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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 23<sup>RD</sup> NOVEMBER 2021 commencing at 7.30pm.

Signed on 16<sup>th</sup> November 2021

A handwritten signature in black ink, appearing to read "Dawn", enclosed in a simple black oval scribble.

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**

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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 23<sup>RD</sup> NOVEMBER 2021

### 1. APOLOGIES FOR ABSENCE

RECOMMENDED:

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.

RECOMMENDED:

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.

RECOMMENDED:

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.

RECOMMENDED:

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**

RECOMMENDED:

That the minutes of the Town Council meeting held on Tuesday 19<sup>th</sup> October 2021 (previously circulated) be confirmed as a true record and signed by the Chairman.

## **6. CHAIRMAN'S ANNOUNCEMENTS**

RECOMMENDED:

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**

RECOMMENDED:

To receive and note the report from KeynshamNow.

## **9. ALLOTMENT ASSOCIATION QUARTERLY UPDATE AND SEC. 106 FUNDING INFORMATION.**

RECOMMENDED:

To receive a verbal report from the Allotment Association and information in respect of the Sec.106 funding application process from Alan Jenner.

## **10. FOX AND HOUNDS NATURE RESERVE – COMMUNITY ASSET TRANSFER (Update report (1) and report of on obtaining a community asset transfer (2) (to follow)**

RECOMMENDED:

- (i) To receive and note the attached report. Margaret Maxwell will be present to answer questions in respect of FAHLAG
- (ii) To decide whether to request that the Fox and Hounds Nature Reserve be transferred as community Asset to the Town Council. On costs of maintenance and insurance need to be considered.

## 11. DRAFT BUDGET – COMMUNITY ORGANISATION REQUESTS 2022-2023

To hear presentations from members of KMFA Limited and Keynsham In Bloom in support of their applications.

RECOMMENDED:

To note the amounts requested

- (i) KMFA Ltd - £25,000
- (ii) Keynsham & District Dial-A-Ride - £3,500
- (iii) KeynshamNow - £1,200
- (iv) Keynsham in Bloom - £4,000

RECOMMENDED:

To note the recommendations from the Finance and Policy Committee on 15<sup>th</sup> November 2021.

- (i) KMFA Ltd – To note that there was no surplus from the 2021/2022 Music Festival to be returned to Keynsham Town Council. Finance and Policy resolved that the decision in respect of this funding be deferred to full Council.
- (ii) Keynsham & District Dial-A-Ride - **£3,500**
- (iii) KeynshamNow - **£1,100** – To note that there are £625 left in the budget for financial year 2021/22 and any surplus will be moved to earmarked reserves for KeynshamNow in 2022/2023
- (iv) Keynsham in Bloom - **£4,000**

RECOMMENDED:

- (i) To consider and approve the 2022/23 budgets for the Community Organisations.
- (ii) That any surplus for KeynshamNow at the end of this financial year be transferred to the Earmarked Reserve for KeynshamNow.

## 12. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

RECOMMENDED:

To receive and note any reports.

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

<u>Committee</u>	<u>Date 2021</u>	<u>Status</u>
Planning Committee	4 <sup>th</sup> October 2021	APPROVED
Finance & Policy Committee	11 <sup>th</sup> October 2021	Notes
Finance & Policy Committee	19 <sup>th</sup> October 2021	APPROVED
Finance & Policy Committee	15 <sup>th</sup> November 2021	DRAFT
EATH	10 <sup>th</sup> November 2021	NOTES

RECOMMENDED:

- (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.

## 14. CHRISTMAS LIGHTS

The contract of Keynsham Town Council's Christmas lights that is currently with Blachere is coming to an end in January 2022. B&NES is currently negotiating a contract with another contractor for Christmas lighting provision going forward.

The display '*Keynsham Town Council wishes everyone a Merry Christmas*', that goes above Iceland and the Choir Boy motif, technically belong to Keynsham Town Council as they were ordered directly from Blachere some years ago. These items are currently stored throughout the year by Blachere, at their facilities in the Cotswold.

