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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 26th July 2022 commencing at 7.30pm.

Signed on 19th July 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 26th July 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 June 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**

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.

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>
Planning Committee	20 th June 2022	APPROVED
Planning Committee	11 th July 2022	DRAFT

Environment & Sustainability Committee	16 th June 2022	NOTES
EATH	6 th July 2022	DRAFT
Defibrillator Working Party	18 th July 2022	DRAFT
Finance & Policy Committee	19 th July 2022	DRAFT (To follow)
Extra Ordinary Personnel Committee	20 th July 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.*

12. **MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 19TH JULY 2022**

APPROVAL OF ITEMS & RECOMMENDATIONS TO TOWN COUNCIL MEETING ON 26TH JULY 2022: -

FP1. FINANCIAL QUARTERLY REPORTS (attached)

n.b. Cash Book 1 – Current account, Cash Book 2 - Business Premium, Cash Book 3 – Petty Cash and Cash Book 5 - Rate Reward, there is no Cash Book 4.

- (i) Budget Monitoring (Month 1, 2 and 3 – April, May and June 2022)
- (ii) Bank Cash and Investment Reconciliation (Month 1, 2 and 3 – April, May and June 2022)
- (iii) Balance sheet (Month 1, 2 and 3 – April, May and June 2022)
- (iv) Bank Reconciliations for Cash Books 1, 2, 3 & 5 – (Month 1, 2 and 3 – April, May and June 2022)
- (v) Bank Statements – Cash Books 1, 2 and 5 and Public Sector Deposit Fund (Month 1, 2 and 3 – April, May and June 2022)

RECOMMENDED:

That Town Council receive and note the reports.

FP2. INTERNAL AUDIT REPORT (TO BE PRESENTED AT TOWN COUNCIL)

RECOMMENDED:

That the Internal Audit Report be noted and signed by the Chairman of Keynsham Town Council.

FP3. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 21ST JUNE 2022

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

RECOMMENDED:

To note that the sum of £298.98 incl VAT was paid for mobile phones for new staff.

FP4. UTILITY AID QUOTATION AND COVERING TOWN COUNCIL REPORT (ATTACHED)

RECOMMENDED:

Following on the Finance and Policy Committee meeting on 19th July wherein the Committee intended to recommend the company Corona Energy, some further investigations have been made into this company and the Town Council staff have concerns in respect of the customer service offered by this organisation.

The Town Council RFO will give some guidance to Council in respect of the remaining companies that have quoted, in order that Council may make a decision in respect of the new energy contract for the Town Council starting in March 2023.

RECOMMENDED:

That Council consider the quotes and decide whether to sign up with a new energy supplier for March 2023.

FP5. LATE GRANT CLAIM REQUEST (attached)

RECOMMENDED:

That Keynsham RFC be granted their award payment from 2021-2022 on the proviso that they produce receipts and make the claim by 31st August 2022.

FP6. REPORT ON BINS (attached)

RECOMMENDED:

- (i) That Town Council to utilise monies from the annual bins budget (£2,500) for replacement bins.*
- (ii) That two new bins at cost of £643.97 + VAT each plus anchor points depending on the surface of £30.64, be purchased and the Town Council staff prioritise where the bins are most needed.*
- (iii) That three 90 litre bin liners at a cost of £44.49 + VAT each be purchased, and new wooden planter bin surrounds be constructed and planted up with alpines and succulents by the Town Council Grounds Maintenance Team. Suggestion these three new bins be trialled at Manor Road Playing Fields.*

FP7. REPLACEMENT CRADLE SWINGS FOR MEMORIAL PARK & TEVIOT ROAD (attached)

One swing has broken in Memorial Park and on the advice of Kelvin, Grounds Supervisor, quotes have been received to replace the four cradle swings in Upper Memorial Park and two in Teviot Road.

RECOMMENDED:

That six new cradle swings are purchased from company B.

FP8. LIVING CHRISTMAS TREE QUOTES (attached)

RECOMMENDED:

(i) *That Town Council staff undertake some further investigations of each company that has quoted, in respect of the ability to access and deliver to the location allocated in the Memorial Park and any additional costs associated.*

(ii) *That as there is no Town Council meeting in August that Finance and Policy Committee at its meeting on 16th August 2022 be granted delegated power to make a decision in respect of the tree purchase on behalf of the Town Council.*

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

RECOMMENDED:

That the attached Schedule of Invoices be approved for payment.

14. SCHEDULE OF INVOICES DUE FOR PAYMENT – AUGUST (MONTH 5)

As there is no Town Council meeting in the month of August the following recommendation is made.

RECOMMENDED:

That the Schedule of Invoices due for payment be signed of by the Chair of the Finance and Policy Committee at the meeting to be held on 16th August and the BACS run be undertaken on Monday 22nd August 2022. Any additional urgent payments be delegated to the Town Clerk.

