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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 21<sup>st</sup> MAY 2024 commencing at 7.00pm.

Signed on 14<sup>th</sup> May 2024

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 21<sup>ST</sup> MAY 2024**

**1. ELECTION OF CHAIRMAN 2024 -2025**

**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 2024-2025**

**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 16<sup>th</sup> 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 – 18 APRIL 2024

**RECOMMENDED:**

*That the draft Minutes of the 2024 Annual Town Meeting held on 18<sup>th</sup> April 2024 (previously circulated) are received and noted.*

8. RECORD OF PREVIOUS MEETINGS

**RECOMMENDED:**

*That the minutes of the Town Council meeting held on Tuesday 16<sup>th</sup> April 2024 (previously circulated), with amendments approved at the April Town Council meeting, be confirmed as a true record and signed by the Chairman.*

9. REVIEW OF STANDING ORDERS (attached)

**RECOMMENDED:**

*To note that the Standing Orders have no amendments to approve. the same will be presented for review at the next Annual Town meeting in 2025 unless any recommended amendments are provided by NALC.*

10. REVIEW OF TERMS OF REFERENCE OF COMMITTEES AND WORKING PARTIES (attached)

*RECOMMENDED:*

*To consider the attached Terms of Reference.*

11. APPOINTMENT OF MEMBERS TO COMMITTEES & WORKING PARTIES (Attached schedule current members shown in Blue)

*RECOMMENDED:*

A) Committee Membership

*RECOMMENDED:*

*To appoint Members to Committees as per the attached Schedule of Committee Membership 2024/2025.*

- a) *Environment & Sustainability – 7 members plus 2 substitutes.*
- b) *EATH – 7 members plus 2 substitutes.*
- c) *Finance & Policy – 7 members plus 2 substitutes.*
- d) *Grants – 7 members plus 2 substitutes.*
- e) *NDP Steering Group – 5 members (one to be Chair of Planning & Development) plus 2 substitutes.*
- f) *Business Forum – 5 members plus 2 substitutes.*
- g) *Personnel - the Chair of the Council should not be Chair of Personnel Committee – 7 members plus 2 substitutes.*
- h) *Planning & Development – 7 members plus 2 substitutes.*
- i) *Capital Projects – 7 members plus 2 substitutes.*
- j) *Environment & Sustainability Sub-Committee – Chair to be decided at the first meeting – 5 members*

B) Chairmen and Vice-Chairmen

*To appoint a Chairman AND Vice Chairman at the first meeting of each of the following Committees:-*

- a) *Environment & Sustainability*
- b) *EATH*
- c) *Finance & Policy*
- d) *Grants*
- e) *NDP Steering Group*
- f) *Business Forum*
- g) *Personnel - the Chair of the Council should not be Chair of Personnel*
- h) *Planning & Development*
- i) *Capital Projects*
- j) *Environment & Sustainability Sub-Committee*

C) Working Party Membership

**RECOMMENDED:**

*To appoint Members to Working Parties as per the attached Schedule of Committee Membership 2024/2025.*

- a) *Youth Strategy Working Group – 5 members plus 2 substitutes*
- b) *Defibrillator Working Group – 5 members plus 2 substitutes*
- c) *Community Resilience Plan Working Party – 5 members plus 2 substitutes*
- d) *Keynsham Memorial Park Working Group – 4 members plus one dual hatted Councillor.*
- e) *Bus Working Party – 5 members plus 2 substitutes*

D) Chairmen and Vice-Chairmen

**RECOMMENDED:**

*To appoint a Chairman AND Vice Chairman to each of the above Working Parties at the first meeting of the Working Party.*

E) Response and Review Groups

**RECOMMENDED:**

*To appoint Members to the Response and Review Groups as per the attached Schedule.*

- a) *Consultation Response Group – 5 members including 3 members of the Planning & Development Committee plus 2 substitutes.*
- b) *Keynsham Nature Action Plan – 4 members*

12. 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) (i-vi) for the 2024-2025 Municipal Year.*
- (ii) *That Members determine the maximum number of substitute members permitted per Committee meeting (The Town Clerk suggests 2 substitute members).*

13. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES (Schedule attached current members shown in blue)

The Town Council appoints representatives to a number of outside bodies for the period of the municipal year.

Note: KMFA Trustees are appointed for the full 4 year term of the Town Council.

