsham Allotment Association, to provide an update. Sue Mansfield to give a presentation.

### RECOMMENDATION:

To receive and note the presentation from Keynsham Allotment Association and action any agreed items.

## 10. KEYNSHAMNOW

### RECOMMENDATION:

To receive and note the report from KeynshamNow.

## 11. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

RECOMMENDATION:  
To receive and note reports.

## 12. MINUTES OF COMMITTEE MEETINGS AND NOTES OF CONSULTATIONS (previously circulated)

<u>Committee</u>	<u>Date 2021</u>	<u>Status</u>
Personnel	29 <sup>th</sup> June 2021	Notes
Planning Committee	21 <sup>st</sup> June 2021	APPROVED
Planning Committee	12 <sup>th</sup> July 2021	Minutes to be approved
E & S Committee	25 <sup>th</sup> May 2021	Notes
Grants Committee	16 <sup>th</sup> June	Notes
Finance & Policy Committee	22 <sup>nd</sup> June 2021	APPROVED
Finance & Policy Committee	22 July 2021	Notes
EATH Committee	7 <sup>th</sup> July 2021	Notes

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.

## 13. DELEGATED ACTIONS SINCE LAST MEETING

### (i) GRANT AWARD – BRISTOL BASEBALL CLUB

After consulting with the members of the Town Council Grants Committee a decision (under delegated powers) has been made to award Bristol Baseball Club a grant of £750.00 towards the Baseball Centre of Excellence Project.

RECOMMENDATION

To ratify the award of £750.00 to Bristol Baseball Club.

### (ii) RENEWAL OF THE PHOTOCOPIER LEASE (5 YEAR TERM)

The Finance and Policy Committee in consultation with Acting Town Clerk considered quotes from three companies in respect of a five-year renewal lease of the office photocopier and a delegated decision was made to accept company A's quote of 18,643 mono pages @ £0.00019 and 25,044 colour pages @ £0.019, free booklet (staple, hole punch, saddle sticker finisher) - up to 64 pages – V fold and quarterly service cost totaling £839.30 per quarter. Annual saving of £1,805.36

RECOMMENDATION

To ratify the delegated decision.

### (iii) GROUNDS MAINTENANCE POSTS

Interviews to be arranged, as soon as possible. Advertise through Indeed and for a shorter period. Cllr Simmons, Grounds Maintenance Supervisor and Acting Town

Clerk to short list. Cllr Wait, Grounds Maintenance Supervisor and Acting Town Clerk to interview. Closing date and interviews dates to be arranged.

**RECOMMENDATION**

To ratify the delegated decision.

**N.B Interviews have now taken place and 2 new appointments made to the Grounds Maintenance Team.**

**(iv) KEYNSHAM WINTER FESTIVAL 2021**

After consulting with the members of the Town Council EATH Committee a decision (under delegated powers) has been made that the Deputy Town Clerk investigate holding a Christmas Market on Market Walk and late night shopping event as a scaled back Winter Festival. The Deputy Town Clerk to contact Somerset Farmers Market to ascertain if they will lead on this.

**RECOMMENDATION**

To note the above information.

**14. GOOD CITIZEN AWARD 2020/2021 (attached)**

Despite promotion on several of the Good Citizen Award 2020/2021 on numerous occasions including in two editions of the Keynsham News and extending the deadline for submissions the Town Council has only received one nomination in the Category of Good Citizen of the Year (over 25).

**RECOMMENDATION:**

To consider and approve the Good Citizen of the Year (over 25).

**15. FINANCE AND POLICY COMMITTEE DECISIONS FROM MEETING 28<sup>TH</sup> JULY 2021**

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

Subject to approval by the Finance Committee earlier, the Town Council to approve the following recommendations.

**RECOMMENDATIONS TO TOWN COUNCIL**

**To approve the order of items to be actioned on as follows: -**

**a) Update on Office Disruption/Insurance Claim**

**RECOMMENDATION**

To approve Acting Town Clerk to source all related paperwork and finalise the insurance claim.

b) **Previous Employee Insurance Claim**

RECOMMENDATION

To approve Acting Town Clerk to source all related paperwork and liaise with Town Council insurers in respect of the same.

c) **Annual CIL Statement 2020/2021 for Publication (attached)**

RECOMMENDATION

The Annual CIL Statement to be approved at the Finance and Policy Committee meeting on 28<sup>th</sup> July and verified and signed off by the Chair of Council at the 28<sup>th</sup> July Town Council meeting.

d) **Asset Register and Insurance Review**

RECOMMENDATION

To approve Acting Town Clerk to gather necessary information to be presented at a future Finance and Policy consultation/meeting – Insurance expires 26<sup>th</sup> August 2021 (review 3<sup>rd</sup> August 2021)

e) **Annual Health & Safety Audit Report**

RECOMMENDATION

To approve Acting Town Clerk to present the Annual Health and Safety Audit Report at the Finance and Policy consultation/meeting on 7<sup>th</sup> September 2021.

f) **Capital Projects Review**

RECOMMENDATION

To undertake a Capital Projects Review at the Finance and Policy consultation/meeting on 7<sup>th</sup> September 2021.

