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Dear Councillor

You are summoned to attend the **KEYNSHAM TOWN COUNCIL** to be held in **THE SPACE, MARKET WALK, KEYNSHAM** on **TUESDAY 21<sup>st</sup> June 2022** commencing at **7.30pm**.

Signed on 14<sup>th</sup> June 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.**

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**TO NOTE THERE WILL BE A PRESENTATION FOR COUNCILLORS ONLY BY CURO IN RESPECT OF THE TINTAGEL ESTATE FROM 6.45 P.M. – 7.30 P.M.**

**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 21<sup>st</sup> June 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 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 10<sup>th</sup> May 2022 (previously circulated), be confirmed as a true record and signed by the Chairman.*

6. SUBSTITUTE MEMBERS TO COMMITTEES

At the Annual Town Council meeting in May it was resolved that the number of substitute members per Committees/Working Parties/Outside Bodies be a maximum of two and Councillors were asked the contact the Town Clerk to indicate Committees that they wished to be substitute members on. The following requests have been made: -

- Councillor A Halliday wishes to substitute on the following Committees/Working Parties and Outside Bodies – **Capital Projects Committee, Youth Strategy Working Party and the Keynsham Memorial Park Forum and The Paddock Liaison Group.**

**RECOMMENDATION:**

- (i) *That the appointment of Substitute Member to Committees be resolved.*

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. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 14<sup>TH</sup> JUNE 2022

FP1. IT EQUIPMENT AT TEMPLE STREET OFFICE (Quotes to follow)

**RESOLVED:**

- (i) *That in principle the Council that approve the purchase of essential staff laptops, desktops and SSD upgrades on the condition that an exact quote is produced for number of laptops, desktops and upgrades required (the current quote is in excess of the actual requirement) and that the Town Clerk have delegated power to place an order for the necessary purchases and improvement required to the Town Council IT hardware.*
- (ii) *That Town council to accept the quotation for Sharepoint & Azure AD Migration (reducing Town Council electric costs, saving by not need further server purchases (approx. £4k - £5k) and improving the Town Council IT system.*

FP2. APPROVAL OF ITEMS & RECOMMENDATIONS TO TOWN COUNCIL MEETING ON 21<sup>ST</sup> JUNE 2022: -

- (a) STATEMENT OF INTERNAL CONTROL (to follow – copy for signing to presented at Town Council)

**RECOMMENDED:**

*That the Statement of Internal Control be approved and signed by the Chairman of Keynsham Town Council.*

- (b) BUDGET MONITORING REPORT – YEAR END – MONTH 12

**RECOMMENDED:**

*That the Town Council approve the Budget Monitoring Report.*

- (c) MOVEMENT TO AND FROM GENERAL & EARMARKED RESERVES

**RECOMMENDED:**

- (i) *That Town Council approve the closing balance of earmarked and general reserves as at 31st March 2022 including transfer of surpluses.*
- (ii) *That Town Council note the proposed list of drawdowns to support the current year's expenditure and that there are no drawdowns for this current financial year.*

- (d) ANNUAL BANK RECONCILIATION

**RECOMMENDED:**

*That Town Council note that the Annual Bank reconciliation has been approved by Finance and Policy Committee and submitted to the External Auditor.*

**(e) STATUTORY BALANCE SHEET– 2021/2022**

**RECOMMENDED:**

*That the Balance sheet 2021/2022 be approved by Town Council and signed by the Chairman of the Town Council and submitted to the External Auditor.*

**(f) STATUTORY INCOME/EXPENDITURE STATEMENT 2021/2022**

**RECOMMENDED:**

*That Town Council approve the statutory Income/expenditure Statement 2021/2022 for publication and submission to the External Auditor.*

**(g) ANNUAL RETURN 2021/2022 – ACCOUNTING STATEMENTS (to follow)**

**RECOMMENDED:**

*That Town Council approve the Accounting Statements for 2021/2022 and these be signed by the Chairman of the Town Council.*

**(h) ANNUAL RETURN 2021/2022 – ACCOMPANYING SCHEDULES (to follow)**

**RECOMMENDED:**

*(i) That Town Council approve the Schedule of Significant Variations.*

*(ii) That Town Council approve the Reserves Reconciliation*

**FP3. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 10<sup>th</sup> May 2022**

**RECOMMENDED:**

*That Town Council note that the sum of £755.00 plus VAT was paid for China Jubilee mugs.*