**RECOMMENDATION:**

*That representatives are appointed to Outside Bodies as per the attached schedule.*

*ALCA – 1 member*

*Community At 67 – 1 member*

*Dial – A – Ride – 1 member*

*Friends of Keynsham Train Station Group – 1 member*

*Keynsham Memorial Park Forum – 1 member*

*Keynsham in Bloom – 2 members*

*New Communities Group (Keynsham North) – Chair or Council and Chair of Planning & Development*

*Parish Council Airport Association – 1 member*

*Parish Liaison – 1 member (usually the Chair)*

*Walkers Are Welcome – 1 member*

*West of England -Local Rail – 2 members*

*Avon Pension Fund – To decide whether to nominate a member.*

*Rural/Market Town Group Roundup – 1 member*

14. **CHAIRMAN'S ANNOUNCEMENTS**

**RECOMMENDED:**

*The Chair will report back on activities, events and meetings attended or taken part in since the last Council meeting.*

15. **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.

16. **KEYNSHAMNOW**

**RECOMMENDED:**

*To receive and note the report from KeynshamNow.*

17. **KEYNSHAM- YOUR NEW BANKING HUB**

**RECOMMENDED:**

*To receive a presentation from Melissa Whittaker of Cash Access UK in respect of a possible Banking Hub in Keynsham.*

18. ALLOTMENT ASSOCIATION QUARTERLY UPDATE

*RECOMMENDED:*

*To receive a verbal report from the Allotment Association.*

19. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

*RECOMMENDED:*

*To receive and note any reports.*

20. MINUTES OF COMMITTEE MEETINGS (Previously circulated)

| <u>Committee</u>                         | <u>Date 2024</u>            | <u>Status</u> |
|--|-----------------------------|---------------|
| Planning & Development Committee         | 15 <sup>th</sup> April 2024 | DRAFT         |
| Finance & Policy Committee               | 9 <sup>th</sup> April 2024  | DRAFT         |
| NDP Steering Committee Notes             | 4 <sup>th</sup> April 2024  | DRAFT         |
| Personnel Committee                      | 8 <sup>th</sup> April 2024  | DRAFT         |
| Community Resilience Working Party Notes | 25 <sup>th</sup> April 2024 | DRAFT         |
| Bus Services Working Party               | 30 <sup>th</sup> April 2024 | 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.*

21. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 16<sup>th</sup> APRIL 2024

In accordance with the Schedule of Delegation approved under Financial Regulations January 2024, to note the delegated decision made in advance of the May 2024 scheduled payments taken by the Town Clerk in consultation with Members.

*RECOMMENDED:*

*To note there were no delegated actions.*

22. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 14<sup>th</sup> MAY 2024

APPROVAL OF ITEMS & RECOMMENDATIONS TO TOWN COUNCIL MEETING ON 21 MAY 2024:

FP1. UPDATES FROM THE RFO (See F & P Committee Minutes and reports available in Councillor SharePoint)

- a. In the last meeting Councillor Alenshasy requested information on the 6000 and 6001 codes. These codes are movement in or out of the EMR codes. I have attached 2 reports from the codes which show each individual transaction from the last financial year.
- b. Councillor Alenshasy also questioned why we didn't spend at least 95% of the budget and had questions around the EMR's. Attached is a report covering the history of the finances of the Council, how we manage the finances and regulations we must follow while managing the finances. I hope this report answers the questions and gives all Councillors a broader understanding of the financial process and the management of EMR's and reserves. The full Joint Panel on Accountability and Governance (JPAG) Practitioners Guide and Financials regulations are available from the RFO.
- c. Councillor Cannon asked the RFO to investigate the ethics of the banks we hold investments with. Attached are the results of those investigations.
- d. It was also requested that a breakdown of the SoVision invoice be made available. Attached is a breakdown with an explanation of each charge.
- e. It was minuted that Councillor Alenshasy would email questions regarding the month 12 financial reports, no questions were received.

**RECOMMENDED:**

*To receive and note the updates.*

**FP2. BUDGET REVIEW REPORT – MONTH 1 (attached)**

**RECOMMENDED:**

To receive and note the Budget Review report.

**FP3. FLAGSTONE INVESTMENTS**

**RECOMMENDED:**

*To receive and note that:*

*(1) Santander – 95 days' notice at 4.7%, account opened 01.06.23 and as at 31.4.2024 interest accrued equates to £3,420.59*

*(2) Aldermore – 9 months at 5.4% account opened 25.10.2023 and as at 31.4.2024 interest accrued equates to £2,319.78*

**FP4. LOCAL GOVERNMENT TRANSPARENCY CODE 2015 (attached)**

Attached is an up-to-date Local Government Transparency Code 2015. This will be placed on the website and updated yearly.

