



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

Dear Councillor

You are summoned to attend a meeting of KEYNSHAM TOWN COUNCIL to be held in THE SPACE, MARKET WALK, KEYNSHAM on TUESDAY 17th OCTOBER 2023 commencing at 7.30pm.

Signed on 10th October 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 17th OCTOBER 2023

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 19th September 2023 (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. **REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

RECOMMENDED:

To receive and note any reports.

10. **MINUTES OF COMMITTEE MEETINGS** (previously circulated)

| <u>Committee</u> | <u>Date 2023</u> | <u>Status</u> |
|--|---------------------------------|---------------|
| Environment & Sustainability Committee | 26 th September 2023 | DRAFT |
| Planning & Development Committee | 2 nd October 2023 | DRAFT |
| EATH | 4 th October 2023 | DRAFT |
| Extraordinary Personnel Committee | 5 th October 2023 | DRAFT |
| Finance & Policy Committee | 10 th October 2023 | 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.*

11. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 10th OCTOBER 2023:

APPROVAL OF ITEMS & RECOMMENDATIONS TO TOWN COUNCIL MEETING ON 17th October 2023:

FP1. FINANCIAL QUARTERLY REPORTS (attached)

- (i) Budget Monitoring quarterly (months 4, 5 & 6 – July, August & September 2023)
- (ii) Bank Cash and Investment Reconciliation(months 4, 5 & 6 – July, August & September 2023)
- (iii) Balance Sheet (months 4, 5 & 6 – July, August & September 2023)
- (iv) Bank Reconciliations for Cash Books 1, 2, 3, 4 & 5 (months 4, 5 & 6 – July, August & September 2023)
- (v) Bank Statements – Cash Books 1, 2 & 5 and Public Sector Deposit Fund (months 4, 5 & 6 – July, August & September 2023)

RECOMMENDED:

That Town Council receive and note the financial reports.

FP2. FLAGSTONE INVESTMENTS

The HSBC investment has ended on the 3rd October 2023. There is a replacement HSBC investment for 6 months at 5.35%.

One of the Aldermore investments ends on the 24th October 2023. The only other options are to either go with Aldermore again for 6 months at 5.40% or Santander a 5.35 % or we can withdraw the £80,000 so we do not duplicate investment providers. If an alternative investment provider should become available the Town Clerk will seek advice from the Chair of Council, Vice Chair of Council and the Chair of Finance and Policy Committee.

RECOMMENDED:

- i. *To approve the transfer of the interest on the Aldermore Account that finished on 3rd October to the Town Councils current account.*
- ii. *To receive a recommendation for Finance and Policy Committee that the two investments that will be ending this month be replaced by an HSBC investment for 6 months at 5.35% and an Aldermore investment for 6 months at 5.40%*

RECOMMENDED:

To receive and note that:

- (1) Aldermore – 12 months at 4.30%, account opened 24.10.22 and as at 30.09.2023 interest accrued equates to £3,232.65
- (2) Aldermore – 18 months at 3.75%, account opened 05.10.22 and as at 30.09.2023 interest accrued equates to £2,975.34

- (3) Charter Savings Bank – 12 months at 4.40%, account opened 03.11.22 and as at 30.09.2023 interest accrued equates to £3,211.39
- (4) HSBC (first account opened) 12 months at 3.87%, account opened 03.10.22 and as at 30.09.2023 interest accrued equates to £3,087.51
- (5) Santander – 95 days at 3.95%, account opened 01.06.2023 and as at 30.09.2023 interest accrued equates to £1,101.92. NOTE: that the interest on this account has not increased to 4.70%

FP3. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 19th SEPTEMBER 2023

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 there were no delegated actions.

FP4. CONCLUSION OF AUDIT (Attached)

RECOMMENDED:

To receive and note the conclusion of the external audit for financial year 2022/23.

FP5. POLICIES CONSIDERED BY F & P COMMITTEE (Attached)

RECOMMENDED:

To review and approve the following policies and make a recommendation to Council:

- i. Freedom of Information Policy, Request form and Model Publication Scheme.*
- ii. Vexatious Communications and Complaints Policy.*
- iii. Financial Risk and Reserves Policy.*

FP6. OUTSIDE BODY FUNDING APPLICATION (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 consider and approve the amounts agreed:*
 - a) KMFA Limited - £29,500*
 - b) Keynsham & District Dial-A-Ride £4,500*
 - c) KeynshamNow £1,100*
 - d) Keynsham In Bloom £5,000*

FP7. ENVIRONMENT AND SUSTAINABILITY BUDGET 2024/2025

BUDGET FOR E&S FOR 2024-2025

Budget for 2024-2025

| | |
|--|---------|
| Community Events | £2500 |
| Tree Planting | £1000 |
| Marketing and Communications | £500 |
| Virtual Energy Conference | £1000 |
| Ashton Way Toilets | £1650 |
| Wildflower Planting | £600 |
| E and S Sundries (hedgehog highways/bee hotels etc.) | £500 |
| Grants – Environmental | £17,500 |

RECOMMENDED:

To receive and approve the draft budget for Environment and Sustainability for 2024-2025.

