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

Dear Councillor

You are summoned to attend a **MEETING OF FINANCE AND POLICY COMMITTEE** to be held in **THE SPACE, MARKET WALK, KEYNSHAM** on **TUESDAY 19th OCTOBER 2021** commencing at **7.00PM**.

Signed on 13th 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)).

FINANCE & POLICY COMMITTEE 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 interests) prior to the item (s) being discussed, that Members may only become aware of during the meeting itself and to receive any disclosures of decisions as per item 7 of Keynsham Town Council's Dispensations Policy and Procedure Guide.

4. RECORD OF PREVIOUS MEETINGS

RECOMMENDATION:

- (i) That the Minutes of the Finance Cttee meeting held on 21st September 2021 (previously circulated) be confirmed as a true record and signed by the Chairman.

5. 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.

6. APPROVAL OF RECOMMENDATIONS TO TOWN COUNCIL

To approve the following list of recommendations drawn up by the Acting Town Clerk under delegated powers to be made to the Town Council meeting immediately following this Finance & Policy Cttee meeting.

7. 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.

8. CAPITAL PROJECTS UPDATE

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

- (i) Keynsham Chapel and Cemetery (**appended short report page 9, longer report 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 (**appended report page 10**)

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.

9. 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.

10. 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.

11. 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.

12. 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.

13. TOWN COUNCIL BINS (report attached)

RECOMMENDATION

- (i) 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

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

14. TOWN COUNCIL OFFICE ADDITIONAL SOCKETS & NEW HEATING (quotes attached)

RECOMMENDATION

- (i) That new double sockets in various locations be installed at a cost of £720.00 plus VAT.
- (ii) 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).

15. STAFF SALARY REVIEW

RECOMMENDATION

To receive a verbal update on the staff salary review.

16. 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.

17. 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.

18. 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).

19. 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.

20. CHRISTMAS TREE – ST. JOHN’S CHURCH (to be presented at the meeting)

RECOMMENDED

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

21. CHANGE OF DATE OF NEXT VIRTUAL CONSULTATION

RECOMMENDED

That the date of the next virtual consultation of the Finance and Policy Committee be changed from Tuesday 16th November to Monday 15th November 2021 at 6.00 pm.

22. DATE OF THE NEXT MEETING

RECOMMENDATION

That the next meeting of the Finance & Policy Committee will be Tuesday 23 November 2021 at 7.00 p.m.

23. 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.

24. 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 verbal 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.

25. RENT ARREARS – KEYNSHAM TOWN COUNCIL OFFICE

RECOMMENDATION

- (i) To receive and note the information verbally provided.
- (ii) 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.

**REPORT ON THE CURRENT POSITION ON CAPITAL PROJECTS –
FINANCE AND POLICY MEETING ON
MONDAY 19TH 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 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.