**FP4. REVIEW OF EARMARKED RESERVES AND BUDGET VIREMENTS**

**RECOMMENDED:**

*(iii) That Town Council approve a new code for Skip Hire be established with funds being moved from Recreation and Cemetery codes - £1,000 from each budget.*

*(iv) That Town Council approve the recommendation made by the Defibrillator Working Party for a budget of £8,000 to be allocated for Defibrillators (new, replacement and equipment) funds to drawn down from general reserves.*

- (v) *The RFO's report in respect of EMR balances and potential utilisation be received and noted.*

**FP5. ANNUAL CIL STATEMENT**

**RECOMMENDED:**

*That the annual CIL Statement be approved and signed by the Chair of Council.*

**FP6. TOWN COUNCIL INVESTMENTS**

**RECOMMENDED:**

*That Town Council approve*

- a) That the Town Clerk be granted approval to manage investment accounts via the Flagstone portal.*
- b) That five short (1 – 2 Year) term investment pots in sum of £80,000 each equating to £400,000 be set-up, together with increasing the CCLA public sector investment to £80,000.*
- c) Councillors D Cooper, A McGuinness and H MacFie and the RFO Ian Kent be approved for read only access to the Investment accounts.*
- d) The Chair of Council to sign this item of the Town Council minutes of 21<sup>st</sup> June 2022 meeting, once produced so that a copy can be sent to Flagstone in order to gain access to the Investment accounts.*

**FP7. PROPOSAL TO ACQUIRE A CARD MACHINE FOR TEMPLE STREET OFFICE  
(details to follow)**

**RECOMMENDED:**

*That Town Council approve the acquisition of a card machine and delegate power to the Town Council RFO to make a decision in respect of which device to acquire from the list provided.*

**FP8. COMMUNITY ASSET TRANSFERS FOX AND HOUNDS LANE CONSERVATION AREA AND THE PADDOCK**

Cllr Samuel of Bath and North East Somerset Council is in agreement that BANES should pursue a disposal of the two sites, as above to the Town Council. Therefore, Keynsham Town Council has been approached with a proposal to transfer the unrestricted freehold title of the land to in the sum of £20k per site, a total capital purchase of £40,000 (Forty Thousand Pounds).

BANES has procured a third party RICS Red Book Valuation from Savills Chartered Surveyors to inform regards market value of the plots and their report stated a value of each plot at £20k, subject to an unrestricted freehold disposal. As this is a potential off market disposal, the third-party valuation is required in order to inform that

BANES are obtaining best consideration for the assets under S123 of the Local Government Act 1972 statutory regulations.

Upon confirmation that Keynsham Town Council wish to proceed with the purchase of the land as detailed above, B&NES Council will draft a Heads of Terms, in order that the two parties can move to instruction of solicitors.

**RECOMENDED:**

- (a) That Town Council receive and note the information above.*
- (b) That Town Council approve the purchase of the unrestricted freehold title of above two parcels of land (monies to come from CIL funds).*

**FP9. REPORT ON CEMETERY PLOTS**

**RECOMMENDED:**

- (a) That Town Council receive and note the report from KTC staff on the current plot availability at Keynsham Cemetery.*
- (b) That Town Council approve the proposed new sections planned for the Cemetery (as per the report)*
- (c) That Town Council revisit the need to purchase additional land for the Cemetery in approximately 3 years' time (as required).*

**FP10. PROPOSED AGREEMENT FOR HIRE OF MUSIC STUDIO**

**RECOMMENDED:**

*That Town Council approve that the agreement be amended to include the following clauses/points*

- a) No illegal software or music be downloaded and that responsible supervision of the use to the Studio and equipment should be in place at all times to prevent this action.*
- b) Keys to the TimeOut building and Studio be collected, signed out, returned, and signed in on the day of hire.*
- c) The hire cost be £        per hour*
- d) The refundable deposit (dependent of any breakages or losses of equipment) for use of the room and equipment be £*

**FP11. FIRE SERVICE QUOTATION FOR 2022**

**RECOMMENDED:**

*To receive and note a quotation for fire alarm maintenance at the Temple Street offices.*

