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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 NOVEMBER 2022 commencing at 7.30pm.

Signed on 16th November 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 22ND NOVEMBER 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 October 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. **CIL APPLICATION – A. STEWART (Application attached)**

RECOMMENDED:

To receive and consider the attached application

11. **DRAFT BUDGET - OUTSIDE BODIES GRANTS 2023 – 2024 (Applications attached)**

RECOMMENDED:

i) To receive and note the submitted grant applications.

- ii) *To hear representations from members of Keynsham Music Festival, Keynsham & District Dial-A-Ride and Keynsham In Bloom in respect of their applications*
- iii) *To note the amounts requested:*
 - a) *KMFA Limited - £29,500*
 - b) *Keynsham & District Dial-A-Ride £4,500*
 - c) *KeynshamNow £1,100*
 - d) *Keynsham In Bloom £5,000*

To note the recommendations from the Finance & Policy Committee on 15th November 2022.

KMFA Limited £29,500 to note that there was no surplus from the 2022/2023 Music Festival to be returned to the Town Council. More information to be sought by representative of KMFA Limited at this meeting
Keynsham & District Dial-A-Ride £4,500
KeynshamNow - £ 1,100
Keynsham In Bloom £5,000

12. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

RECOMMENDED:

To receive and note any reports.

13. MINUTES OF COMMITTEE MEETINGS (previously circulated)

<u>Committee</u>	<u>Date 2022</u>	<u>Status</u>
Community Resilience W.P	17 October 2022	DRAFT
Planning & Development Committee	24 October 2022	DRAFT
Defibrillator W.P	25 October 2022	DRAFT
Capital Projects Committee	7 November 2022	DRAFT
EATH	9 November 2022	DRAFT
Finance & Policy Committee	15 November 2022	DRAFT
Personnel Committee	16 November 2022	DRAFT

RECOMMENDED:

(i) *That the Minutes of the above meetings are received and noted.*

(ii) *That the recommendations that are not subsequent Town Council Agenda Items are approved.*

14. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 15th NOVEMBER 2022:

APPROVAL OF ITEMS & RECOMMENDATIONS TO TOWN COUNCIL MEETING ON 22nd November 2022:

FP1. GRANTS BUDGETS 2023/2024

The proposed grant funding budgets for 2023/24 are as follows:

- General community grants **£23,100** (£22,000 in 2022/2023)
- Environmental grants **£15,750** (£15,000 in 2022/2023)

RECOMMENDATION:

To make a recommendation to Town Council as to the level of the grant budgets for 2023/2024.

FP2. BUDGET ITEMS 2023/2024

To approve funding for budgets for 2023/24 as follows:

- Litter/dog bins - **£3,000** (£2,500 in 2022/23)
- Ground maintenance training - **£5,000** (£7,200 in 2022/23)
- Staff and councillor training - **£7,000** (£6,000 in 2022/23)
- Youth training - **£5,000** (£0 in 2022/23)

RECOMMENDATION:

To make a recommendation to Town Council as to the level of the above budget items for 2023/2024.

FP3. SUBSCRIPTIONS 2023/2024 (Attached)

A list of subscriptions proposed for 2023-2024 is attached which includes both existing and new ones.

RECOMMENDATION:

To recommend to Town Council to approve the list of subscriptions.

FP4. DIRECT DEBITS 2023/2024 (Attached)

A list of direct debits proposed for 2023-2024 is attached which includes both existing and new ones.

RECOMMENDATION:

To recommend to Town Council to approve the list of direct debits

FP5. WORKNEST (FORMERLY ELLIS WHITTAM) – CHANGE IN THE RATE OF LEGAL EXPENSES INSURANCE (LEI) (Attached)

RECOMMENDATION:

i. *To receive and note the correspondence received from Worknest in respect of changes to the rate of the Legal Expenses Insurance (LEI) covering Employment Claims and Health and Safety Prosecution.*

ii. *To decide on the budget for 2023/24 £4,896 (2022/23 £4,896). This is a fixed contract for 3 years so budget should not change.*

FP6. TREE WORKS REPORT (Attached)

RECOMMENDATION:

To receive and note the attached report and to recommend to Town Council whether to invite tenders for the required works or to instruct B&NES to carry them out at the quoted estimates.