FP8. MANOR ROAD PITCH FEES - KEYNSHAM RANGERS

We have received the following request from Keynsham Rangers:

Is it possible we can pay the pitch fees in 4 instalments? We have to pay £600 a year and we would appreciate it if we can pay 4 instalments of £150 each.

RECOMMENDED:

To receive, note and approve the request for pitch fees to be paid in instalments.

FP9. AVON PENSION FUND – NET ZERO (Attached)

The attached “Have your Say” has been received from the Avon Pension Fund regarding Net Zero.

RECOMMENDED:

For Councillors to complete the survey individually (link on attached paper).

FP10. FESTIVE ILLUMINATIONS (Attached)

The following email information has been received from B&NES regarding the Festive Illuminations. (Attached is the excel spreadsheet with the breakdown of the costs).

“I have copied in my colleagues working on Christmas Lights. They will pick up the unmetered supply information request below – thank you for passing this on.

I’ve attached an overview of the costs for Keynsham’s Christmas Lights this year. We recognise that Keynsham has made an annual contribution towards the cost of their

lights for many years. We have now asked that Midsomer Norton and Radstock Town Councils also make an annual contribution going forward. We have tried to find as equitable a way of doing this as possible. Our proposal for 2023-24 is:

- All three towns hire 21 motifs with Keynsham having one additional, special display. We therefore propose to cover 50% of the hire costs of these motifs for all three communities.
- Keynsham has costs relating to the installation and removal of tree lights that the other towns cover directly. Therefore, we propose to charge 100% of these costs to Keynsham.
- All three Towns have differing switch-on events requiring different levels of electrical personnel to attend. We therefore propose to charge 100% of the personnel costs to all three Town Councils for setting timers and attending events. We have so far allowed for 4 personnel for Keynsham's switch on event on 24 November.

The anticipated contribution from Keynsham for this financial year is £5,980.49. The cost of adapting a further column at Station Road will be on top of this.

For this financial year, B&NES will cover 50% of motif hire; 100% of installation and removal costs and district wide costs such as delivery, electricity etc.

I have attached a spreadsheet setting everything out and hope this is acceptable with yourselves.

While writing, Colin is proposing that Keynsham's special 'fountain' display (Sparks) goes on a column near St John's Church instead of at the top of Bath Hill this year – is that okay?

He also wondered whether you would be happy for the 'Merry Christmas from Keynsham Town Council' motif to now be disposed of but would obviously like something in writing to confirm this".

RECOMMENDED:

- (i) *To receive and note the above information.*
- (ii) *To receive recommendations from the Finance and Policy Committee in respect of B&NES Council's questions above:-*
 - *To note Keynsham's contribution for this financial year. Council have £7,000 in the budget.*
 - *To note the position of the fountain display for 2023.*
 - *To confirm that the Merry Christmas from Keynsham Town Council motif can be disposed of.*

FP11. WORKNEST CONTRACT (Attached)

Following a meeting with WorkNest (Keynsham Town Council's HR and Health and Safety Advisors) on Friday 6th October 2023 to review the existing three-year contract which expires in November, a new three-year contract is attached for consideration.

RECOMMENDED:

- (i) To receive and note the contract.*
- (ii) To receive a recommendation from the Finance & Policy Committee that the 5-year contract be accepted and recommended to Council.*

FP12. CORPORATE GOVERNANCE (Attached)

RECOMMENDED:

- (i) To review the Corporate Governance document*
- (ii) To receive a recommendation from the Finance and Policy Committee to approve the timetable for Corporate Governance Review.*

FP13. NOVA FEST EVALUATION (Attached)

RECOMMENDED:

- (i) To review the Nova Fest evaluation report.*
- (ii) To receive a recommendation from the Finance & Policy Committee.*

12. UNISON SUBSCRIPTIONS (Attached)

RECOMMENDED:

To receive and note the attached communication from Unison and that the review was undertaken by the Town Clerk and two subscription changes were necessary.

