



Dawn Drury – Town Clerk
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To All Members of the Capital Projects Committee: Cllrs Dave Biddleston, Deb Cooper, Clive Fricker, Andy McGuinness (Chair), Brian Simmons and Andy Wait.

Dear Councillor

You are summoned to attend a **MEETING OF CAPITAL PROJECTS COMMITTEE** to be held in the **Baptist Church on TUESDAY 3rd MAY 2022 commencing at 7.30 PM.**

Signed on 27th April 2022

A handwritten signature in black ink, appearing to read 'Dawn Drury'.

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: Keynsham High Street (by Coffee One)

DO NOT USE THE LIFTS

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)).

CAPITAL PROJECTS COMMITTEE AGENDA 3rd MAY 2022

1. APOLOGIES FOR ABSENCE

RECOMMENDATION:

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 interests) prior to the item (s) being discussed, that Members may only become aware of during the meeting itself and to receive any disclosures of decisions as per item 7 of Keynsham Town Council's Dispensations Policy and Procedure Guide.

4. RECORD OF PREVIOUS MEETINGS

RECOMMENDED:

- (i) That the Minutes of the Capital Projects Committee meeting held on 10th March 2022 (previously circulated) be confirmed as a true record and signed by the Chairman.

5. 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.

RECOMMENDATION

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.

6. COMMUNITY ASSET TRANSFERS, LEASES AND OUTRIGHT PURCHASES OF ASSETS

An update has been requested for B&NES Community Engagement Team in respect of the matter of Community Asset Transfers of The Paddock and Fox and Hounds Lane Conservation area. The outcome of this request will be reported at the next Capital Projects Committee meeting.

RECOMMENDED:

To receive and note the above information.

7. UPDATE ON CAPITAL PROJECTS

a) **Keynsham Cemetery**

The Quinquennial Survey from Bath Conservation Architects is imminent, and this will be distributed prior to the meeting, if received in time, if not the report will be reviewed at the next meeting of this Committee.

RECOMMENDED:

To receive and note the above information.

b) **Manor Road Pavilion**

RECOMMENDED:

To receive a verbal update in respect of the next steps for the above project.

8. DATE OF NEXT MEETING

To be arranged.

9. 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. Item 10 - to progress sensitive issues.

10. OFFICE MOVE (CONFIDENTIAL – HARD COPY REPORTS WILL BE AVAILABLE AT THE MEETING)

RECOMMENDED:

(i) *To receive and note the report in respect of the above project.*

- (ii) *To receive and note an additional report of next steps produced by the Town Clerk and Alan Jenner (Locum).*