FP7. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 18th OCTOBER 2022

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

RECOMMENDED:

To note that the following sums (incl VAT) were paid:

- i) £810 for hire of cherry picker for chapel steeple survey*
- ii) £169.30 for Youth Centre launch parties, craft and cooking activities*
- iii) £259.89 for rechargeable battery powered PA for youth centre.*

15. MATTERS FROM CAPITAL PROJECTS COMMITTEE MEETING ON 7th NOVEMBER 2022:

APPROVAL OF ITEMS TO TOWN COUNCIL MEETING ON 22nd November 2022:

CAPITAL PROJECTS BUDGET

RECOMMENDED BY THE CAPITAL PROJECTS COMMITTEE:

That Council receive and approve the following draft budgets for Capital Projects 2023-2024.

2023/2024

<u>Project no</u>	<u>Description</u>	<u>Amount to put in budget</u>
20	Burnett Lease	£10,000
1	Cemetery walls	£10,000 (CIL)
2	Cemetery railings	£10,000 (CIL)
11	Existing Allotments (s106 funding from B&NES).	£14,112.41 in EMR
19	Office premises	£600,000 PWL repayment
33	Tree planting	£2,000
22	High Street Shop Front	£40,000 (CIL)
13	Cemetery records digitisation	£3,000 (Plus new EMR £2500)
21	Timeline	£14,346 from EMR
32	Manor Rd NEW Pavilion	£10,000

Feasibility study N.B. subject to asset transfer being agreed.

(i) That the following contributions to EMR should be allocated in the draft budget as follows:

327	Cemetery Driveway	£5,000
335	Cemetery Chapel	£5,000 (note this may need increasing £40k to receive update at this meeting item 31)
338	Bandstand Roof	£2,000
343	Cemetery Extension	£5,000
344	Bus Shelters	Revenue surplus only. £3,966.42 in EMR.
346	Play Areas	£8,000 (note this may need to be increased)
347	Capital Equipment	£3,000
348	Noticeboards	£3,000
349	Bins and Benches	Revenue surplus only £1583.14 (Bins £342.83 & £1,240.31 Benches). EMR for bins and benches is £3475.22

353	New Vehicle	£2,500
354	Play Area Surfacing	£3,000 (note this may need to be increased)
360	Office Move	£10,000 (consider fully under agenda item 34)
	Manor Rd	£10,000
	Bus Service	£2,500

To also consider a budget for the Ashton Way Toilets **RECOMMENDED £1500.00**

Note, following approval of these draft budget figures they will be included in the draft Town Council budget to be presented to full Council on 13th December 2022, when amendments may be made if required.

16. MATTERS FROM EATH COMMITTEE MEETING ON 9th NOVEMBER 2022:

APPROVAL OF ITEMS TO TOWN COUNCIL MEETING ON 22nd November 2022:

RECOMMENDED:

To consider the funding budgets for 2023/24.

New Code – Coronation Event – May 2022 - **£10,000**

4114 – Winter Festival – (2022/23 £9,000) – **2023/24 £15,000**

4112 – Bandstand Events – (2022/23 £8,000) – **2023/24 £8,000**

4127 – New Events General (2022/23 £2,500) – **2023/24 £3,000**

4101 – Christmas Lights – (2022/23 £7,000) – **2023/24 £7,000**

4113 – Community Networking Event – (2022/23 £150) – **2023/24 £250**

4108 – Arts General (including Arts Newsletter) – (2022/23 £3,500) – **2023/24 £3,500**

4048 – Keynsham News 4 Editions (2022/23 £10,000) – **2023/24 £12,000** – currently seeking new quotes for production of this magazine.

4754 - Mosaics (coming from CIL) – (2022/23 £2,500) – **2023/24 £2,500**

4103 – Business Forum – (2022/23 £1,500) – **2023/24 £2,000**

4115 – GWR Display Posters (Restricted GWR Earmarked Reserves) (2022/23 - £1,000) – 2023/24 £1,500

4109- Remembrance Parade (2022/23 £1,000) – 2023/24 £1,000

17. CONSTITUENCY BOUNDARY REVIEW

Our constituency boundary is changing in order to rebalance the number of electors represented by each MP, please the email below. Follow this link to the site that gives more information

<https://www.bcereviews.org.uk/node/6489?postcode=BS311HF> If you wish to make a comment press the Make A Comment button.

Proposed constituency is North East Somerset and Hanham CC

RECOMMENDED BY PLANNING & DEVELOPMENT COMMITTEE:

- (i) *That the Town Council approve a response that the Constituency title be amended to North East Somerset, Keynsham and Hanham, making the point that Hanham is a Parish Council and not a County Council and that Keynsham is the principal Council within the area.*

18. FINGER POST REFURBISHMENT

The matter of three fingerposts was discussed at the last Town Council meeting. One requiring new directional fingers to be cast in wrought and reproduction of a central spindle and the other two requiring refurbishment.