To progress the possible relocation of the Town Council office. Appoint necessary professionals and apply for Public Works Loan.

To note tour (on Dial-A-Ride bus) for Councillors to view Council building assets to be arranged after 19<sup>th</sup> July 2021. Priority order of capital projects (Cemetery Chapel and grounds, Manor Road Pavilion and Burnett Lock Up) to be reviewed at an Extra Ordinary Finance and Policy consultation (in August date to be confirmed).

g) **Annual Risk Assessment**

RECOMMENDATION

To approve Acting Town Clerk to gather necessary information to be presented at Finance and Policy consultation/meeting on 5<sup>th</sup> October 2021.

h) **3 Year Financial Projections**

RECOMMENDATION

To approve Acting Town Clerk to gather necessary information to be presented at Finance and Policy consultation/meeting on 9<sup>th</sup> November 2021.

i) **Interim Internal Audit Review**

RECOMMENDATION

To approve Acting Town Clerk to gather necessary information to be presented at Finance and Policy consultation/meeting on 9<sup>th</sup> November 2021.

j) **Draft Budget**

RECOMMENDATION

To approve Acting Town Clerk to gather necessary information to be presented at Finance and Policy consultation/meeting on 8<sup>th</sup> December 2021.

k) **Teviot Road and S106**

RECOMMENDATION

To approve Acting Town Clerk to gather necessary information for a report to be considered at a future Finance and Policy consultation/meeting (date to be confirmed).

l) **Review of Standing Orders**

RECOMMENDATION

To approve that Standing Orders and Financial Regulations to be reviewed at meeting on 11<sup>th</sup> January 2022 for presentation at the Town Council meeting on 22<sup>nd</sup> January 2022.

16. **HYGGE PARK AND S106 AGREEMENTS (attached)**

RECOMMENDATION:

Documents for information only.

17. **ABILITY SWING INSTALLATION – KELSTON PARK**

The new Ability swing has now been installed at Kelston Park, giving wheelchair users the opportunity to use a piece of equipment without the need for being lifted from their wheelchair. However, this swing requires the use of a radar key to unlock the swing and the use of harness straps to secure the wheelchair in position whilst the swing is in operation. Neither the radar key or harness can be left on site. This raises the issue of finding a close by facility, that is open from first thing in the morning until late evening, every day of the week that can hold onto and sign out/collect in the key and harness.

RECOMMENDATION:

The Town Council consider possible solutions to resolve the issue.

18. **SCHEDULE OF INVOICES DUE FOR PAYMENT APPROVED UNDER DELEGATED POWERS – JULY 2021 (MONTH 4) (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 July scheduled payments taken by the Acting Town Clerk in consultation with Members.

19. FINANCE MONTHLY REPORTS (to follow)
- a. Schedule of Expenditure - Months 1, 2 & 3 (April/May/June)
  - b. Bank Reconciliation - Months 1, 2 & 3 (April/May/June)
  - c. Petty Cash Expenditure - Months 1, 2 & 3 (April/May/June)
  - d. Budget Monitoring Report - Months 1, 2 & 3 (April/May/June)
  - e. Youth Finances - Months 1, 2 & 3 (April/May/June)

RECOMMENDATION:

To consider the above financial reports.

20. UPDATE ON YOUTH SERVICE

None.

21. CORRESPONDENCE ITEMS (REDACTED)

- a) Bilbie Green – anti social behaviour.

RECOMMENDATION

To receive, note and decided on any course of action

- b) Update on Holmoak Play Area – Email correspondence received from Surrey Hills Solicitors on Friday 9<sup>th</sup> July informing the Town Council that they are still awaiting an amended plan from Osbourne Clarke Solicitors so that the register can be amended and reflect the transfers of land. Surrey Hills have again chased for the amended plan.

RECOMMENDATION:

To receive and note the correspondence.

- c) Planning Application - 21/00419/EFUL – Resourceful Earth  
To consider email correspondence from POKE dated 15<sup>th</sup> July 2021 in respect of planning application 21/00419/EFUL – Resourceful Earth.

RECOMMENDATION:

To receive and note the correspondence.

22. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the date for the Town Council's next meeting is **Tuesday 21<sup>st</sup> September 2021 at 7.30pm** in The Space, Market Walk, Keynsham.