11. SCHEDULE OF INVOICES DUE FOR PAYMENT – JULY (MONTH 4)

*RECOMMENDED:*

*That the attached Schedule of Invoices be approved for payment.*

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 2022</u>	<u>Status</u>
Planning Committee	23 <sup>rd</sup> May 2022	APPROVED
Environment & Sustainability Committee	24 <sup>th</sup> May 2022	(NOTES)
Personnel Committee	24 <sup>th</sup> May 2022	DRAFT
EATH	8 <sup>th</sup> June 2022	DRAFT
Finance and Policy Committee	14 <sup>th</sup> June 2022	DRAFT
Grants Committee	15 <sup>th</sup> June 2022	DRAFT (To follow)

*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. PARISH CHARTER REVIEW SURVEY

*RECOMMENDED:*

*To respond the following survey questions.*

*Q1: Overall, do you feel the revised Charter (May 2018) has helped improve working relationships between the Council and parishes?*

*Yes/No*

*Q2: Which aspects/sections are working well? (open question)*

*Q3: Which aspects/sections need improvement and why? (open question)*

*Q4: Which aspects/sections needs to be added or expanded e.g. advances in digital technology/opportunities, Climate Emergency etc? (open question)*



## 15. TOWN COUNCIL MEETINGS

### **RECOMMENDED**

*That Council consider the way forward in respect of future meetings.*

- (i) Should all meetings now be physical?*
- (ii) Which meetings can be held in the Town Council office (incurring no cost)?*
- (iii) Which meetings to be held in an alternative larger venue (cost will be incurred)*

Meetings that need to be considered:

- **Environmental & Sustainability Committee** – large group including outside members
- **EATH** - large group including outside members
- **Finance and Policy Committee**
- **Grants Committee**
- **Personnel Committee**
- **Capital Projects Committee**
- **Planning Committee** – may have members of the public attending increasing numbers within the meeting room.
- **Smaller Working Parties & Sub-committees** – suggestion that these are held in the **Town Council meeting room** e.g the Defibrillator Working Party.

Meetings to be considered at a later date

- Those relating to **NDP**

Town Council meetings – venues to be arranged by B&NES

- HS HAZ related meetings
- Joint Strategy Keynsham Green Spaces

## 16. EMERGENCY PLANNING – COMMUNITY RESILIENCE PLAN

B&NES Council's Emergency Planning team have started a review of its community resilience plans to build on the knowledge and experience that they have gained from the COVID-19 pandemic. The Team is particularly keen to work with the local communities so that future emergency response in the district can be joined up effectively and valuable local knowledge captured.

In the meantime, they have suggested that Town and Parish Councils in the local authority consider preparing a Community Emergency Plan and template is provided to help guide the process.

A series of forum meetings to be held in the Autumn will provide more details in respect of completing a plan and will help identify any gaps in plans produced whilst providing an opportunity to join up and share information with others.

The Town Council will need to work with community group and other organisations to help inform the plan (as such may be able to give information in respect of facilities and services available, particular risks or groups of vulnerable people, provide volunteers and hold a shared emergency contact list.

Saltford Parish Council have decided not to use the B&NES Council CR Toolkit 2022 – Community Emergency Plan Template Document as it contravenes GDPR regulations. Instead a Saltford resilience and community page is soon to go live on the Parish Council web-site. They have formed a group (consisting of members from the Parish council and key community group members) the Saltford emergency coordinators who have agreed how it will operate in an emergency. Ward Councillors Duncan Hounsell or the Saltford Parish Clerk are able to explain how the coordinators group will work should the Town Council need assistance. This may help the Town Council as it considers and refines its own emergency planning should it decide to produce one.

**RECOMMENDED:**

- (i) *To receive and note the Template B&NES Council CR Tool kit 2022 - Community Emergency Plan document*
- (ii) *That the Town Council decide whether to produce a Community Emergency Plan But not using the Template as this contravenes GDPR regulations, if so,*
- (iii) *That a Working Party of 4 members of Town Council work with the Town Clerk to produce a draft Community Emergency Plan in conjunction with members of the community to produce the plan for sharing with the B&NES Emergency Planning Team after the forum meetings in the Autumn*
- (iv) *That any Community Emergency Plan is brought back to full Council for signing off.*

17. **FOOD CLUB**

**RECOMMENDED:**

- (i) *To receive and note the report*
- (ii) *To consider a financial donation to the Food Club in addition to the grant application submitted*

18. **HSBC KEYNSHAM BRANCH CLOSURE**

**RECOMMENDED:**

*That the letter from HSBC is received and noted.*

19. **KEYNSHAM'S PEOPLE USAGE DATA CONTRACT – FOOTFALL SURVEY**

Movement Strategies have been selected to provide the Keynsham's People Usage Data contract. There was a very thorough and competitive tender process of appointment and some members of the HSHAZ Programme Board were part of the process.

