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To All Members of the Finance & Policy Committee: Cllrs Dave Biddleston, Clive Fricker, Andy Halliday, Hal MacFie, Andy McGuinness (Chairman), Brian Simmons and Jonathan Wallcroft

Dear Councillor

## REMOTE CONSULTATION – MONDAY 11<sup>th</sup> OCTOBER 2021 6.30PM

In accordance with the Schedule of Delegation approved by Town Council on April 22<sup>nd</sup> 2021 the Town Clerk/Deputy Town Clerk is required to exercise delegated power (in consultation with the members of the Committee) to make decisions on the following items:

Items 1 – 10

You are therefore invited to a consultation with the Acting Town Clerk on Monday 11<sup>th</sup> October 2021 at 6.30 pm

Join the consultation.

<https://us02web.zoom.us/j/83335923382?pwd=aWhLZkF2TUNWWVk2Y1pPcnMyMnBQdz09>

Meeting ID: **833 3592 3382**

Passcode: **047810**

Signed on 6<sup>th</sup> October 2021.

A handwritten signature in black ink, appearing to be "Dawn", written over a circular scribble.

By Dawn Drury (Acting Town Clerk)

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### 1. CAPITAL PROJECTS COMMITTEE

The Capital Projects Committee was created by the Town Council in its September 2017 meeting. The agenda for its one and only meeting of 5<sup>th</sup> December 2017 lists Councillors, one of which must be the Chair and Vice Chair of the Council, and Chair of Planning and Chair of Internal Audit and Policy and five other members.

The agenda says the quorum for a meeting is four.

The minutes of the 5<sup>th</sup> December 2017 meeting lists six Councillors present: Cllrs K Baker, D Brassington, T Crouch, R Elcome, C Fricker and B Simmons.

There are no apologies for absence in the minutes.

It is suggested that this Committee be resurrected as this would be the way of addressing any relocation of the Town Council office, the Chapel and Cemetery works, and the allotment work by December 2021 and any other S106 matters that need consideration for future budget and decision making on allocation of funds.

## **2. CAPTIAL PROJECTS UPDATE (Report distributed in advance)**

To receive an update on Capital Projects from Alan Jenner and the Acting Town Clerk.

- (i) Keynsham Chapel and Cemetery (appended report pages 4 - 5)
- (ii) Sec. 106 Allotment matters (appended report pages 4 - 5)
- (iii) Manor Road Pavilion (verbal update)
- (iv) Keynsham Town Council office (verbal update)

## **3. RENT ARREARS KEYNSHAM TOWN COUNCIL OFFICE**

To receive an update in respect of the rent arrears – Keynsham Town Council office.

## **4. ARREARS OF MANOR ROAD HIRE CHARGES BY REAL SAINT GEORGE**

To receive an update in respect of this matter (verbal report).

## **5. KEYNSHAM CULTURAL PROGRAMME COORDINATOR**

To note the appointment of a Keynsham Cultural Programme Coordinator Part-time 15 hours per week until March 2024 – 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.

## **6. FINANCIAL RISKS AND RESERVES POLICY REVIEW (report to follow)**

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

RECOMMENDATION:  
To consider the above.

**7. HEDGEWORKS AT KEYNSHAM CEMETERY (quotes attached).**

To consider quotes for vegetation clearance of the collapsed wall between Keynsham Cemetery and Broadlands playing fields. Please note that these quotes are for vegetation clearance only and not for the wall repair.

**8. TOWN COUNCIL BINS (report attached)**

To consider the report in respect of the condition of the Town Council bins and to decide on a budget for expenditure on bins for 2022.

**9. TOWN COUNCIL OFFICE HEATING (Quote attached)**

To received information in respect of the Town Council office heating system.

**10. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 21<sup>ST</sup> SEPTEMBER 2021**

- (i) Purchase of 1 no. Toro Lawnmower & plus turf £467.79 plus VAT.
- (ii) 50% upfront payment of Mant Leisure invoice for replacement pyramid space net £2635.72 plus VAT.
- (iii) Upfront payment to LGRC for staff salary reviews £500.00 plus VAT.

**11. DATE OF NEXT MEETING**

To note that the date and time of the next meeting of the Committee is Tuesday 19<sup>th</sup> October 2021 at 7.00 p.m. in The Space. (Before Town Council meeting).

**REPORT ON THE CURRENT POSITION ON CAPITAL PROJECTS –  
FINANCE AND POLICY COMMITTEE CONSULTATION ON  
MONDAY 11<sup>TH</sup> OCTOBER 2021**

**Agenda Item 2**

**(i) The Chapel and the Cemetery.**

All archaeological reports obtained by the Council since 1997 have been reviewed and reference made to them in the invitation to three architects to tender for the latest quinquennial. Some of the work needs a survey possibly by an engineer on collapse to listed wall in the cemetery. There is also a request for a scaled plan to be prepared mapping the location of known archaeology which was divided into four zones of importance by Avon Archaeological Unit in 1998. Zone A is of National Importance and is the area partly excavated by Bath and Camerton Archaeological Society (BACS) in 2015. Their findings of a separate building confirmed that theory put by AAU in 1998 from their findings.

BACS are recommending delisting the historic cemetery boundary wall and its removal. This would be in Zone A and B of AAU with a mix of national and regional Important Archaeology.

I consider that Council needs expert opinion from the Architect, after an engineer has produced a report supervised by him, to establish that a sensible approach has been adhered to to justify KTC demolishing a listed wall.

Council will want to consider whether such a step is better achieved as part of a wider, grant funded project, possibly occurring when the Cemetery is no longer in active use in about eight years' time. If Council concludes that it is appropriate it would be a matter of repair to the collapse without damaging archaeology underneath.

I have sought guidance also on if the record keeping by the Council needs further attention as Historic England recommend a more involved record of data, photos and documents for a Historic Building in need of repair.

I will report to Council with the tender responses for approval of retention of an architect and probably an engineer and then work can begin.

In view of a timeline therefore, I would expect repairs to the Spire of the Chapel to happen first albeit it will require scaffolding. Unless there is investigation of archaeological issues for the East Chapel cracking then repairs for the rest of the Chapel could be completed over the winter and spring. The boundary wall will need to be timed for its repair to agree with the

school and when this was last looked at, it was considered work in April or May of a year is an optimum time. **(Long report also distributed and Quinquennial Survey letter).**

## **Agenda Item 2**

### **(ii) The Section 106 funds for the Allotments in Park Road.**

BANES will permit drawdown of the £19,650 of the section 106 funds when we send the estimates for the work being carried out. I have met the Allotment Association and await their quotes for further work to improve the water supply and installation of CCTV to improve site security. I am also obtaining quotes from contractors to repair the boundaries which are the responsibility of the Town Council.

There is an ongoing dialogue with BANES over their responsibility for trees outside the boundary of the allotments.

The Lease for the allotments has expired and we are holding over. If the Council agree I will discuss with Mr Paget the terms of the renewal and then recommend instructing lawyers to create the new lease.