



Dawn Drury – Acting Town Clerk  
15-17 Temple Street,  
Keynsham, Bristol BS31 1HF  
Telephone: Nos: 0117 986 8683/07904 161097  
E-mail: [deputytownclerk@keynsham-tc.gov.uk](mailto:deputytownclerk@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 21<sup>st</sup> SEPTEMBER 2021 commencing at 7.30pm.

Signed on 15<sup>th</sup> September 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 21<sup>st</sup> SEPTEMBER 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 28<sup>th</sup> July 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. THE PADDOCK (speakers on this item hence early in the agenda)**

To note that under Questions on Notice by member at the Town Council minutes of 17<sup>th</sup> February 2015 - item 286

The following question was asked by Councillor T Crouch:

*'Do you think it would be a good idea to ask for the Town Council to be represented on the group discussing the future of the piece of land known as The Paddock?'*

It was suggested that the Chair be the representative on this group.

RESOLVED:

That it is requested that the Chair of the Town Council is a representative on the Group discussing the future of The Paddock, Keynsham.

The Chair at this time was Councillor Clive Fricker.

The matter of The Paddock, onward use and ownership needs to be considered, Mr B Davis and Mr R Dyson have requested to speak in respect of this matter. (Report attached).

RECOMMENDED:

That the Town Council receive the report and a verbal presentation from the above speakers and consider and decide on the action to be taken in respect of this matter.

## 10. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

RECOMMENDATION:

To receive and note reports.

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

<u>Committee</u>	<u>Date 2021</u>	<u>Status</u>
Planning Committee	2 <sup>nd</sup> August 2021	APPROVED
Planning Committee	23 <sup>rd</sup> August 2021	APPROVED
E & S Committee	27 <sup>th</sup> July 2021	Notes
Finance & Policy Committee	28 <sup>th</sup> July 2021	APPROVED
Finance & Policy Committee	14 <sup>th</sup> September	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.

## 12. DELEGATED ACTIONS SINCE LAST MEETING

RECOMMENDED

To approve the following delegated decisions:

- a) Grounds Maintenance uniform budget - over expenditure – verbal report.
- b) Purchase of 5 Grounds Maintenance light weight Gortex jackets – £330.45 plus VAT (£66.09 each).

- c) Purchase of 1 Subzero SZPA-PIOX battery powered portable PA system with Bluetooth for events and Bandstand use - monies from Bandstand budget - cost £365.40 plus VAT.
- d) PCAA – authorisation to use PCAA subscriptions for additional funding towards Inquiry expert fee (see email dated 9<sup>th</sup> August 2021 on page 5).
- e) Town Council insurance renewal 26<sup>th</sup> August 2021 – 25<sup>th</sup> August 2022 – payment of insurance invoices as per August Schedule of payments.
- f) Purchase of one Toro self-propelled lawn mower at a cost of £549.00.

### **13. FINANCE AND POLICY COMMITTEE DECISIONS FROM MEETING 21<sup>st</sup> September 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. Annual Health & Safety Audit Report**

RECOMMENDATION

To receive and note information in respect of the Annual Health & Safety Audit report (copy attached).

#### **B. Annual Risk Management Review**

RECOMMENDATION

To receive and note information in respect of the Annual Risk Management Review (copy attached)

#### **C. Internal Audit Review**

RECOMMENDATION

To receive and note that Bridget C Bowen (Chartered Accountant) will carry out the Internal Audits of the Council (Interim and Final Audits) for the next 3 financial years. Internal Audits have been booked in for 12 November 2021 and 11 February and 7 June 2022.

#### **D. Asset Register and Insurance Review**

RECOMMENDATION

To receive and note information on the asset register and insurance review of 3<sup>rd</sup> August and insurance premiums for 2021/2022 (explanation attached in briefing note).

**E. Section 106 agreement – Land to South of Bath Road – Hygge Development**

**RECOMMENDATION**

To receive and note that in respect of the Section 106 agreement (Land to South of Bath Road – Hygge Development)

- A) The sum of £14,000 has been allocated as a bus infrastructure contribution – funding (i) towards enhancing existing telemetrics in bus stops in Keynsham (ii) indexed linked to RPI. Telemetrics are only associated with bus stops on main A4 routes and central town bus stops under B&NES responsibility. The Town Council’s bus stops located on estate routes are not equipped with telemetrics.
- B) The sum of £128,959 (payable at point when 150 residential units are due to be occupied) – funding towards maintenance and improvement of Teviot Road open space area.

**F. Capital Projects Review**

**RECOMMENDATION**

To receive and note that following Councillor site visits to Manor Road and the Cemetery that:

Manor Road Pavilion

- A) A contractor is visiting to quote for refurbishment of this facility on 15<sup>th</sup> September.
- B) A plumber is attending to fit the new valve to the water system on 17<sup>th</sup> September.

The Cemetery

- A) A meeting is to be arranged with Simon Cartlidge to assess the repairs that are required.
- B) Invites for tender for the Quinquennial Survey are being prepared.
- C) If any repairs are considered urgent quotes will be sought in advance of the Quinquennial Survey.
- D) If need be, pre-application advice will be sought from Adrian Neilson (B&NES Senior Conservation Officer).

Visit to Burnett lock up and the play areas will be arranged in due course.

