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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 19TH OCTOBER 2021 commencing at 7.30pm.

Signed on 12th October 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 19TH OCTOBER 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 16th 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 Tuesday 21st September 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

RECOMMENDATION:

To receive and note reports.

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

<u>Committee</u>	<u>Date 2021</u>	<u>Status</u>
Planning Committee	13 th September 2021	APPROVED
EATH Committee	1 st September 2021	Notes
EATH Committee	6 th October 2021	Notes (to follow)

E & S Committee	18 th September 2021	Notes (to follow)
Finance & Policy Committee	11 th October 2021	Notes
Finance & Policy Committee	21st September 2021	APPROVED

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. FINANCE AND POLICY COMMITTEE DECISIONS FROM MEETING 19th October 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.

A. CAPITAL PROJECTS COMMITTEE

RECOMMENDATION

- (i) That the Capitals Projects Committee be reinstated.
- (ii) That the Committee include the Chair and Vice Chair of Council, the Chair of Planning or Vice Chair, the Chair of Finance and Policy Committee and five other members
- (iii) That the quorum for this meeting be four.

B. CAPITAL PROJECTS UPDATE

Verbal and written updates were given in respect of as follows:

- (i) Keynsham Chapel and Cemetery (**Reports (short & long) and quinquennial survey letter attached**)

Information was provided in respect of archaeological findings in the past, possible future discoveries, maintenance works necessary at the chapel and cemetery grounds, including repairs to the spire, chapel wall and collapsed walls.

RECOMMENDATIONS

- a) To send out letters for tender in respect of the Cemetery Quinquennial Survey which is overdue (four companies have been selected).
- b) That the submitted Quinquennial Surveys be presented to the new Capital Projects Committee for review and decision on the company to be selected and decision on next steps.

- c) That an electronic plan of the Cemetery be produced with an overlay detailing all architectural areas of significance.

- (ii) Sec. 106 Allotments matters **(Report attached)**

RECOMMENDATION

To receive and note the information (as per a verbal report) in respect of the Sec. 106 funding for the existing Park Road Allotment site.

- (iii) Manor Road Pavilion

RECOMMENDATION

To receive and note information (as per a verbal report) on matters relating to Manor Road Pavilion.

- (iv) **ARREARS OF MANOR ROAD HIRE CHARGES BY REAL SAINT GEORGE**

RECOMMENDATION

That the debt be left to run for the time being as it would not be cost effective to pursue the debt through the courts. Town Council staff will continue to monitor debt and chase should any more information come to light regarding the team.

- (v) **KEYNSHAM CULTURAL PROGRAMME COORDINATOR**

RECOMMENDATION

To note the appointment of a Keynsham Cultural Programme Coordinator (part-time 15 hours – Salary £24,982 pro rata). Option to work additional hours until March 2022. Position to be funded through HSHAZ Cultural funding. The appointed person to be on the Town Council payroll and pay and on costs to be claimed back from B&NES on a quarterly basis.

- (vi) **FINANCIAL RISKS AND RESERVES POLICY REVIEW (report attached)**

RECOMMENDATION

As part of the Corporate Governance review timetable, to undertake the Annual Review of the Financial Risks and Reserves Policy.

RECOMMENDATION:

To receive and note.

- (vii) **HEDGE WORKS AT KEYNSHAM CEMETERY (quotes attached)**

RECOMMENDATION

That Quote 2 be selected and the Contractor appoint to undertake vegetation clearance from the collapsed wall between Keynsham Cemetery and Broadlands Playing Fields.

(viii) **TOWN COUNCIL BINS (report attached)**

RECOMMENDATION

- a. That 3 bins be purchased during the financial year 2021/2022, one from each of the following budgets: -

Litter and dog waste bin budget
Cemetery general maintenance budget
Recreation grounds maintenance budget

- b. That the metal bin be chosen at a cost of £474.56 plus VAT together with ground fixing bolts at £27.79 plus VAT.
- c. That £2,000 be put in the 2022/2023 litter and dog waste bin budget.

(ix) **TOWN COUNCIL OFFICE ADDITIONAL SOCKETS & NEW HEATING (quotes attached)**

RECOMMENDATION

- a. That new double sockets in various locations be installed at a cost of £720.00 plus VAT.
- b. That option 3 be selected to replace all the office night storage heaters (these are not working) with energy efficient panel heaters permanently on with thermostatic control. Modification of the current consumer unit and installation of additional units as 3.0kw are no longer available and will need to be replaced with 2.0kw units. Full works costed at £2963.73 plus VAT (materials £1963.73, labour £675.00 and waste disposal £325.00).

(x) **STAFF SALARY REVIEW**

RECOMMENDATION

To receive a verbal update on the staff salary review.

(xi) **ELLIS WHITTAM ANNUAL LEGAL EXPENSES INSURANCE POLICY REVIEW DECLARATION**

RECOMMENDATION

To note that the Ellis Whittam annual legal expenses insurance policy review declaration has been undertaken and the next renewable date will be on 30th November 2022.

(xii) **CIL FUNDING APPLICATIONS**

In the Winter Edition of the Keynsham News 2020 we asked members of our community to fill in application forms giving suggestions for possible projects that could be funded with CIL funding and £10,000 was allocated in 2020/2021 to fund such projects. There were two completed applications received. However, due to COVID it was agreed to carry these applications forward to 2021/2022. A further £10,000 has been allocation for CIL ideas 2021/2022 and a further article will go in the Keynsham News Winter Edition.

RECOMMENDED

To receive and note the information in respect of CIL Funding ideas.

