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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 18th JANUARY 2022 commencing at 7.30pm.

Signed on 11th January 2022

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 18th JANUARY 2022

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 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.

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 21st December 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. **REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

RECOMMENDED:

To receive and note any 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 December 2021	APPROVED
Finance & Policy Committee	21 st December 2021	DRAFT
E & S Committee	30 th November 2021	NOTES
EATH Committee	8 th December 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.*

11. **SCHEDULE OF MEETINGS 2022-2023 (attached)**

RECOMMENDED

That the Schedule of Meetings for 2022-2023 be received and approved.

12. **FINANCE AND POLICY COMMITTEE DECISIONS FROM MEETING 18TH JANUARY 2022**

The Finance & Policy Committee met on 18th January 2022 and the following recommendations (to be presented verbally by chair of Finance and Policy Committee) were made:

13. **TOWN COUNCIL BUDGET 2022-2023**

The Acting Town Clerk/RFO presented the draft budget in December. A full report accompanied the spreadsheets, and the Chairman went through the items in the report in turn.

(a) Changes to nominal codes and allocations to budget headings

These detailed changes proposed to the nominal codes in the accounts – essentially either moving a code to a different heading or splitting a general maintenance code into maintenance and minor works.

1058 – S106 Youth Funding – External
4008 – Assistant Town Clerk
4009 – Cultural consortium Engagement Officer
4011- Working from home
4016 – Office Locum
4065 – BACS errors
4093 – Training – **Councillors/Admin**
4099 - Mosaics
4114 – Community Video
4304 - Salaries Ground Maintenance 3
4305 - Salaries Ground Maintenance 4
4512 – Ground Maintenance Training
4609 – Bandstand Roof **repairs**
4714 – Bandstand Roof **Reserve**

- 4718 – Capital Equipment Reserve
- 4753 – Community Transport Reserve
- 4754 – CIL Mosaics
- 4803 – Pensions deficiency recovery

We will need to allocate additional codes for the new posts of Responsible Financial Officer, Business and Community Engagement officer, Youth Development Worker

RECOMMENDED

To note the above and receive recommendations at this meeting from the Finance and Policy Committee to approve the same.

(b) Forecast Expenditure 2021-2022

The forecast expenditure for this current financial year (£525,829) was approximately £84k less than budgeted (£609,941). The RFO on setting the budget forecast the expenditure as being approximately £260k less than the budgeted figure for 2020/21.

Once again COVID had impacted the current budget and provided a list of where savings have been made. A considerable amount was owing to freezing of recruitment so was a saving on salary costs.

RECOMMENDED

To note the above.

(c) Forecast Surplus and Transfers To and From EMR 2021/2022

Given the underspend on capital projects, not all of the EMR money (which includes CIL) has been spent, and the amount of funds to be transferred back to EMR at the end of this year was forecast as being some £183k as follows:

(a) Allocations budgeted for from revenue/CIL (red shaded boxes on spreadsheet)

CIL community projects (from general CIL)	£10,000
Play areas (from revenue)	£11,000
Bandstand Roof (from revenue)	£ 2,000
Cemetery extension (from revenue)	£ 5,000
Cemetery reserve (from revenue)	£ 5,000
Chapel reserve (from revenue)	£ 5,000
New Vehicle reserve (from revenue)	£ 2,500
Capital Equipment reserve	£ 3,000
TOTAL	£43,500

(b) **Transfer of year-end surpluses**

In addition, the following cost codes have been previously identified by Finance & Policy Cttee and will have surpluses transferred to EMR subject to final approval as follows: (yellow shaded boxes on spreadsheet)

Timeline	£14,436 (existing EMR)
Bandstand surplus	£ 3,425
Unspent but allocated CIL	£36,132
NDP	£41,976
Notice boards surplus	£ 3,000
Winter Festival	£ 2,750
Bins and benches	£ 1,706
Youth salaries	£18,958
Youth s106 (4118)	£ 6,300
Youth (4119)	£ 10,965
Keynsham Now	£ 550
TOTAL	£140.198

RECOMMENDATION

To note the above and receive recommendations at this meeting from the Finance and Policy Committee to approve the same.