**G. Budget Monitoring – Presentation of Reports**

**RECOMMENDATION**

To decide if Budget Monitoring Reports should be presented to Town Council on a monthly basis or quarterly to Finance Committee and Town Council.

Schedules of Expenditure, Petty Cash and Bank Reconciliations will continue to be presented to Town Council on a monthly basis.

## H. Staff Salary Review

### RECOMMENDATION

A) To note the following

- a. That evaluations of pay scales was undertaken back in 2011 and the fee that was paid for this service in January 2011 was £2131.53 plus VAT.
- b. The previous Clerk sought a quote in April 2021 to evaluate all job roles against the new NJC spinal points system introduced in 2019. This company A quoted £2625 plus VAT (the quote was valid for 60 days).
- c. The Acting Town Clerk has sought a quote from company B to conduct a pay scale review and produce a report for Council using the current job descriptions, approved by Personnel, for existing staff and new appointments – fee £900 plus VAT and expenses.

Additional services

Assist the Council to produce an implementation plan – To include conducting and documenting an individual consultation meeting with any member of staff who will potentially seeing a downward revision of their pay scale. Until the evaluation is undertaken it will not be known if any revisions will be proposed – fee £250 plus £60 per meeting plus VAT and expenses.

The consultancy will be undertaken over a 2 – 4 week period. The new salary figures to be made available by the end of October 2021 ready for the November Town Council meetings when salaries will be agreed for the 2022/2023 budget.

B) To decide, if to appoint company B to undertake the review of salaries.

## I. Quotes for replacement space net – Keynsham Memorial Park – Upper play area.

The space net in the Upper Memorial Park is frayed and damaged beyond repair.

### RECOMMENDATION

- a) To decide whether to remove and not replace the space net.
- b) If a decision is made to replace the space net to consider the following quotes:

Three companies have been asked to quote and to date only two have quoted despite the third visiting the site last week.

Quotes received are as follows: -

Company A

A partially used net taken down shortly after installation and never re-hung. In very good condition and manufactured by the company of the existing damaged net.

Replacement equipment £3214.29 plus VAT

Heras fencing and welfare for installation £85.71 plus VAT

Removal of old net & replacement of re-purposed net £1000 plus VAT

Materials and equipment hire – Telehandler & replacement shackles and cover  
£971.43 plus VAT

Total £5271.43 plus VAT

Company B

Replacement net only no installation which will need to be organised and paid for in addition to the purchase cost.

Total £6099 plus VAT and transportation costs.

**14. MEMORIAL SERVICE FOR TONY CROUCH (DATE TO BE FINALISED – END OF OCTOBER)**

RECOMMENDATION

To select a representative to say a few words at a Memorial Service for Tony Crouch. Councillors to give an initial indication as to whether they would wish to attend this service (date to be confirmed – end of October).

**15. CONCLUSION OF EXTERNAL AUDIT & PUBLICATION OF AUDITED ACCOUNTS**

The External Auditor Report and Certificate for 2020-2021 has been received from PKF accountants and

**“no matters have come to their attention giving concern that relevant legislation and regulatory requirements have not been met.**

**No other matters have been drawn to this Council’s attention.”**

RECOMMENDATION



To receive the External Auditor's Report and APPROVE the Audited Accounts for publication as legally required by 30 September 2021.

**16. WEST OF ENGLAND BUS SERVICE IMPROVEMENT PLAN (LETTER ATTACHED)**

RECOMMENDATION

That a representative of Keynsham Town Council be elected to the West of England Bus Service Improvement Plan Forum.

**17. KEYNSHAM MEMORIAL BRIDGE**

RECOMMENDATION:

To receive and note a briefing document dated August 2021.

**18. SCHEDULE OF INVOICES DUE FOR PAYMENT APPROVED UNDER DELEGATED POWERS – August 2021 (MONTH 5) & September 2021 (MONTH 6) (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.

**19. FINANCE MONTHLY REPORTS (to follow)**

- a. Schedule of Expenditure - Months 4 & 5 (July/August)
- b. Bank Reconciliation - Months 4 & 5 (July/August)
- c. Petty Cash Expenditure - Months 4 & 5 (July/August)
- d. Budget Monitoring Report - Months 4 & 5 (July/August)
- e. Youth Finances - Months 4 & 5 (No transactons)

RECOMMENDATION:

To consider the above financial reports.

**20. UPDATE ON YOUTH SERVICE**

To note that the Youth Service has begun Outreach work this month to promote the re-opening of TimeOut for sessions in October 2021.

**21. CORRESPONDENCE ITEMS (REDACTED)**

- a) Lighting issue on Somerdale estate

RECOMMENDATION:

To receive and consider the correspondence.

b) Preparation for Remembrance 2021

RBLI provides stable, permanent employment for veterans and those with disabilities. As part of their employment, their veterans produce the **Tommy**; a symbolic military figure that has become a nationally recognised symbol of Remembrance and military support (see report for full details).

RECOMMENDED

That the Town Council decide whether to buy a Tommy and if so, the location for display (suggested locations Keynsham Cemetery or within the grounds of one of our local churches).

**22. DATE OF NEXT MEETING**

RECOMMENDATION:

To note that the date for the Town Council's next meeting is **Tuesday 19<sup>th</sup> October 2021 at 7.30pm** in The Space, Market Walk, Keynsham.