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Dear Councillor

You are summoned to attend the **ANNUAL MEETING OF KEYNSHAM TOWN COUNCIL** to be held in **THE SPACE, MARKET WALK, KEYNSHAM** on **TUESDAY 10<sup>th</sup> May 2022** commencing at **7.30pm**.

Signed on 3<sup>rd</sup> May 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**

**Although there are no COVID regulations in place currently, Councillors and members of the public are reminded that COVID has not gone away.**

**If you are feeling ill or have tested positive for COVID, please do not attend this meeting, thank you.**

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 10<sup>th</sup> May 2022**

1. **ELECTION OF CHAIRMAN 2022/2023**

**RECOMMENDED:**

- (i) *To elect a Chairman for the ensuing Municipal Year.  
(upon his/her election the Chairman will be invited to formally subscribe a Declaration of Acceptance of that Office).*
- (ii) *To receive the Chairman's Declaration of Acceptance of Office.*
- (iii) *To approve the countersigning of the Acceptance of Office by the Clerk.*

*The Chairman is elected at the Annual Meeting of the Council for one year. This is an office created legislation, commanding respect. The Chairman is in charge during Council meetings and has a duty to ensure that Council meetings run smoothly, that all business is properly considered and all Councillors who wish to speak can do so. The Chairman has few special powers, it is unlawful for a Council to delegate decision making to any individual Councillor, and that also applies to the Chairman. The Chairman often enjoys a special relationship with the public, for example opening stores, welcoming visitors, etc. It is the Chairman of the Town Council who leads the Annual Town Meeting.*

## 2. **ELECTION OF VICE-CHAIRMAN 2022/2023**

### **RECOMMENDED:**

- (i) *To elect a Vice-Chairman for the ensuing Municipal Year.*
- (ii) *To receive the Vice-Chairman's Declaration of Office.*
- (iii) *To approve the countersigning of the Acceptance of Office by the Clerk.*

*(The Council may appoint a Vice-Chairman, but does not have to do so. However, if it does, he/she will be required to formally subscribe a Declaration of Acceptance of that Office).*

## 3. **APOLOGIES FOR ABSENCE**

### **RECOMMENDED:**

*To receive apologies for absence.*

## 4. **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).

## 5. **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.*

6. **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*

7. **MINUTES OF ANNUAL TOWN MEETING – 21<sup>st</sup> April 2022 (attached)**

**RECOMMENDED:**

*That the Minutes of the 2022 Annual Town Meeting are received and noted.*

8. **RECORD OF PREVIOUS MEETINGS**

**RECOMMENDED:**

*That the minutes of the Town Council meeting held on Tuesday 19<sup>th</sup> April 2022 (previously circulated), with amendments approved at the April Town Council meeting, be confirmed as a true record and signed by the Chairman.*

9. **REVIEW OF STANDING ORDERS (Copy attached)**

**RECOMMENDED:**

*To note that the Standing Orders have no amendments to approve. the same will be presented for review at the next Annual Town meeting after the 2023 elections.*

10. **ANNUAL SCHEDULE OF DIRECT DEBITS 2022/2023 (attached)**

The Financial Regulations require all expenditure to be authorised by Council before payment is taken/made. In order to manage direct debits whilst complying with the regulations the Council approves a schedule of direct debits annually.

**RECOMMENDED:**

*To approve the direct debits mandates in place.*

11. **REVIEW OF TERMS OF REFERENCE OF COMMITTEES AND WORKING PARTIES (attached)**

**RECOMMENDATION:**

*To consider the attached Terms of Reference.*

12. **APPOINTMENT OF MEMBERS, CHAIRMEN AND VICE-CHAIRMEN TO COMMITTEES & WORKING PARTIES (Attached schedule)**

**RECOMMENDED:**

**A) Committee Membership**

*To appoint Members to Committees as per the attached Schedule of Committee Membership 2022/2023.*

- a) *Environment & Sustainability – 7 members*
- b) *EATH – 7 members*
- c) *Finance & Policy – 7 members*
- d) *Grants – 7 members*
- e) *NDP Steering Group – 3 members (one to be Chair of Planning & Development)*
- f) *Business Forum – 5 members*
- g) *Personnel - the Chair of the Council should not be Chair of Personnel Committee – 7 members*
- h) *Planning & Development – 7 members*
- i) *Capital Projects – 7 members*
- j) *Environment & Sustainability Sub-Committee – Chair to be decided at the first meeting – 5 members*

**B) Chairmen and Vice-Chairmen**

*To appoint a Chairman AND Vice Chairman to each of the following Committees:-*

- a) *Environment & Sustainability*
- b) *EATH*

- c) *Finance & Policy*
- d) *Grants*
- e) *NDP Steering Group*
- f) *Business Forum*
- g) *Personnel - the Chair of the Council should not be Chair of Personnel*
- h) *Planning & Development*
- i) *Capital Projects*
- j) *Environment & Sustainability Sub-Committee – Chair to be decided at the first meeting*

**C) Working Party Membership**

*To appoint Members to Working Parties as per the attached Schedule of Committee Membership 2022/2023.*