(d) Proposed Budget 2022-2023

The Committee considered the spreadsheets and supporting information provided in the report. It was noted that the proposal was to increase the budgeted expenditure to £1,024,440 from last year's budget of £967,241 and that figures for the Town Council's budgeting process are skewed by the allocations for capital projects and the receipt/drawdown of restricted monies such as s106 and CIL towards significant capital expenditure. Removing the capital projects expenditure for both the current year and next year resulted in a proposed revenue expenditure increase of some £145k which was represented by the following:

Significant Variations on 2021/22 Budget		
Staffing costs Admin	67,750	Additional RFO, Assistant Clerk, Business & Community Engagement Officer
Staffing costs Youth	24,550	Ful Time Professional Youth Development Worker
<i>Increase in grants</i>	10,700	
NDP	27,500	Includes for contractor instead of member of staff
Additional Chapel minor works	9,000	

Establishment		6,000	Professional fees, Audit, Ellis Whittam, Insurance
Total additional expenditure		145,000	

RECOMMENDATION

To note the above and receive recommendations at this meeting from the Finance and Policy Committee to approve the same.

(e) Commitment from Revenue to Ear Marked Reserves (Previously approved).

The Cttee considered the following proposed commitments to Ear Marked reserves, which included for the additional £10k for Manor Rd and £2.5k for Community Transport. These commitments had already been approved by Town Council as part of the Capital Projects review.

EMR		Contribution from precept to be transferred in Mar 2022	EMR balance at Apr 2021
327	Cemetery driveway	£5,000	£55,103
335	Cemetery Chapel	£5,000	£53,630
338	Bandstand Roof	£2,000	£7,150
343	Cemetery Extension	£2000	£4000
344	Bus Shelters	Revenue surplus only	£2,966
346	Play Areas	£8,000	£31,894
347	Capital Equipment	£3,000	£9,528
348	Noticeboards	£3,000	£9,535
349	Bins and Benches	Revenue surplus only	£4,880
353	New Vehicle	£2,500	£5,000
354	Play Area Surfacing	£3,000	£11,957
	NEW CIL		
	COMMUNITY	10,000 (from CIL)	£10,000

RECOMMENDED:

To note that this has already been approved by Town Council as part of the Capital Projects Review.

(f) Public Works Loan

In 2020/21 the Town Council budgeted for Public Works Loan of £600,000 towards the acquisition and refurbishment of a specific building. This project has not progressed owing to COVID so the loan has not been required. It is intended, however, for the project to re-commence in the first quarter of this year with a valuation and survey.

A loan of £600k over 50 years if taken out in 2020 could have attracted an interest rate of 3.25%. resulting in annual repayments of £24,360.

Last year, the drop in interest rates meant that the Town Council could take out £750,000 over 50 years for a reduced interest rate of 1.94% and annual repayments of £23,500.

The interest rates have dropped further to 1.93% and annual repayments of just under £23,500.

The budget therefore included for a PWL of £750,000 to progress the asset purchase to provide alternative office and community facility accommodation.

RECOMMENDED:

That TOWN COUNCIL approve to include a PWL of £750k at 1.93% over 50 years in the budget

The Town Council should give serious consideration next year to the opportunity low interest rates currently present in respect of the option of further public works loan funding for other capital projects in its portfolio.

14. **BUDGET AND PRECEPT - INCLUDING EARMARKED RESERVES DRAW DOWN AND GENERAL RESERVES DRAW DOWN (Report)**

The Finance & Policy Cttee have considered the draft budget which is circulated together with their recommendations for consideration.

RECOMMENDED:

To approve the Town Council Budget for 2022-2023, including amendments and recommendations proposed by Finance & Policy Committee. In particular,

- a) The Precept (action – Precept form to be completed by Acting Town Clerk and submitted to B&NES before 1st February 2022)***
- b) Earmarked Reserves Drawdown***
- c) General Reserves***

15. **SCHEDULE OF INVOICES DUE FOR PAYMENT APPROVED UNDER DELEGATED POWERS – January (MONTH 10) (attached)**

RECOMMENDED:

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

16. FINANCE QUARTERLY BUDGET MONITORING REPORTS (To follow)

RECOMMENDED:

That the reports be received and noted.