13. EATH BUDGET 2024/2025

BUDGET FOR EATH FOR 2024-2025

RECOMMENDED:

- (i) To receive and note the EATH budget items for 2024/2025.*
- (ii) To receive a recommendation from the EATH Committee to approve the budget items to be included in the Draft Budget.*

Events General £5000
Christmas Lights £7500
Business Forum £1000
Winter Festival £15,000
Arts General £3,500
Remembrance Parade £1,500
Community Networking Event £500
Community Video £200

GWR Posters £1,500
Bandstand Events £8,000
Spring Show £2,000
Good Citizen Awards £500
Timeline & Mosaics to come from CIL £25,000
Community Resilience Fund £2,500
Keynsham Newsletter quote for bi-monthly adverts in Keynsham Voice from Feb 2024 onwards to be provided on the night.

14. **SCHEDULE OF INVOICES DUE FOR PAYMENT – OCTOBER (MONTH 7)**
(Attached)

RECOMMENDED:

That the attached Schedule of Invoices be approved for payment.

15. **TERMS OF REFERENCE FOR TOWN COUNCIL BUSINESS FORUM (To follow)**

Keynsham Town Council Business Forum currently has no Terms of Reference.

The Schedule of Standing Committees states that the Business Forum should have five members and two substitutes, and the current approved members are Cllrs Alenshasy, Davis, Fricker, MacFie and one vacancy plus two substitute vacancies.

RECOMMENDED:

- (i) *To decide on the number of Councillor members to this Forum.*
- (ii) *To approve the Terms of Reference.*

16. **SCHEDULE OF STANDING COMMITTEES (Attached)**

RECOMMENDED:

- (i) *To review the Schedule of Standing Committees, Working Groups and Members of Outside Bodies.*
- (ii) *To add the Keynsham Memorial Park working group to the schedule. Current members Cllrs Wait, Brennan and Halliday, one vacancy to be filled.*
- (iii) *To approve any membership changes required and to elect Councillors to vacant positions including the position of substitutes to some Committees.*

17. **THE LEVELLING UP AND REGENERATION BILL - PRODUCTION OF LETTER TO BE SENT TO JACOB REES-MOGG MP (Report attached)**

RECOMMENDED:

To review the report and consider the arguments within to include in a letter to Jacob Rees-Mogg MP

18. VACANCY - COUNCILLOR FOR B&NES COUNCIL STANDARDS BOARD

RECOMMENDED:

- (i) *To note that a vacancy has arisen on B&NES Council Standards.*
- (ii) *Any Councillor interested in the post to inform Council at this meeting.*

19. KTCRFM – FUNDING REQUEST (Report attached).

This matter was considered at the Town Council September meeting with the following resolution:

- (i) *That no funding be offered at this stage.*
- (i) *That the Chair and Vice Chair of Council meet with the Directors of KTCRfm and request that they present a full written proposal to Council to consider giving details of the reasons for seeking funding, their financial situation and details of what any funding would be spent on.*
- (ii) *That this matter be brought back to Council and not Finance & Policy Committee for a decision.*

RECOMMENDED:

To consider the request from KTCRfm in respect of funding.

20. CLEAN & GREEN ACTION WEEK KEYNSHAM (2ND - 6TH OCTOBER 2023)

Below are a few of the before and after photos from the B&NES Council Clean and Green Action week that took place in Keynsham.





RECOMMENDED:

To note that the Town Clerk has sent an email stating that they had done a great job and thanking their team.

21. KEYNSHAM MOSAICS & TIMELINE PROJECTS (Report attached)

RECOMMENDED:

- (i) That Council receive and note the report.*
- (ii) That due to programme alterations Council needs to confirm that they are committing to their commitment to provide the match funding for these projects.*
- (iii) To consider the project options to replace the Mosaics and approve one to take forward.*

22. VOLUNTEER INDUCTION PACK (Attached Safeguarding Policy and Procedures, Volunteering Policy Statement & Complaints & Disputes Involving Volunteers)

RECOMMENDED:

- (i) *To review the attached Policies and Procedures.*
- (ii) *That the Policies and Procedures be approved.*
- (iii) *To note that the volunteer pack will also include a DBS application form and role description including details of the volunteers requirements (days/times).*

23. STAFF APPRAISAL POLICY AND PROCEDURES (Attached)

RECOMMENDED:

- (i) *To receive and note the Staff Appraisal Policy and Procedure.*
- (ii) *To approve the Staff Appraisal Policy and Procedure.*

24. PROPOSED ADDITIONAL AND/OR MODIFIED PARKING RESTRICTIONS - PIXASH LANE, ASHMEAD ROAD, AND ELLSBRIDGE CLOSE, KEYNSHAM (Supporting documents attached)

A Traffic Regulation Order (TRO) Report 1 in relation to proposed additional and/or modified parking restrictions in Ashmead Road, Ellsbridge Close, and Pixash Lane, Keynsham has been received from Bath and North East Somerset Council. The proposals are shown on the attached pdf drawings.