(xiii) **TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 21ST SEPTEMBER 2021**

RECOMMENDED

To receive and note the following delegated decisions:

- a) 50% upfront payment of Mant Leisure invoice for replacement pyramid space net £2635.72 plus VAT.
- b) Upfront payment to LGRC for staff salary reviews £500.00 plus VAT.
- c) 2 no. Stihl KM111R Kombi Engine Strimmers (£362.50 each), 2 no. Stihl FS.KM Trimmers (£120.83) each) and 1 no. Stihl carbon extension pole 1m (£70.83).

(xiv) **TRANSITION KEYNSHAM REQUEST FOR FUNDING FOR EQUIPMENT**

Following removal of equipment from the Tennis Hut in Keynsham Memorial Park, Transition Keynsham have been storing their gardening tools and other equipment in a locked cabinet in the grounds of the vegetable patch. Unfortunately, this was recently

broken. No items were stolen as Keynsham Town Council youth staff discovered the theft in progress.

In view of the above Transition Keynsham have asked if they should purchase a much better-quality storage box for the vegetable plot that is more robust and secure in the region of £250.00 and whether they could purchase this now retrospectively against a grant application for 2022/2023. They do have the money in the bank, but if they pay for the box, they will not be able to pay for their Public Liability insurance next May.

In respect of this, our auditor has commented that it depends on the Town Council Grant Policy as to whether they can have a sum now, which will be deducted from any grant award next year. Unless policy prohibits this, she does not see any reason why Council should not do this, but it is a matter for the Council to decide as it is outside of the normal process of grant giving.

RECOMMENDED

- (i) That a decision is made to make a retrospective grant award.
- (ii) If so, to decide whether funds should come from outstanding grant monies in the budget for 2021/2022 (£1202.96 remaining) or General Power of Competence funds.

(xv) **CHRISTMAS TREE – ST. JOHN’S CHURCH (quotes to follow)**

RECOMMENDED

To consider quotes and make a decision on the supplier for the 2021 Christmas Tree.

12. RURAL MARKET TOWN GROUP MEMBERSHIP

RECOMMENDATION

- (a) To decide whether to join as a Council and pay the annual membership fee of £120.00
- (b) Dependent on a) nominate a representative to this outside body.

13. INCORRECT STREET SIGNAGE SOMERDALE ESTATE (report attached)

RECOMMENDATION

To receive and note a report on the above.

14. SCHEDULE OF INVOICES DUE FOR PAYMENT APPROVED UNDER DELEGATED POWERS – October (MONTH 7) (attached)

RECOMMENDATION

In accordance with the Schedule of Delegation approved on 22nd April 2021, to ratify the delegated decision to make the August scheduled payments taken by the Acting Town Clerk in consultation with Members.

15. FINANCE MONTHLY REPORTS (to follow)

- a. Schedule of Expenditure - Month 6 (September)
- b. Bank Reconciliation - Month 6 (September)
- c. Petty Cash Expenditure - Month 6 (September)
- d. Budget Monitoring Report - Month 6 (September)
- e. Youth Finances - Month 6 (September)

n.b. Budget Monitoring reports will be circulated to Town Council quarterly after the September report as agreed by Finance Committee and Town Council at their September meetings.

RECOMMENDATION:

To approve the above financial reports.

16. PUBLIC SECTOR DEPOSIT FUND (CCLA)

The Public sector deposit fund (CCLA) account mandate form requires amendment to remove Dr C Scott (previous Clerk) and add Dawn Drury (Acting Town Clerk) and update of Councillor signatory information.

RECOMMENDATION:

That the bank mandate form is signed at this meeting by Councillors C Fricker and B Simmons together with Dawn Drury Acting to Clerk and the action be minuted.

17. NATIONAL EMPLOYERS' FINAL PAY OFFER (attached)

RECOMMENDATION:

To receive and note report (for information only)

18. UPDATE ON YOUTH SERVICE

To receive a verbal update.

19. CORRESPONDENCE ITEMS (REDACTED)

- (i) Email dated 27th September 2021 in respect of illegal parking on Chandag Road.

RECOMMENDATION:

To consider the correspondence above.

- (ii) Letter dated 20th September 2021 in respect of the bridge requiring repair Keynsham Memorial Park

RECOMMENDATION:

To consider the correspondence above.

- (iii) Email from David Hockney – Keynsham Bowling Club dated 1st October 2021 in respect of the Club’s lease In Keynsham Memorial Park

RECOMMENDATION:

To receive and note that above correspondence

20. RESIGNATION OF COUNCILLOR

RECOMMENDATION

To note that Councillor Alex Ross tendered his resignation (on 10th October 2021) from Keynsham Town Council and a Notice of Vacancy has been published and displayed.

21. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the date for the Town Council’s next meeting is **Tuesday 23rd November 2021 at 7.30pm** in The Space, Market Walk, Keynsham.

22. 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. Items 24 – 25 to progress sensitive issues.

23. CAPITAL PROJECTS UPDATE

Keynsham Town Council Office

- a) To receive and note information (as per a verbal report) on matters relating to Keynsham Town Council office.
- b) To note that necessary tender documentation (as verbally described) has been prepared and will be distributed following ratification at the Town Council meeting.

That this matter be considered under Exclusion of Press and Public at the meeting of the Finance and Policy Committee and the Town Council on 19th October 2021 due to sensitive information.

24. RENT ARREARS – KEYNSHAM TOWN COUNCIL OFFICE

RECOMMENDATION

- a. To receive and note the information verbally provided.
- b. That this matter be considered under Exclusion of Press and Public at the meeting of the Finance and Policy Committee and the Town Council on 19th October 2021 due to sensitive information.

25. ASHTON WAY TOILETS (Confidential report attached)

RECOMMENDATION

To receive and consider the confidential report.