The Town Council resolved:

- a) *That the missing spindle and fingers on the fingerpost on the Wellsway be replaced and that the Town Clerk seek quotes for the restoration.*
- b) *That the quotes to be presented at a future Finance and Policy Committee meeting who will make a recommendation to full Council.*
- c) *That the fingerpost signage on St. Ladoc Road be refurbished by volunteer Councillors and staff in the spring when the weather is warmer.*

However, on reflection currently the fingerposts are not an asset of the Town Council and we would be repairing/restoring street furniture that is not within our property.

RECOMMENDED:

- (i) *That the Town Council approach B&NES Council and request that they restore/repair them*

or

(ii) *That the Town Council approach B&NES Council and request that the three fingerposts be handed over to the Town Council to be added to their register.*

if the latter

(iii) *That the Town Council set aside a sum in the region of £4,000, in its budget under a new nominal code Fingerposts to cover restoration.*

19. CIVILITY AND RESPECT CERTIFICATE

Keynsham Town Council are the 473th Council in the country to sign the Civility and Respect Pledge.

RECOMMENDED:

That the Chair of Council sign the Civility and Respect Certificate for the Town Council and that the certificate be framed and displayed in the Town Council office.

20. UPDATE ON THE ENERGY BILL RELIEF SCHEME.

Utility Aid has been working with suppliers and partners to understand the impact of the Energy Bill Relief Scheme. The scheme affects anyone with a commercial energy contract, including the local (parish and town) council sector.

The key points are as follows:

- The scheme will provide a discount on energy usage between 1 October 2022 and 31 March 2023.
- Your supplier will automatically apply the discount.
- The discount will be based on the difference between the wholesale price on the day your contract was agreed and a government “supported wholesale price” of £211 per megawatt-hour (MWh) for electricity and £75 per MWh for gas.
- Fixed price contracts will only be eligible if agreed after 1 December 2021, including new contracts agreed between now and March 2023.
- Variable or out-of-contract rates will also get a discount based on the daily wholesale price over the period, but the discount level is capped, so customers are exposed to further increases in pricing that are being seen in the market.

Utility Aid’s advice is as follows:

- Take sensible steps to reduce your usage - such as ensuring lighting and heating is off when the building is empty.
- If you are out of contract, variable and deemed & due for renewal — we want to stress the importance of getting into a contract as soon as possible to help protect you from eye-watering “out of contract” rates.
- Fixed and protected contracts — if you want maximum price certainty, check the terms and conditions of a contract carefully before you sign it. You want to ensure

that the whole contract is fixed for the duration, not just for the energy itself. Some contracts are not as fixed as they first appear.

- Monitor your energy usage — take regular meter readings and keep a record to ensure you are being billed for the actual amount you have consumed. This may also help you identify opportunities to reduce your energy costs.
- VAT and Climate Change Levy — please check you are being correctly charged on your bill.

RECOMMENDED:

- (i) *To note that the Contract with our current supplier ends on 31st March 2023 (the latest date to provide written termination notice to prevent the contract from being automatically extended is 1st March 2023.)*
- (ii) *To note that the Town Council fixed price contract was agreed pre December 2021 so currently is ineligible, hence the importance of agreeing a new contract between now and March. The Town Council Responsible Financial Officer has been tasked with securing a new contract.*

21. HALF-YEARLY INTERNAL AUDIT 2022-2023

RECOMMENDED:

To note that the six-month internal audit will be carried out on 29 November 2022 and a report- back will be presented to the December meeting of Town Council.

22. FLAGSTONE INVESTMENTS

RECOMMENDED:

To receive and note that:

- i) *A further £160,000 has been transferred from the Council's Business Premium account to our Flagstone investment holding account.*
- ii) *That two further investments of £80,000 each have been made using these funds:*
 - (1) *Aldermore – 12 months at 4.30%, account opened 24.10.22 and as at 16.11.2022 interest accrued equates to £216.76*
 - (2) *Aldermore – 18 months at 3.75%, account opened 05.10.22 and as at 16.11.22 interest accrued equates to £345.20*
 - (3) *Charter Savings Bank – 12 months at 4.40%, account opened 03.11.22 and as at 16.11.2022 interest accrued equates to £125.36*
 - (4) *HBSC (first account opened) 12 months at 3.87%, account opened 03.10.22 and as at 16.11.2022 interest accrued equates to £373.21*
- iii) *To note that one further investment account of £80,000 will be opened this week fulfilling Town Council's approved investment fund of £400,000.*

23. SCHEDULE OF INVOICES DUE FOR PAYMENT – NOVEMBER (MONTH 8) (To follow)

RECOMMENDED:

That the attached Schedule of Invoices be approved for payment.