**RECOMMENDED:**

*(i) To receive the Local Government Transparency Code 2015*

*(ii) To receive a recommendation from the Finance and Policy Committee to approve the code which is to be added to the Council's website.*



FP5. POLICIES (attached)

**RECOMMENDED:**

- (i) *To receive a recommendation from the Finance and Policy Committee that these Policies be reviewed in June 2024.*

FP6. INTERNAL AUDIT RECOMMENDATIONS UPDATE

Recommendations from the Internal Auditor:

Policies and Procedures

The Standing Orders and Financial Regulations should be updated for the increases to the thresholds over which contracts must be competitively purchased, in line with the most recent amendments to the Public Contracts Regulations 2015. The thresholds detailed in the recommendation in my last report have been changed again very recently by a Statutory Instrument published in December 2023. SI 2023 No 1117 - The Public Procurement (Agreement of Government Procurement) (Thresholds) (Amendment) Regulations 2021 came into force on 1 January 2024 and increases the threshold in sub paragraph a) for public works contracts from £5,336,937 to £5,372,609, and the threshold in sub-paragraph c) for goods and services from £213,477 to £214,904. SI 2022 No 1390 - Amendments to the Public Contract Regulations 2015 came into force on 21 December 2022 and increases the threshold set out in Section 109 2c) ii) over which contracts must be competitively purchased from £25,000 to £30,000. The Council should be aware that the NALC Model Financial Regulations have not been updated for these changes, and therefore the clerk would not have been aware of them. Page 4 of 4 Transparency

**Update – The Standing Orders and Financial Regulations have been updated with the new figures.**

The Council is not currently complying with the Local Government Transparency Code (2015) and should take appropriate steps to comply.

**Update – Item 12 covers the Local Government Transparency Code (2015).**

**RECOMMENDED:**

*To receive and note the update regarding the Internal Audit recommendations.*

FP7. VAS SIGNAGE (from Capital Projects Committee meeting)

The conditions for a grant from the road fund run by the Police for purchasing these signs which reopened at the beginning of April 2024 has added a new condition that the applicant, with approval and agreement of the Local Authority for the sign and the

location, must file in addition evidence of excessive speeding or road safety risk at the location for the funding body to consider the application.

KTC has approval and agreement of BANES for three VAS signs in two locations on the Wellsway and one at Charlton Road. KTC staff are trained and qualified to both fit and move the mobile signs. It would take time to assemble evidence of the excessive speed at the point of the location and Committee may feel that with a capital cost of £2950 plus VAT for one sign it would be better to purchase one and enter a memorandum of understanding with BANES that it can be moved to anyone of three locations.

The equipment itself can monitor the speed of vehicle passing it and that will yield accurate data over time that would merit further applications for two more paid by grant funding from the police. The £2950 plus VAT would have to be funded from general reserves as it has not been anticipated that would need to be a budget item or come from an earmarked reserve. It could be funded from CIL reserves (see more information below)

Committee is invited to consider resolving to approve the purchase of one unit by KTC and it being fitted on a mobile basis at each of the three locations and in the future learn of evidence of speeding that the one unit yields to decide if more units should be purchased using grant fund applications.

**RECOMMENDED:**

*To receive a recommendation from the Finance and Policy Committee to purchase one Sign at the cost of £2950 plus VAT from EMR.*

FP8. **CHRISTMAS LIGHTS COSTS 2024 (Background report attached)**

The costs for the Christmas lights 2024 have now been received from BANES. They are as follows:

|   |                   |
|---|-------------------|
| Volker costs for Keynsham                 | £5,511.40         |
| Field & Lawn costs Keynsham               | £7,220.92         |
| Delivery, Storage/Refurb & Carriage Costs | £2,516.25         |
| <b>TOTAL</b>                              | <b>£15,248.57</b> |

There will also be a cost for electricity, estimated at £149. We have a budget of £18,000.

**RECOMMENDED:**

*To receive and note the information.*

## FP9. UPPER MEMORIAL PLAY AREA GATE

One of the gates to the Upper Memorial Play Area has been broken beyond repair for some time, it is currently padlocked closed.

This play area is without doubt the busiest in Keynsham and we will see an increase in visitors with the summer approaching. Not only is the gate currently unsightly, having it operational would help with the increased numbers we are anticipating.

It has been the plan to wait for the Memorial Park Masterplan, as this included a full refurb of the play area and therefore replacement gate. Also, the price of a replacement gate had been deemed too expensive.

Unfortunately, although we have requested one, we haven't had an update on the Masterplan for a while and I cannot foresee this project being completed this year.

There is currently a gate on offer from our supplier at a substantially discounted rate:

SP-40-053      Prosafe Gate 1.2m high      £650.00 + Carriage &  
VAT      **Saving £415 ex VAT** Limited offer while stocks last.

