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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 MARCH 2022 commencing at 7.30pm.

Signed on 15th March 2022

By Dawn Drury, 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 MARCH 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 22nd February 2022 (previously circulated) be confirmed as a true record and signed by the Chairman.

6. **POST OF TOWN CLERK**

Following the interviews for the post of Town Clerk held on 24 February 2022.

RECOMMENDED:

To approve the appointment of Dawn Drury as Clerk to Keynsham Town Council as of 25th February 2022

7. **CHAIRMAN'S ANNOUNCEMENTS**

RECOMMENDED:

The Chair will report back on activities, events and meetings attended or taken part in since the last Council meeting.

8. **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.

9. **KEYNSHAMNOW**

RECOMMENDED:

To receive and note the report from KeynshamNow.

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 2022</u>	<u>Status</u>
Grants Committee	2 nd March 2022	NOTES
Personnel Committee	3 rd March 2022	DRAFT
Planning Committee	7 th March 2022	APPROVED
Finance & Policy Committee	8 th March 2022	NOTES
EATH Committee	9 th March 2022	NOTES
Capital Projects Committee	10 th March 2022	DRAFT

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 – March (MONTH 12)**
(attached)

RECOMMENDED:

That the attached Schedule of Invoices be approved for payment.

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

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

14. **KEYNSHAM TOWN COUNCIL INVESTMENT OPTIONS (REPORT ATTACHED)**

RECOMMENDED:

(i) *To receive and note the report.*

(ii) *To make decisions, as necessary regarding the report.*

15. **ENERGY AUDIT BY UTILITY AID (REPORT ATTACHED)**

RECOMMENDED:

(i) *To receive and note the report.*

(ii) *To make decisions, as necessary regarding the report.*

16. 2022-2023 FEES AND CHARGES (ATTACHED)

- a) Cemetery Fees
- b) Manor Road Football Fees
- c) Photocopying Fees

RECOMMENDATIONS:

- (i) *To receive and note the fees and charges as proposed for the Cemetery, Manor Road and Photocopying.*
- (ii) *To make decisions, as necessary regarding the fees and charges and approve the same.*

17. CHAIN OF OFFICE – PLATINUM JUBILEE COMMEMORATION CHAIN LINK (letter attached)

RECOMMENDATION:

To decide if Town Council wish to purchase a Platinum Jubilee Commemoration chain link for the chain of office.

18. AVON PENSION FUND – STATEMENT

RECOMMENDATION:

To receive and note the Statement from Avon Pension Fund.

19. PAYMENTS APPROVED UNDER DELEGATED POWERS – MARCH 2022 (MONTH 12)

RECOMMENDED:

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

<i>Heartsafe</i>	<i>Replacement defibrillator</i>	<i>07.03.2022</i>	<i>£1170.00</i>
<i>HMRC</i>	<i>Tax and NI</i>	<i>07.03.2022</i>	<i>£6245.11</i>

20. DEFIBRILLATOR WORKING PARTY TERMS OF REFERENCE

As per Town Council decision of 22nd February 2022 in respect of setting up a working group to review defibrillator provision in Keynsham, the Terms of Reference need to be approved.

RECOMMENDED:

- (i) *To approve the Terms of Reference.*

21. DRAFT ANNUAL REPORT 2021-2022 (attached)

RECOMMENDED:

To approve the Draft Annual Report 2021-2022 for publication and to be presented at the 2022 Annual Town Meeting on Thursday 21st April 2022 at 7.30pm in The Space.

22. REVIEW OF CEMETERY RULES AND REGULATIONS

RECOMMENDED:

- (i) To receive the Cemetery Rules and Regulations with amendments.*
- (ii) To approve the same.*

23. YOUTH SERVICE REPORT (attached)

RECOMMENDED:

To receive and note the report.

