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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 22nd FEBRUARY 2022 commencing at 7.30pm.

Signed on 15th February 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 22nd FEBRUARY 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 18th January 2022 (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.

10. **REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

RECOMMENDED:

To receive and note any reports.

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

<u>Committee</u>	<u>Date 2021</u>	<u>Status</u>
Planning Committee	10 th January 2022	APPROVED
Planning Committee	7 th February 2022	DRAFT
Finance & Policy Committee	11 th January 2022	NOTES
Finance & Policy Committee	21 st December 2021	APPROVED
Finance & Policy Committee	18 th January 2022	DRAFT
E & S Committee	25 th January 2022	NOTES
EATH Committee	9 th February 2022	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.*

12. **SCHEDULE OF INVOICES DUE FOR PAYMENT – February (MONTH 11)**
(attached)

RECOMMENDED:

That the attached Schedule of Invoices be approved for payment.

13. **FINANCE AND POLICY COMMITTEE DECISIONS FROM MEETING 22nd**
FEBRUARY 2022

The Finance & Policy Committee met on 22nd February 2022 and the following recommendations (to be presented verbally by chair of Finance and Policy Committee) were made:

14. **INTERNAL AUDITORS REPORT AND RECOMMENDATIONS (To Follow)**

To receive an update from the RFO and (if available) the report of the second interim audit from the Internal Auditors

RECOMMENDED:

To consider the report and recommendations of the Internal Auditors

15. **MICROSOFT OFFICE PLAN (REPORT ATTACHED)**

RECOMMENDED:

To consider the report and decide what course of action to taken in respect of the Town Council's Microsoft plan going forward.

16. CPRE DONATION (REPORT ATTACHED)

RECOMMENDED:

To receive the report and discuss.

17. KEYNSHAM ALLOTMENTS RENT REVIEW 2022

RECOMMENDED:

To receive and note the attached letter in respect of the rent review 2022- Park Road Allotments.

18. SECTION 106 ALLOTMENT MONIES.

RECOMMENDED:

To note the sum of £19,605.00 has been received in respect of Section 106 allotment funding.

19. PAYMENTS APPROVED UNDER DELEGATED POWERS – FEBRUARY 2022 (MONTH 11) (attached)

RECOMMENDED:

In accordance with the Schedule of Delegation approved on 22nd April 2021, to ratify the delegated decision made in advance of the February 2022 scheduled payments taken by the Acting Town Clerk in consultation with Members.

Bateman Skip Hire dated 09.02.2022 £312.00

20. THE PUBLIC SECTOR DEPOSIT FUND ("THE FUND"), A SUB-FUND OF CCLA PUBLIC SECTOR INVESTMENT FUND (LETTER ATTACHED)

RECOMMENDED:

To receive and note the contents of the letter.

21. RECRUITMENT OF TOWN CLERK POST

Minute 166 of the 8th of December 2021 Personnel Committee meeting laid out decisions for the interviewing panel and procedure for shortlisting.

The following points from a Personnel Committee Consultation on 1st February 2021 need to be ratified.

All queries, application forms, format of interview and paperwork will be handled directly by the Chair of Personnel Committee in consultation with Ellis Whittam, as required, and all the correspondence relating to the interview process and

appointment of the new Town Clerk will be managed by the Chair of the Personnel Committee, due to interest in the post by a member of staff.

RECOMMENDED:

That the above information be approved.

22. **DRAFT COUNCIL TAX LEAFLET 2022-2023 (attached)**

The draft Council Tax leaflet has been circulated for consideration prior to publishing on B&NES and Town Council websites.

RECOMMENDED:

To approve a final version of the 2022-2023 Council Tax Leaflet for publication.

23. **CIL EXPENDITURE 2021 – 2022 (COMMUNITY APPLICATIONS ATTACHED)**

RECOMMENDED:

To consider the applications submitted from community members and decide if any of the projects be taken forward and whether expenditure should be taken from the current financial year budget or the project(s) be carried forward to 2022/2023 financial year.

24. **DEFIBRILLATORS IN KEYNSHAM (ATTACHED)**

RECOMMENDED:

- (i) To receive and note the attached report
- (ii) To decide whether the Town Council should replace/purchase any defibrillators for the Town

25. **GUEST SPEAKER(S) FOR ANNUAL TOWN MEETING**

RECOMMENDED:

- (i) To decide if the Annual Town meeting is to be physical or virtual
- (ii) To suggest/consider speakers.

26. **GOOD CITIZEN NOMINATIONS (attached)**

RECOMMENDED

To consider and make a decision in respect of the Good Citizen Awards 2021-2022.

27. **QUEENS PLATINUM JUBLIEE – EVENT(S) BETWEEN 2ND & 5TH JUNE 2022 (Information attached)**

RECOMMENDED:

- (i) *To receive information on any public suggestions for events and decide on a possible event.*
- (ii) *To decide on a date for the event 2nd, 3rd, 4th or 5th June.*
- (iii) *To receive information on the Platinum Jubilee Beacon Trail (30th April – 12th June 2022) and decide whether to sign up to be part of the event*

28. CORRESPONDENCE ITEM

- (i) AIRPORT APPEAL – UPHELD (appeal documents attached)

RECOMMENDED:

To consider the documentation and decide on any response.

29. DATE OF NEXT MEETING

RECOMMENDED:

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

30. 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 32 & 34 - to progress sensitive issues.

31. OFFICE MOVE (REPORT ATTACHED)

RECOMMENDED;

To receive and note the confidential report

32. B&NES RECEIPT AND PAYMENTS OF CIL (REPORT ATTACHED)

RECOMMENDED:

- (i) *To receive and note the confidential report.*
- (ii) *To consider the recommendations within the report.*
- (iii)

33. CEMETERY COMPLAINT – GRAVE SPACE (report attached)

RECOMMENDED:

- (i) *To note the report*
- (ii) *To decide on a response to the complainant.*

(iii) To decide if the Cemetery Rules and Regulations should be updated to reflect any decision.