In respect of the above B&NES Council need to know whether at the end of the contract, the Town Council wants to retain ownership of these light displays when they come down in January? If the Town Council took ownership of the displays, storage of them same would need to be sought. Even with the Merry Christmas display being made up to of two separate pieces we do not have any current Town Council facilities large enough to store the same.

RECOMMENDED:

That the Town Council decide whether to take ownership of the two Christmas light displays and if so, come up with options for storage of the same.

## 15. RETURN TO FACE TO FACE MEETINGS (REPORT ATTACHED)

RECOMMENDED:

- (i) To receive and note the report
- (ii) To decide on how meetings should be held going forward.

## 16. DRAFT COMMUNITY ENGAGEMENT STRATEGY (ATTACHED)

The EATH Committee were tasked with reviewing and updating the Town Council's Community Engagement Strategy which was last reviewed and adopted on 15<sup>th</sup> October 2013.

RECOMMENDED:

To receive and approve the attached draft Community Engagement Strategy.

## 17. INTERNAL AUDIT REVIEW REPORT

RECOMMENDED:

To note that an internal audit review was undertaken by our auditor on Friday 12<sup>th</sup> November 2021. The report will be presented to Council at a future meeting.

## 18. FINANCE AND POLICY COMMITTEE DECISIONS FROM MEETING 15<sup>th</sup> November 2021

The Finance & Policy Cttee met on 15<sup>th</sup> November 2021 and the following recommendations were made:

### a) GRANTS BUDGET 2022/20323

RECOMMENDED:

To approve the grant funding budgets for 2022/23 as recommended by Finance and Policy Committee.

- (i) Budget recommended for GENERAL COMMUNITY GRANTS to be disbursed by Grants Committee in 2022/2023 (£22,000 in 2021/2022) **£22,000**.
- (ii) Budget recommended for Environmental Grants to be disbursed by Grants Committee in 2022/23 (£10,000 in 2021/2022) **£10,000**.

b) **BUDGET ITEMS 2022/2023**

RECOMMENDED:

To approve the funding budgets for 2022/23 recommended by the EATH Committee on 8<sup>th</sup> November 2021 and Finance and Policy Committee on 15<sup>th</sup> November 2021.

Litter/dog bins for 2022/23 - **£2,500**

New Code – Platinum Jubilee Event – June 2022 - **£10,000.**

4114 - Winter Festival – (2021/22 - £9000) - **2022/23 £9,000**

4112 - Bandstand Events – (2021/22 - £7500) - **2022/23 £8,000**

4127 - New Events General – (2021/22 - £2500) - **2022/23 £2,500**

4101 - Christmas Lights – (2021/22 £6000) - **2022/23 £7,000**

4113 - Community Networking Event – (2021/22 - £150) -**2022/23 £150**

4108 - Arts General (including arts newsletter) – (2021/22 - £3500) - **2022/23 £3,500**

4048 Keynsham News 4 editions – **2022/23 £10,000** increase due to significant increase in residential and business properties in postcode areas BS31 1 and BS31 - 2 deliveries by Royal Mail

4107 Tourism – (2021/22 - £2500) - **2022/23 £2,500**

4754 Mosaics (coming from CIL) – (2021/22 - £2500) - **2022/23 £2,500.**

4103 - Business Forum – (2021/22 - £1500) - **2022/23 £1,500.**

4115 - GWR display posters (Restricted GWR Earmarked reserves) (2021/22 - £1,000) - **2022/23 £1,000.**

Remembrance Parade (new to Town Council – needs own budget) – Costs approximately £750 (tech support for event (sound and possible lighting) – **2022/23 £1,000**

c) **TRAINING AND DEVELOPMENT BUDGET**

RECOMMENDED:

To approve

(i) That the draft Grounds maintenance training budget for 2022/2023 be **£5200**

(i) That the draft Staff and Councillor training budget for 2022/2023 be **£6000**.