15. MISSING DEFIBRILLATORS

a) The whereabouts of the missing defibrillator at the Royal British Legion is still unknown. The Defibrillator Working Party have considered this matter and investigated.

RECOMMENDED:

That a new defibrillator be purchased for this location at a cost of £995.00 plus VAT.

- b) On the weekly check of the defibrillator outside the Civic Centre it was discovered that the defibrillator and all the paperwork were missing (despite the cabinet being locked and requiring a code from the Ambulance Service for the door release). The Police, Circuit and Ambulance Service have been contacted to ascertain whether the defibrillator was used and not returned.

RECOMMENDED:

That a new defibrillator be purchased for this location at a cost of £995.00 plus VAT.

Note: Town Council insurance will be sought for all future defibrillators.

16. **CIL REQUEST DAPPS HILL WALL**

Unfortunately, Heritage England were unable to assist with funding of the wall on Dapps Hill as they are inundated with requests for such funding of historic assets that have no owners.

However, Cllr Alan Hale has worked with B&NES Council to achieve a very successful outcome.

A survey of the wall was undertaken which found that the wall is not at risk and is sound, apart from the works required to repair the damaged top. A suitable Contractor has been appointed to undertake some repair works to the wall in Dapps Hill, but currently there is a lot of planting along the wall which would get trampled and damaged if we started imminently. B&NES Council have therefore postponed the work with a view to going sometime in late August and will notify the residents in advance by letter.

Cllr Alan Hale has written to the Chief Operating Officer, Mandy Bishop, seeking to have B&NES Council adopt the wall and has been told that the Council are not in a position to take the wall into the various property holdings. However, an agreement has been reached that an annual survey of the wall will be undertaken.

When asked what would happen if the wall was found to be unsafe, he was informed that the Council has the power to make a structure safe.

RECOMMENDED:

To receive and note the above information.

17. **UPDATE ON PLANNING APPLICATION FOR TEMPLE STREET/RIVERSIDE GROUND FLOOR UNITS IN KEYNSHAM**

A joint planning application is being submitted by DKA Architects on behalf of Bath & North East Somerset Council, for external works and change of use for the following ground floor units in Keynsham to bring the vacant units back into active use

- 5-8 Riverside Terrace (now one large unit to the rear of the Riverside courtyard) – proposed as an office space (scheme funded)
- 2 Riverside Terrace (unit facing Riverside courtyard, behind the Town Council office – proposed as a community arts/flexible space (scheme funded)
- 23, 25-27 Temple Street (now one large unit, includes former library) – proposed as an employment space (scheme not yet funded, but we wanted to minimise future work and submit as part of the same application to unlock funding opportunities)

2 Riverside Terrace unit will be available meanwhile to use for approx. 2 years as a pilot project for Community and Arts use and we are hoping to link this into the Local Cultural Programme and High Street HAZ programme. All going well with the planning application for this unit would be operational by Dec 2022 or just after.

This matter will be brought back to the Town Council to discuss next steps and how the Town Council would like to see the space used – B&NES Council would really welcome the Town Council's ideas and involvement. There will also be potential to visit a similar project in Yeovil and such a visit is currently being arranged.

RECOMMENDED:

To receive and note the above information.

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

Currently, B&NES Council Estates Surveyor is drawing up Head of Terms to send out to all parties but in order to complete this document it is necessary for the Town Council to have Solicitors in place to manage the conveyance on behalf of the Council. The Town Clerk is currently seeking quotes from Solicitors.

RECOMMENDED:

- That the above information be received and noted.*
- That the quotes from the Solicitors be presented to the Finance and Policy Committee at its meeting on 16th August 2022 for a decision on the appointment. This is requested, as the next meeting of Council is not until 20th September and to avoid delays in this matter.*

19. **DATE OF NEXT MEETING**

RECOMMENDED:

To note that the date for the Town Council's next meeting is **Tuesday 20th September 2022 at 7.30pm** in The Space, Market Walk, Keynsham.

20. 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 the matter to be transacted Items 21 and 22 - to progress sensitive issues.

21. OPERATION LONDON BRIDGE

Town Clerk to give a brief verbal update.

RECOMMENDED:

That due to the sensitive nature of this matter that the drawing up and management of an action plan be delegated to the Town Clerk.

22. OFFICE MOVE

To receive a verbal update in respect of the possible office move from the Town Clerk with input by the Assistant Town Clerk and Cllrs Wait and Cooper.

RECOMMENDED:

- (i) That the Town Clerk, Chair of Council and Chair of Personnel have delegated power to make a decision in respect of the appointment of an Architect.*
- (ii) That permission be granted to officers (the Town Clerk and Assistant Town Clerk) to negotiate a Non Disclosure Agreement which is to be signed by Chair of Council, with one purpose of putting in the minds of both parties the need to respect the confidential nature of the negotiations and for both parties to emphasise that to whoever it is communicated to the importance of confidentiality in respect of this matter.*