24. USE OF TIMEOUT MUSIC STUDIO

A request has been received from Youth Connect South West to use the Town Council music studio equipment in the TimeOut building with young people during day time hours. They currently have a young person in Keynsham who is wanting to use the facility. Their qualified Sound Engineer, Flash will be on site with him along with one of their Youth Leaders. The sessions will be on a 1-2-1 basis. They have also offered to put on some sessions for other young people associated with our TimeOut Youth Service that are not in school. All of the equipment belongs to the Town Council and is on the asset register and covered by our insurance. The Town Clerk has requested that our Youth Staff undertake a full stocktake of the equipment, with photos, so that we know the current condition of each piece. If a decision is made to permit the use of this equipment, an agreement would be drawn up making Youth Connect South West responsible for any repairs to damaged equipment and for replacement of any lost equipment.

RECOMMENDED:

That the Town Council consider the above information and make a decision in respect of the same.

25. UPDATE ON ASHTON WAY TOILETS

A contract variation to include this site in B&NES Council service contract with Healthmatic has been issued. B&NES Council are now in the process of agreeing the required programme of works and timeline, with a view to opening by the end of April.

An on-going service arrangement between the Town Council and B&NES Council is being drawn up and the Town Clerk and B&NES officer are working on this.

RECOMMENDED:

- (i) *To receive and note the information in respect of the Ashton Way toilets project.*

26. **CONSULTATION ON LOCATIONS FOR NEW MOVING TRAFFIC ENFORCEMENT POWERS**

RECOMMENDED:

- (i) *To receive and note the report.*
- (ii) *To answer the consultation questions.*

27. **CIL EXPENDITURE 2021 – 2022 - COMMUNITY APPLICATIONS**

RECOMMENDED:

To nominate a Councillor to attend a meeting with the Town Clerk in respect of an application from a member of the community for CIL funding to repair a wall in Dapps Hill.

28. **CORRESPONDENCE ITEM**

- (i) **FUTURA LEARNING PARTNERSHIP -CHANDAG SCHOOL MERGER**
(letter attached)

RECOMMENDED:

To receive, note and record the outcome of the consultation on the Chandag School Merger.

- (ii) **Brightstart Children Centre – Food Club (Report from organisation to follow)**

Email received from Brightstart Children Centre dated 9th March 2022, as follows:

We are unfortunately, in a very precarious situation as the Food Club in Keynsham and Radstock is at risk of closing as Family Action are withdrawing in a very short notice period.

We had 25 families (100 people) attend the last Keynsham food club and we are expecting this to grow as the financial pressures hit families. We are really committed to finding a solution as we know the impact the food club has on local families. Due to the current situation we do not have the capacity or funding to ensure it continues and we are seeking support.

We are looking for around £2500 to keep the club going for the next 6 months but any funding would be helpful as we can explore other avenues. I'm aware there isn't many opportunities in the local area where parents can be signposted apart from the Foodbank/Fridge.

The club would officially come to a close on the 1st April 2022 if we are unable to secure any funding, so any support or advice would be most welcome.

In 2021–2022 Keynsham Town Council awarded £20,797.04 of its allocated £22,000. Recently £100 has been allocated from the remaining £1,202.96 leaving £1,102.96 possible funding from grants 2021-2022.

RECOMMENDED:

- (i) *To receive and note the email.*
- (ii) *To decide whether to give Brightstart Childrens Centre funding for their Food Club and if so how much, and if there is to be funding to give approval for a payment to be made before 1st April 2022.*

29. **DATE OF NEXT MEETING**

RECOMMENDED:

To note that the date for the Town Council's next meeting is **Tuesday 19th April 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 31 to 32 - to progress sensitive issues.

31. **OFFICE MOVE**

RECOMMENDED:

To receive a verbal update as per the Confidential minutes of the Capital Projects Committee

32. **UPDATE ON SECTION 106 MATTERS (REPORTS ATTACHED)**

RECOMMENDED:

- (i) *To receive and note the reports.*
- (ii) *To receive recommendations from the Finance and Policy Committee and Capital Projects Committee*
- (iii) *To make decisions as necessary regarding the report.*