- a) *Allotments Strategy Working Group – 5 members*
- b) *Youth Strategy Working Group – 5 members*
- c) *Defibrillator Working Group – 4 members*

**D) Chairmen and Vice-Chairmen**

*To appoint a Chairman AND Vice Chairman to each of the following Working Parties:-*

- a) *Allotments Strategy Working Group*
- b) *Youth Strategy Working Group*
- c) *Defibrillator Working Group*

**E) Response and Review Groups**

*To appoint Members to the Response and Review Groups as per the attached Schedule.*

- a) *Consultation Response Group – 5 members including 3 members of the Planning & Development Committee*
- b) *HS HAZ Cultural Consortium Steering Group – 3 Town Councillor members*
- c) *HS HAZ Programme Board – 2 Town Councillor members*
- d) *Joint Community Response Group for Keynsham North - 3 Town Councillors members*
- e) *Joint Strategy Keynsham Green Spaces (with B&NES Parks) – 2 B&NES Councillors and 2 Town Councillors*
- f) *Capital Projects (Office Move) liaison group – 3 members*

**13. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES (Schedule attached)**

The Town Council appoints representatives to a number of outside bodies for the period of the municipal year.

Note: KMFA Trustees are appointed for the full 4 year term of the Town Council.

**RECOMMENDATION:**

*That representatives are appointed to Outside Bodies as per the attached schedule.*

*ALCA – 1 member*

*Community At 67 – 1 member*

*Dial – A – Ride – 1 member*

*Friends of Keynsham Train Station Group – 1 member*

*Keynsham Memorial Park Forum – 1 member*

*Keynsham in Bloom – 2 members*

*New Communities Group (Keynsham North) – Chair or Council and Chair of Planning & Development*

*Parish Council Airport Association – 1 member*

*Parish Liaison – 1 member*

*Walkers Are Welcome – 1 member*

*West of England -Local Rail – 2 members*

*Avon Pension Fund – To decide whether to nominate a member*

*Rural/Market Town Group Roundup – 1 member*

14. **SUBSTITUTE MEMBERS TO COMMITTEES**

Standing Order no. 74 quotes:

That substitute members may be nominated and appointed to a Committee and that the number is determined at the Annual Town Council meeting in May.

**RECOMMENDATION:**

- (i) *That Members agree to the appointment of Substitute Members to Committees as quoted in Standing Order no. 4 (iv) b & c, for the 2022/23 municipal year.*
- (ii) *That Members determine the maximum number of substitute members permitted per Committee meeting (The Town Clerk suggests 2 substitute members).*

15. **GENERAL POWER OF COMPETENCE**

The Town Council is required to declare it meets the criteria for eligibility to use the General Power of Competence. A declaration is made at the first “Relevant” meeting which in this case is the first Full Council meeting after the Ordinary Elections in May 2019. The Power lasts until the next “Relevant” meeting which is in May 2023.

In view of the appointment of a new Town Clerk it is recommended that the following is resolved.

The Parish Councils (**General Power of Competence**) (Prescribed Conditions) Order 2012 details the criteria as follows:

1. Elected Councillors – the number of elected Councillors at the last election must equal or exceed two thirds of its total number of Councillors.

As 14/15 Councillors were elected in 2019, this condition has been satisfied for this term of Keynsham Town Council.

2. Qualified Clerk

At the time the resolution is passed the Clerk must hold an eligible qualification. These are the Certificate in Local Council Administration (CiLCA), the Certificate of Higher Education in Local Policy, the Certificate of Higher Education in Local Council Administration or the first level of the foundation degree in Community Engagement and Governance (or successor qualifications).

The Town Clerk was awarded the CiLCA (2013) qualification in November 2013 and therefore this condition has been satisfied for the term of Keynsham Town Council 2019-2023.

**RECOMMENDED:**

***To resolve that the Town Council has met the criteria for eligibility for the General Power of Competence and will exercise that power for the term of the Council 2019-2023.***

16. **CHAIRMAN'S ANNOUNCEMENTS**

**RECOMMENDED:**

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

17. **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.

18. **KEYNSHAMNOW**

**RECOMMENDED:**

***To receive and note the report from KeynshamNow.***

19. **FOOD CLUB FUNDING**

To receive information from the Food Club in respect of their organisation and to allow Councillors the opportunity to ask questions.

**RECOMMENDED:**

*That the Town Council make a decision in respect of funding to this organisation.*

20. **ALLOTMENT ASSOCIATION QUARTERLY UPDATE**

To receive information from the Allotment Association and to allow Councillors the opportunity to ask questions.