24. SECTION 106 FUNDING FOR GREEN SPACES

To note that the following information has been received from B&NES Council.

The Green Space Manor Road Area contribution, approximately 200K have been received on 5th Nov 2021.

The Green Space Teviot Road Area contribution approximately 148K demand notice has been issued 17th Oct 2022, we have not received this yet, but the developer had 30 days to make payment once the demand notice is issued.

RECOMMENDED:

That Town Council seek further information from B&NES Green Spaces and Parks Department as to how these funds are going to be allocated to improve these two sites.

25. RESIGNATION OF COUNCILLOR FROM THE EATH COMMITTEE

To note that Councillor A Beaumont has resigned from this Committee due to work commitments.

RECOMMENDED:

That a replacement Councillor be appointed to the EATH Committee for the remainder of this municipal year.

26. COMMUNITY RESILIENCE WORKING PARTY (Terms of Reference attached)

RECOMMENDED:

- i) To approve the Terms of Reference of the Working Party*
- ii) To note that Cllr Beaumont has had to resign from this Working Party due to work commitments*
- iii) To appoint a new Councillor member to the Working Party.*

27. HALL HIRE - FINANCE & POLICY COMMITTEE MEETING

RECOMMENDED

That in order to save on hall hire costs that as of January 2023 all future Finance and Policy Committee meetings be held in the Town Council office.

28. COMMUNITY ASSET TRANSFERS – FOX AND HOUNDS NATURE RESERVE AND THE PADDOCK

RECOMMENDED:

To note that we are awaiting the transfers for signature. We have received the results of the searches from our Solicitors and there is nothing adverse to report. In respect of the Paddock there is a listed derelict old stone assumed garage for a horse and cart which is board up. After purchase it would need to be surveyed to decide what should be done with it.

29. UPDATE ON MANOR ROAD PAVILION REFURBISHMENT (Estimated figure received awaiting quote, to be presented at the meeting).

RECOMMENDED:

- (i) To receive a verbal update on the condition of the Manor Road Pavilion*
- (ii) To receive, note and decide on the acceptance of the quote.*

30. UPDATE ON BINS AT SOMERDALE

RECOMMENDED:

- i) To note that a dog waste bin has now been installed at the Dryleaze end of the Somerdale footpath and the once the location of the standard bin has been agreed between GreenSquare Accord and the Town Council Grounds Maintenance Team will be installing it*

31. CEMETERY CHAPEL – URGENT WORK (Report attached)

RECOMMENDED:

- (i) To receive and note the report attached in respect of this matter.*
- (ii) To confirm the Cemetery Chapel budget for 2023 -2024*

32. CORRESPONDENCE

A. FUTURA MERGER LETTER (Letter attached)

RECOMMENDED:

To receive and note the letter.

B. LETTER TO BURNETT BUSINESS PARK RE. UNIT 11B LEASE (copy of letter attached)

RECOMMENDED:

To receive and note no response has been received to date.

C. CARD FROM HIS MAJESTY KING CHARLES III (Copy attached)

RECOMMENDED:

To receive and the note the receipt of a card of thanks from his Majesty King Charles III.

33. DATE OF NEXT MEETING

RECOMMENDED:

To note that the date for the Town Council's next meeting is **Tuesday 13th December 2022 at 7.30pm** in The Space, Market Walk, Keynsham.

34. 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 Item 35 - to progress sensitive issues.

35. OFFICE MOVE (CONFIDENTIAL – HARD COPY REPORT WILL BE AVAILABLE AT THE MEETING & OTHER DOCUMENTS)

RECOMMENDED:

- (i) To receive and note a verbal report in respect of the above project*
- (ii) That the Town Council approve a letter arising out of the meeting of the 9th November (letter to be presented at the meeting)*
- (iii) That the Town Council resolve to send our tenders to appoint a Solicitor*
- (iv) That Town Council consider the office move budget as at agenda Item 16 project no 360 to cover legal/survey fees.*