Currently we are waiting on the following information from the appointed contractor and then the data collection process will commence.

- When you would be ready to install the cellular sensor?
- What do you need from B&NES or Keynsham Council to be able to do this?
- What do you need from us to set up GPS and Visa data sets?
- Obtaining back dated data for Visa for a minimal extra cost. Confirmation as to how much extra this would be if B&NES/Keynsham Town Council were to request data from say April 2019 (pre pandemic) through to now?

**RECOMMENDED:**

*To receive and note the above information.*

20. **REVISION OF STANDING ORDERS**

**RECOMMENDED:**

- To receive the amendments to the Town Council Standing Orders item 18 – Financial Controls and Procurement clauses f and g removing reference to the European Union.*
- To approve the amendments to the Standing Orders*

21. **BAD DEBT POLICY**

**RECOMMENDED:**

*To receive, note and approve the Bad Debt Policy.*

22. **DOG WASTE BINS**

Location 1 – Hawthorn Court area - Curo land

Numerous requests for the installation of dog waste bin(s) have been received from residents of the Hawthorn Court area. This land belonging to Curo is easily accessible for emptying of bins. Curo are aware of the dog fouling issues in this locality.

**RECOMMENDED:**

- That the information above is received and noted
- That the Town Council purchase and install up to 2 bins, requesting that Curo pay for the cost of the bin(s) and installation of the same.
- That the Town Council approve a monthly emptying charge that Curo should pay which should be included in a service agreement between the two parties.
- That Curo and residents be consulted in respect of the positioning of any bins.
- That permission be sought from landowners should the bins need to be attached to existing posts.

Location 2 – Somerdale (Dryleaze area)

Again, requests from residents for the installation of dog waste bin(s) have been received in this area. The land belongs to B&NES. Kelvin and Cllr Biddleston have met to assess possible positions for bins and assess for emptying.

**RECOMMENDED:**

- (i) That the information above is received and noted
- (ii) That the Town Council purchase and install up to two bins.
- (iii) That B&NES and local residents be consulted in respect of the positioning of any bins.
- (iv) That permission be sought from landowners should the bins need to be attached to existing posts.

23. **THE QUEEN'S CANOPY -PLANTING A TREE FOR THE JUBILEE – KEYNSHAM MEMORIAL PARK COMMUNITY CHRISTMAS TREE – ROYAL BRITISH LEGION PLAQUE**

**RECOMMENDED:**

*To consider and approve purchasing a Royal British Legion plaque to be located with the Town Council Community Christmas tree to be installed in Keynsham Memorial Park*

24. **TOWN COUNCIL NEW PROJECTS AND ACTIVITIES**

**RECOMMENDED BY TOWN CLERK:**

*That In view of the numerous capital projects, possible works related to the purchase of land freehold purchases as discussed at item FP8 above, working party – current and new activities (defibrillator Working Party and Youth Strategy Working Party), the need to train recently employed and future new employees, improvements being made to finances and proposed IT improvements NO new projects or activities be undertaken until the new financial year unless in an emergency.*

25. **HALL FOR KEYNSHAM**

A member of the Town Council as been in talks with the chair of the Masonic Hall in Keynsham in respect of a significant piece of land to the rear of their building and the construction of a hall (similar in size or larger than the one in Saltford) for community use and they are amenable to the idea.

**RECOMMENDED:**

*That this matter be brought back to Council in October (prior to budget setting for further discussion in respect of whether this is project that the Town Council would wish to pursue in the new financial year (2022-2023). If this should be the case, then it is suggested that at this stage further discussions can be had with Masonic Hall in respect the funding of such a hall.*

26. DATE OF NEXT MEETING

*RECOMMENDED:*

To note that the date for the Town Council's next meeting is **Tuesday 26<sup>th</sup> July 2022 at 7.30pm** in The Space, Market Walk, Keynsham.