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Dear Councillor

You are summoned to attend the **ANNUAL MEETING OF KEYNSHAM TOWN COUNCIL** to be held in **THE BAPTIST CHURCH, HIGH STREET, KEYNSHAM** on **THURSDAY 11th May 2023** commencing at **8.00pm**.

Signed on 5th May 2023

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 11th May 2023

1. **ELECTION OF CHAIRMAN 2023/2024**

RECOMMENDED:

- (i) *To elect a Chairman for the ensuing Municipal Year.
(Upon his/her election the Chairman will be invited to formally subscribe a Declaration of Acceptance of that Office).*
- (ii) *To receive the Chairman's Declaration of Acceptance of Office.*
- (iii) *To approve the countersigning of the Acceptance of Office by the Clerk.*

The Chairman is elected at the Annual Meeting of the Council for one year. This is an office created legislation, commanding respect. The Chairman is in charge during Council meetings and has a duty to ensure that Council meetings run smoothly, that all business is properly considered and all Councillors who wish to speak can do so. The Chairman has few special powers, it is unlawful for a Council to delegate decision making to any individual Councillor, and that also applies to the Chairman. The Chairman often enjoys a special relationship with the public, for example opening stores, welcoming visitors, etc. It is the Chairman of the Town Council who leads the Annual Town Meeting.

2. ELECTION OF VICE-CHAIRMAN 2023/2024

RECOMMENDED:

- (i) *To elect a Vice-Chairman for the ensuing Municipal Year.*
- (ii) *To receive the Vice-Chairman's Declaration of Office.*
- (iii) *To approve the countersigning of the Acceptance of Office by the Clerk.*

(The Council may appoint a Vice-Chairman but does not have to do so. However, if it does, he/she will be required to formally subscribe a Declaration of Acceptance of that Office).

3. APOLOGIES FOR ABSENCE

RECOMMENDED:

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 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.

6. **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.

7. **DRAFT MINUTES OF ANNUAL TOWN MEETING – 20TH APRIL 2023**
(attached)

RECOMMENDED:

That the Draft Minutes of the 2023 Annual Town Meeting are received and noted.

8. **RECORD OF PREVIOUS MEETINGS**

RECOMMENDED:

That the minutes of the Town Council meeting held on Tuesday 18th April 2023 (attached), be confirmed as a true record and signed by the Chairman.

9. APPOINTMENT OF MEMBERS, CHAIRMEN AND VICE-CHAIRMEN TO COMMITTEES SHOWN IN BLUE (Attached schedule)

RECOMMENDED:

A) Committee Membership

To appoint Members to Committees as per the attached Schedule of Committee Membership 2023/2024.

- a) *Finance & Policy – 7 members*
- b) *Planning & Development – 7 members*

B) Chairmen and Vice-Chairmen

To appoint a Chairman AND Vice Chairman to each of the following Committees: -

- a) *Finance & Policy*
- b) *Planning & Development*

10. SUBSTITUTE MEMBERS TO COMMITTEES

Standing Order no. 4(i) quotes:

That substitute members may be nominated and appointed to a Committee and that the number is determined at the Annual Town Council meeting in May.

RECOMMENDATION:

- (i) *That Members agree to the appointment of Substitute Members to Committees as quoted in Standing Order no. 4 (i), for the 2023/24 municipal year.*
- (ii) *That Members determine the maximum number of substitute members permitted per Committee meeting (The Town Clerk suggests 2 substitute members).*

11. JOINT STRATEGY GREEN SPACES GROUP – KEYNSHAM MEMORIAL PARK MASTERPLAN

- (i) *To appoint Members to the Joint Strategy Green Spaces Group as per the attached Schedule of Committee Membership 2023/2024 (shown in blue).*
 - *Two Keynsham B&NES Ward Councillors*
 - *Two Keynsham Town Councillors*
- (ii) *To note that the first meeting of this group is on Friday 19th May at 11.00 a.m. in the Town Council Office.*

12. GENERAL POWER OF COMPETENCE

The Town Council is required to declare it meets the criteria for eligibility to use the General Power of Competence. A declaration is made at the first “Relevant” meeting which in this case is the first Full Council meeting after the Ordinary Elections in May 2023.

The Parish Councils (**General Power of Competence**) (Prescribed Conditions) Order 2012 details the criteria as follows:

1. Elected Councillors – the number of elected Councillors at the last election must equal or exceed two thirds of its total number of Councillors.

As 15 Councillors were elected in 2023, this condition has been satisfied for this term of Keynsham Town Council.

2. Qualified Clerk

At the time the resolution is passed the Clerk must hold an eligible qualification. These are the Certificate in Local Council Administration (CiLCA), the Certificate of Higher Education in Local Policy, the Certificate of Higher Education in Local Council Administration or the first level of the foundation degree in Community Engagement and Governance (or successor qualifications).

The Town Clerk was awarded the CiLCA (2013) qualification in November 2013 and therefore this condition has been satisfied for the term of Keynsham Town Council 2023-2027.

RECOMMENDED:

To resolve that the Town Council has met the criteria for eligibility for the General Power of Competence and will exercise that power for the term of the Council 2023-2027.

13. DATE OF NEXT MEETING

RECOMMENDED:

To note that the date for the Town Council’s next meeting is **Tuesday 23rd May 2023 at 7.30pm** in The Space, Market Walk, Keynsham.