#### d) CAPITAL PROJECTS REVIEW

RECOMMENDED :

That Town Council approve and confirm the Capital Projects budget for 2022/2023, and note that on 6<sup>th</sup> October 2020, Capital Projects Review 2021 Part 2 was undertaken and timetabling and budgets for capital projects were resolved for (3 years) 2021/2024 as follows:

##### 2022/2023

Project no	Description	Amount to put in budget
20	Burnett Lease	<b>£10,000</b>
1	Cemetery walls	<b>£10,000 (CIL)</b>
2	Cemetery railings	<b>£10,000 (CIL)</b>
11	Existing Allotments	<b>£20,305</b> (s106 from B&NES) – to be claimed. Note the figure in the 2021/2022 budget is shown as £19,160.
19	Office premises	<b>£600,000</b> PWL repayment
33	Tree planting	<b>£2,000</b>
22	High Street Shop Front	<b>£40,000 (CIL)</b>
13	Cemetery records digitisation	<b>£3,000 (Plus £new EMR £2500)</b>
21	Timeline	<b>£14,346</b> from EMR
32	Manor Rd NEW Pavilion	<b>£10,000</b>

Feasibility study N.B. subject to asset transfer being agreed.

(ii) That the following contributions to EMR should be allocated in the draft budget as follows:

327	Cemetery Driveway	<b>£5,000</b>
335	Cemetery Chapel	<b>£5,000</b>
338	Bandstand Roof	<b>£2,000</b>
343	Cemetery Extension	<b>£5,000</b>
344	Bus Shelters	<b>Revenue surplus only</b>
346	Play Areas	<b>£8,000</b>
347	Capital Equipment	<b>£3,000</b>
348	Noticeboards	<b>£3,000</b>
349	Bins and Benches	<b>Revenue surplus only</b>
353	New Vehicle	<b>£2,500</b>
354	Play Area Surfacing	<b>£3,000</b>
360	Office Move	<b>£10,000</b>
	Manor Rd	<b>£10,000</b>



Bus Service                      £2,500

RECOMMENDED:

To confirm that capital projects budget's still stand until 2024.

e) **PETTY CASH POLICY AND PROCEDURE (To follow)**

RECOMMENDED:

To receive and approve the attached Petty Cash Policy and Procedure document.

f) **COMPLETION OF AUDIT**

An Internal Audit review was undertaken by our Auditor on Friday 12<sup>th</sup> November 2021, the outcome of the review will be presented at a future Town Council meeting.

RECOMMENDED:

To note.

g) **ANNUAL CIL STATEMENT 2020 - 2021**

RECOMMENDED:

To note that the Annual CIL Statement 2020 – 2021 approved and signed at the Town Council meeting on 28<sup>th</sup> July 2021 has been published on the Town Council website.

h) **SUBSCRIPTIONS 2022/2023 (Attached)**

A list of subscriptions proposed for 2022-2023 is attached which includes both existing and new ones.

RECOMMENDATION:

To receive and approve subscriptions for 2022/2023.

l) **INVESTMENT REVIEW (Reports attached)**

RECOMMENDED:

That Town Council approve the following:

- (i) That the Keynsham Town Council Investment Strategy Review/Investment Position Statement (and supporting Share Class 4 Yield Summary) as stipulated by the Corporate Governance Review Timetable be received and noted.
- (ii) That once posts are filled for Senior Posts with the Town Council that matters relating to banking be looked into including:
  - (i) Banking with an alternative bank.
  - (ii) Amendments to the bank signatories.
  - (iii) Accounts for future investments.

19. **UPDATE ON MANOR ROAD PAVILION REFURBISHMENT**

To receive a verbal update from the Acting Town Clerk on the Asbestos Engineers report and next steps in respect of the refurbishment of Manor Road Pavilion.

20. **VAT PARTIAL EXEMPTION**

The VAT partial exemption for 2020/2021 has been carried out and the Council does not have a partial exemption problem for the last financial year.

The calculation will be kept on file in case HMRC need to see it.

RECOMMENDED

That the above information be noted.

21. **NEW BENCHES MANOR ROAD PLAYING FIELDS.**



It is intended that three new benches be purchased (to match the two benches installed in 2020) from Keynsham East Ward Councillor Initiative funding at a cost of £2730.00 plus vat. (cost per bench £845 including underground fixings, plus delivery of 3 no. £195.00).