RECOMMENDED:

To consider the Traffic Regulation Order (TRO) Report 1 together with supporting documents and make comments, if required.

25. LOCAL COUNCIL TAX SUPPORT SCHEME (LCTS) – B&NES CONSULTATION

B&NES Consultation states that the proposed changes to the Local Council Tax Support (LCTS) scheme could affect up to 4200, or around 5.5 %, of the households in B&NES. Most of these would either get a greater discount on their Council Tax, or receive the same level of support as they get now. Under the new proposals, around 500 households who do not qualify for support now might become eligible for a discount on their Council Tax bill. However, around 1000 households would receive less support than they do now, or would no longer qualify for Council Tax Support at all.

The changes would happen because the discount amounts and income bands in [our proposals](#) are lower than those in the [current LCTS scheme](#). B&NES officers have modelled the cost of introducing the Universal Housing and Childcare Elements disregards (meaning taking these amounts out of our calculations of your income), but keeping the income allowance bands at the current levels. This would raise the cost of providing Council Tax Support by over £1 million, and they would have to pass these costs onto the Council Tax bills of every household in Bath and North East Somerset.

If B&NES decide to make the changes, they will take effect from April 2024. The changes will only affect households who receive Universal Credit. The current rules will apply for all other households who are receiving Council Tax Support.

To find out more about the proposals and have your say, visit the Council's website [here](#).

RECOMMENDED:

- (i) To receive and note the details of the consultation.*
- (ii) To decide if Council wishes to respond to the consultation.*

26. **WEST OF ENGLAND COMBINED AUTHORITY'S NEW CYCLE HANGARS CONSULTATION.**

Cycling is an important mode of sustainable transport - it can improve health and well-being, and at the same time help reduce traffic congestion and improve air quality. Being able to park bikes safely and conveniently plays a vital role in whether people have the choice to cycle. Installing cycle hangars on residential roads, which can provide secure and easy to use storage for up to six bikes, could lead to an increase in the number of journeys made by bicycle.

Funding has been secured from central Government's Active Travel Fund to install 80 new cycle hangars across the region (approximately 20 in BANES).

Working in partnership with your Local Council and Councillors, we are launching a four-week public consultation to invite people to tell us where they would like to have a cycle hangar on our dedicated website.

Find out more here: <https://beta.bathnes.gov.uk/cycle-parking> The consultation will be between Monday 2 October and Sunday 29 October 2023 at <https://cyclehangarswest.co.uk/>

If you have any questions, please contact us on bike_hangars@bathnes.gov.uk

RECOMMENDED:

To consider possible sites for more cycle hangars in the Town to submit as part of the consultation.

27. **ITEM OF CORRESPONDENCE**

PUMP TRACK FOR KEYNSHAM OUTLINE (Information attached – Pumptrack Outline document attached)

A member of the public has sent an email to Town Council informing them that there is a group interested in how they can get involved in the Keynsham Memorial Park Improvements Plan following the consultation at the Memorial Park. In particular, they

have been looking at the possibility of installing a cycle pump track. The group have said that they could help with fundraising, promotion etc.,

The group have been working on a draft of their project outline which they have presented to Bath and North East Somerset Council.

The document highlights background to pump tracks, benefits and some suggested proposals and how the group could support. It also highlights the links to the Keynsham Memorial Park Consultation outcomes in terms of demand for improved play facilities for children and younger people which helpfully a pump track ticks both those boxes.

Also attached are documents from Velosolutions showing the success at Hartfliffe and key benefits.

The group recommend taking a look at the Temple Cloud Pump Track.

RECOMMENDED:

(i) To receive and note the attached information.

28. **DATE OF NEXT MEETING**

RECOMMENDED:

To note that the date for the Town Council's next meeting is **Tuesday 21st November 2023 at 7.30pm** in The Space, Market Walk, Keynsham.

29. **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 30 - to progress sensitive issues.

30. **BUDGET 2024-2025**

RECOMMENDED:

To receive and note the information provided on the 2024-2025 budget.