



Dawn Drury – Town Clerk
15-17 Temple Street,
Keynsham, Bristol BS31 1HF
Telephone: Nos: 0117 986 8683/07904 161097
E-mail: townclerk@keynsham-tc.gov.uk
www.keynsham-tc.gov.uk

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 invited to attend a **MEETING of the CAPITAL PROJECTS COMMITTEE** to be held in **the Town Council office on THURSDAY 8th SEPTEMBER 2022 commencing at 6.30 PM.**

Signed on 1st September 2022

A handwritten signature in black ink, appearing to be '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 8TH SEPTEMBER 2022

1. TO APPOINT A CHAIR FOR THE CAPITAL PROJECTS COMMITTEE FOR THE MUNICIPAL YEAR 2022- 2023

RECOMMENDATION:

To appoint a Chair for the Capital Projects Committee for the municipal year 2022-2023

2. TO APPOINT A VICE CHAIR FOR THE CAPITAL PROJECTS COMMITTEE FOR THE MUNICIPAL YEAR 2022- 2023

RECOMMENDED:

To appoint a Vice-Chair for the Capital Projects Committee for the municipal year 2022-2023

3. APOLOGIES FOR ABSENCE

RECOMMENDATION:

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 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).

5. 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.

6. RECORD OF PREVIOUS MEETINGS

RECOMMENDED:

- (i) That the Minutes of the Capital Projects Committee meeting held on 9th June 2022 (previously circulated) be confirmed as a true record and signed by the Chairman.

7. PUBLIC PARTICIPATION

- (a) In accordance with Standing Order 3(e) (ii), 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.

- (b) In accordance with Standing Order 3 (e) (iii) Members of the Public may also speak on one single item only on the agenda per meeting, just prior to that item being discussed unless otherwise agreed by the Chair, or Chair of a Committee. Each person may speak for not more than 2 minutes, with a maximum of 2 speakers per item in favour and 2 speakers per item against or at the Chairman's discretion. To facilitate the smooth running of the meeting. Members of the Public will be asked to register their interest with the Town Clerk prior to the start of the meeting.

RECOMMENDATION

That the Chairman respond to any questions/observations from the public. 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.

8. COMMUNITY ASSET TRANSFERS, LEASES AND OUTRIGHT PURCHASES OF ASSETS (Report attached)

RECOMMENDED:

To receive and note the report attached in respect of the transfer of the Freehold Leases for Fox and Hounds Lane Conservation Area and The Paddock.

9. UPDATE ON CAPITAL PROJECTS (Reports attached)

a) Keynsham Cemetery and Chapel

RECOMMENDED:

- (i) To receive and note the report attached.*
- (ii) That the Committee resolve to recommend to full Council that the Town Clerk can seek tenders from suitable suppliers to commission an asbestos report*
- (iii) The Town Clerk to report back with any responses to Council for a decision on whether to appoint someone.*

b) Manor Road Pavilion

RECOMMENDED:

To receive and note the report attached.

10. DATE OF NEXT MEETING

To be arranged.

11. 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 12 - to progress sensitive issues.

12. 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) To receive quotes and make recommendation to full Council in respect of making a decision for appointing an Architect.*