17. FINANCE MONTHLY REPORTS

Monthly Bank Reconciliations of all cash books and supporting documents will be presented to the Finance and Policy Committee monthly for approval.

RECOMMENDED:

To note the above information.

18. ANNUAL RISK ASSESSMENT (Management) REVIEW 2022-2023 (TO FOLLOW)

RECOMMENDED:

To receive and note the Annual Risk Assessment Review 2022-2023 and recommendation from Finance and Policy Committee (to be presented verbally by Chair of Finance and Policy Committee) to approve the same.

19. OUTSOURCING PAYROLL – TERMS OF ENGAGEMENT – (TERMS AND REPORT ATTACHED)

RECOMMENDED:

To receive and note the Terms of Engagement and report on outsourcing payroll and recommendations (to be presented verbally by Chair of Finance and Policy Committee) from Finance and Policy Committee to approve the same.

20. 2021 CCLA SUSTAINABLE INVESTMENT OUTCOMES (REPORT AND LETTER ATTACHED)

RECOMMENDED:

To receive and note the letter and report.

21. RADIUS FUTURE FUEL CARD (INFORMATION ATTACHED – REPORT TO FOLLOW)

RECOMMENDED:

To receive and note the Radius Fuel Card information and report and recommendation from Finance and Policy Committee (to be presented verbally by Chair of Finance and Policy Committee) to approve the same.

22. TOWN COUNCIL ELECTRICITY SUPPLY

For information, the Town Council Electric supplier was Havenpower, but this company went out of business and the contract was taken over by Drax in October 2021. The contract with Drax comes to an end on 31st March 2022 and the latest date to provide written notice of termination to prevent the contract being automatically extended by 12 months is 1st March 2022. If the company do not receive it by then they will extend the contract by 12 months from the contract end date, but the Town Council can then exit with 30 days' notice.

Concerns are raised in respect of the excessive increase in electricity charges since the contract was taken over by Drax and with the current hike in gas and electric costs.

As an example, the charges for electricity (sum excl VAT) for the Town Council office and the Cemetery were as follows: -

Town Council office – Havenpower – November 2020 £90.31

Town Council office – Drax – November 2021 £268.26

Town Council office – Havenpower – December 2020 £96.94

Town Council office – Drax – December 2021 £430.71

Cemetery – Havenpower – November 2020 £91.98

Cemetery – Drax – November 2021 £104.48

Cemetery – Havenpower – December 2020 £112.46

Cemetery – Drax – December 2021 £124.98

It is reported in the news that bills could rise to 50% in April. The rise is coming because a price cap that limits how much energy providers can charge for variable rate deals will be reviewed - and rates will almost certainly rise. A recommendation from some money experts is to do nothing and fall onto an offer limited by the price cap.

In the past, the cheapest energy deals were normally fixed rate deals, not variable rate ones - which many consumers ended up on by default when their contract expired. But now energy prices have risen so much that almost everyone is better off ending up on their energy provider's variable rate deal, limited by the cap, rather than taking out new fixed rates.

RECOMMENDED:

To receive and note the above information and report and approve the recommendation of the Finance and Policy Committee (to be presented verbally by Chair of Finance and Policy Committee).

23. CORRESPONDENCE ITEM

- (i) LETTER TO J. REES-MOGG MP – TOWN & PARISH COUNCIL MEETINGS
(attached)

RECOMMENDED:

That the Town Council approve the letter to Jacob Rees-Mogg MP in respect of holding Town and Parish Council meetings virtually and the Acting Town Clerk send the same.

- (ii) ANOYMOUS LETTER REGARDING ANTI-SOCIAL BEHAVIOUR

RECOMMENDED:

That the Town Council receive and note the anonymous letter and decide on any course of action.

- (iii) ASHTON WAY TOILETS

RECOMMENDED

To receive and note the following information

An email has been received from B&NES Council informing the Town Council that they now have a robust plan to jointly cover the operating costs of the Ashton Way Toilets and they are able to finalise the request for internal capital to funding to undertake the required refurbishment works. Details of timescales for the proposal will be sent in due course.

24. DATE OF NEXT MEETING

RECOMMENDED:

To note that the date for the Town Council's next meeting is **Tuesday 22nd February 2022 at 7.30pm** in The Space, Market Walk, Keynsham.