RECOMMENDED:

- (i) To receive Auditor and ALCA advice in respect of additional funds required to support the project, over and above the Councillors Initiative Funding.
- (ii) To consider the purchase of the benches.
- (iii) To confirm installation and any ongoing maintenance be undertaken by Keynsham Town Council Grounds Maintenance Team.
- (iv) To confirm that the benches be added to the Town Council asset register and insurance policy.

## 22. **BRISTOL EAST FRINGE CYCLING AND WALKING GROUP CONTRIBUTION**

The Bristol East Fringe Cycling and Walking Group consists of representatives from a number of parish councils in South Glos, together with Keynsham and Saltford. The Chair of Town Council is a representative on this group. Parishes in this group include Oldland, Bitton, Hanham Abotts, Mangotsfield and Emerson's Green and possibly others. They have a few expenses like insurance and administration which is currently done by Oldland Common. Cllrs Greenfield and Wait have worked on the path from Keynsham to Willsbridge and so have taken advantage of insurance and have received minutes and agendas for this group. This group have asked for a contribution towards the running costs. A donation in the region of £300 and £500 would be considered adequate to generous.

RECOMMENDED:

To consider a donation to the Bristol East Fringe Cycling and Walking Group

## 23. **SCHEDULE OF INVOICES DUE FOR PAYMENT APPROVED UNDER DELEGATED POWERS – November (MONTH 8) (attached)**

RECOMMENDED:

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

Mant Leisure invoice dated 11.11.2021 £3162.85

To approve the schedule of invoices for payment.

## 24. **FINANCE MONTHLY REPORTS (to follow)**

- a. Schedule of Expenditure - Month 7 (October)
- b. Bank Reconciliation - Month 7 (October)
- c. Petty Cash Expenditure - Month 7 (October)
- d. Budget Monitoring Report - quarterly report to be provided in December.
- e. Youth Finances - Month 7 (October) – no transactions

RECOMMENDED:

To approve the above financial reports.

25. **CORRESPONDENCE ITEM (ATTACHED - REDACTED)**

**PARKING ON THE HIGH STREET**

RECOMMENDED:

To receive and note for information only.

26. **DATE OF NEXT MEETING**

RECOMMENDED:

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

27. **EXCLUSION OF PRESS AND PUBLIC**

RECOMMENDED:

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 28, 29, 30, 31 and 32 - to progress sensitive issues.

28. **SUMS DUE FROM 106 AGREEMENTS FOR YOUTH SERVICES (Report attached)**

RECOMMENDED:

To receive, note and decide on any course of action in respect of the confidential report.

29. **SECTION 106 AGREEMENT FUNDING (Report to follow)**

RECOMMENDED:

To receive information and verbal update in the respect of Sec. 106 funds for Keynsham.

30. **ASHTON WAY TOILETS**

RECOMMENDED:

- (i) That the report be received and noted.
- (ii) That a decision be made in respect of this agenda item

31. **MATTERS ARISING FROM PERSONNEL COMMITTEE – CONFIDENTIALITY  
IN RESPECT OF STAFFING MATTERS AND INSTRUCTIONS TO STAFF**

RECOMMENDED:

To note the following resolution made at Personnel Committee on 15<sup>th</sup> November 2021.

RESOLVED:

That confidential matters on personnel agendas must at all times remain confidential and should not be discussed outside a Personnel meeting before or after, by any Councillor.

Any breach of confidentiality will be put before the Monitoring Officer in the future.

RECOMMENDED:

That Town Council approve that no member of staff should be instructed by any Councillor(s) to undertake any task or project, on behalf of the Council. The only person(s) that have authority to do this is the Town Clerk or the staff member's line Manager.

32. **LGRC STAFF SALARY EVALUATIONS AND ANNUAL SALARY REVIEW  
(Confidential resolution from Personnel Committee meeting on 15<sup>th</sup>  
November 2021, to be circulated at the Town Council meeting).**