**RECOMMENDED:**

*To receive and note a verbal report from the Allotment Association.*

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

**RECOMMENDED:**

*To receive and note any reports.*

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

<u>Committee</u>	<u>Date 2022</u>	<u>Status</u>
Annual Town meeting	21 <sup>st</sup> April 2022	DRAFT
Planning Committee	25 <sup>th</sup> April 2022	DRAFT
Environment & Sustainability Committee	29 <sup>th</sup> March 2022	NOTES (To follow)
EATH	27 <sup>th</sup> April 2022	NOTES (To follow)
Defibrillator Working Party	28 <sup>th</sup> April 2022	DRAFT (To follow)
Finance & Policy Committee	3 <sup>rd</sup> May 2022	DRAFT
Capital Projects Working Party	3 <sup>rd</sup> May 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.*

23. **SCHEDULE OF INVOICES DUE FOR PAYMENT – MAY (MONTH 2) (copy to be circulated to Councillors on 17<sup>th</sup> May 2022)**

**RECOMMENDED:**

*That the Schedule of Invoices be approved for payment by the Chair of Town Council on Thursday 19<sup>th</sup> May in the Town Council office, for a BACS run to be undertaken on Friday 20<sup>th</sup> May 2022.*

24. **PAYMENTS APPROVED UNDER DELEGATED POWERS MAY 2022 (Month 2)**



*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.*

**RECOMMENDED:**

- (i) *To note that there were none.*

25. **FINANCE AND POLICY COMMITTEE DECISIONS FROM MEETING 3<sup>rd</sup> MAY 2022**

The Finance & Policy Committee met on 3<sup>rd</sup> May 2022 and the following recommendations (to be presented verbally by Chair of Finance and Policy Committee) were made:

F & P - 1. **JPAG PRACTITIONERS GUIDANCE 2021-2022 AND 2022-2023 PLUS REPORT DETAILING CHANGES (ATTACHED)**

The Practitioners' Guide is issued by the Joint Panel on Accountability and Governance (JPAG) to support the preparation by smaller authorities in England of statutory annual accounting and governance statements found in the Annual Governance and Accountability Return (AGAR). A report is provided detailing changes in practices which affect the Town Council for both the 2021 - 2022 AGAR in preparation and practices to be introduced for the financial year 2022-2023.

**RECOMMENDED:**

- (i) *To consider, receive and note the current Guidance and list of changes for 2021-2022.*
- (ii) *To consider, receive and note the current Guidance and list of changes for 2022-2023.*
- (iii) *To consider new Section inserted at paragraph 2.10 in respect of Treatment of amounts refunded/reimbursed and receipt and payments reporting.*

F & P – 2. **AUDITOR ASSET REGISTER ANNUAL REVIEW (attached)**

**RECOMMENDED:**

*That the Auditor Asset Register Annual be received and approved.*

F & P – 3. **ANNUAL REVIEW OF PERFORMANCE AGAINST CORPORATE GOVERNANCE TIMETABLE (Attached)**

In advance of the Council approving the Statement of Internal Control and the assertions in the Annual Governance Statement at its meeting in June, the Annual Corporate Governance timetable is submitted for review.

**RECOMMENDED**

*That the Annual Review of Performance against the Corporate Governance Timetable be received and approved.*

26. **Re: Public Rights of Way - Vegetation Clearance - Parish Council Agency Agreement 2022/23**

An order for 2022/2023 financial year has been received in respect of the above agreement between Bath and North East Somerset Council and Keynsham Town Council in relation to vegetation clearance on Public Rights of Way. I am pleased to include the order for the 2022/23 financial year.

Payments will increase by 2.0% in line with the Council's standard increase to contractors for the 2022/23 financial year. The amount that Keynsham Town Council will receive this year is therefore £801.40. As always if there are major works required this will be looked at as a separate issue and not taken into account for this Agreement.

Thanks are expressed to the Town Council Grounds Maintenance Team for the efforts made during the past year in maintaining these routes.

27. **TOWN COUNCIL INVESTMENTS**

**RECOMMENDED:**

*To appoint two Councillors as Trustees with read only access to the Flagstone Account to oversee future Town Council investments.*

28. **KEYNSHAM CEMETERY MATTERS**

**RECOMMENDED:**

- i) *That the matter of the grave plot availability numbers, time estimated before the Cemetery reaches full capacity and a decision on a date for reviewing the need to purchase more land be deferred to the June meeting. This will give administration staff time to ascertain information on the number of graves that could possibly be re-used.*

29. **POSSIBLE CIRCUS – MANOR ROAD**

**RECOMMENDED:**

*To note that the Circus company need to stick to those dates that they requested so have decided to proceed with the circus in Keynsham Memorial Park. The Town Councils is thanked for considering the request.*

30. **COMMUNITY CIL APPLICATIONS 2021 – 2022 (Report attached)**

To receive feedback reports from Councillors in respect of the applications:

- a) Councillor D Biddleston – application relating to Abbots Wood and Bilbie Green.  
Written report attached to the agenda.
- b) Councillor A Sinclair – application relating to Dapps Hill wall.

31. **FOX AND HOUNDS LANE CONSERVATION AREA AND THE Paddock**

An update has been sought from B&NES in respect of the Fox and Hounds Lane Conservation Area and The Paddock. Both sites are due to be surveyed and valued shortly and the Town Council will be contacted in respect of possible ways forward for transfer, in due course.

***RECOMMENDED***

***To receive and note the above information.***

32. **DATE OF NEXT MEETING**

***RECOMMENDED:***

To note that the date for the Town Council's next meeting is **Tuesday 21<sup>st</sup> June 2022 at 7.30pm** in The Space, Market Walk, Keynsham.