### **RECOMMENDED:**

- (i) To receive and note the quote for the gate.*
- (ii) To receive a recommendation from the Finance and Policy Committee to accept the quote for £650 + carriage and VAT.*

## FP10. STUDIO RATES

The Studio Manager has put together the following for the hourly rate for hiring the studio:

"The costs of hiring a studio vary a lot, depending on the facilities and experience of the engineer.

It is fairly standard to pay around £10ph for a good space that has been sound treated, that is not including any kit.

The other costs is the hiring of an engineer, that can be anywhere between £15ph to £100ph. Granted the higher end of costs would be including the space hire.

If we were to charge £75ph we would be covering the costs of staffing (myself and music worker) and the space while building a small pot of money to bolster the service. This fee would be the option to organisations such as PRUS and 121 services etc that would want a space and organisation suited to working with young people with barriers to engagement.

If it was the insertion of a music worker within a fully staffed session our costs would be less, but we should still stick with the £75ph. I can modify the amount depending on the ask.

I'd say as a blanket offer £75ph for the insertion of a music worker in an external providers session at Timeout.

Should an individual wish to hire the space the costs will be dependent on the amount of time they want, with discounts applying the more amount of time they wish to hire.

It's important to remember our recording studio is situated without a youth centre, a strength and weakness. It's never going to be regarded as a top of the range environment to record while we have young people accessing the space. But when offering external providers, a recording specialist within their hire of the (B&NES owned) space we can cater to a niche recording need that is a goldmine in terms of positive outcomes for young people.

As you have read, I've explored this with some BANES workers already. They were very interested in following through and said they had the funds. I've yet to send a more thorough offer as all decisions need to be ok'd and costs agreed".

**RECOMMENDED:**

- (i) To receive and note the information from the Studio Manager.*
- (ii) To receive a recommendation from the Finance and Policy Committee that Cllr Halliday produce a list from his experience in a similar role to consider a more comprehensive hire rate and this be brought back to the June Finance and Policy Committee meeting.*

**FP11. FOOTFALL DATA HISTORIC INFORMATION (attached)**

**RECOMMENDED:**

*To receive and note the information received from BANES.*

**FP12. HIRE LICENCE AGREEMENT FOR MAKESPACE & DAILY RATES FOR HIRE (attached)**

**RECOMMENDED:**

- (i) To receive and note the MakeSpace Agreement.*
- (ii) To insert "To provide a Safeguarding Policy if there are children and in the session"*
- (iii) To receive a recommendation from the Finance and Policy Committee to approve the MakeSpace Agreement with change at point (ii).*

An enquiry has been made in respect of the rate of hire of the venue on a day rate.

**RECOMMENDED:**

*To consider a daily hire rate for 6 hours or more:*

*Community Groups free event – suggested rate £75.00*

*Community Groups ticketed event – suggested rate £100.00*

*Business events – suggested rate £150.00*

*Multiple day hire to be decided on a case by case basis by the Town Clerk in conjunction with the Chair & Vice Chair of Council and Chair and Vice Chair of Finance and Policy Committee.*

FP13. LINE MARKER (Report and quotes attached)

**RECOMMENDED:**

- (i) To receive the report and 3 quotes for the line marker.*
- (ii) To receive a recommendation from the Finance and Policy Committee to accept quote number one*

FP14. CEMETERY STRIMMER (Report and quotes attached)

**RECOMMENDED:**

- (i) To receive the report and 3 quotes for the strimmer.*
- (ii) To receive a recommendation from the Finance and Policy Committee to accept quote number one.*

FP15. PLAYGROUND EQUIPMENT (Report and quotes to follow)

**RECOMMENDED:**

*To receive a recommendation from the Finance and Policy Committee that this matter be deferred to this full Council meeting for a decision due to not all quotes not arriving on time.*

FP16. KTCR FM AGREEMENT (Report and agreement attached)

**RECOMMENDED:**

- (i) To receive the report and the Radio Agreement.*
- (ii) That the financial agreement is clarified at this meeting*
- (iii) To discuss inserting 3 events at the Bandstand*
- (iv) That the agreement be reviewed in October 2024*
- (v) That a member from KTCRfm attend a Council meeting to inform the Council of the services that it has provided.*
- (vi) That above changes be considered at the meeting and with the changes the Agreement be approved.*

FP17. DIRECT DEBITS FOR FINANCIAL YEAR 2024/25 (attached)

*RECOMMENDED:*

- (i) To review the direct debit payments.*
- (ii) To receive a recommendation from the Finance and Policy Committee to approve the direct debit payments.*

23. SCHEDULE OF INVOICES DUE FOR PAYMENT – May 2024 (MONTH 2) (attached)

*RECOMMENDED:*

*That the attached Schedule of Invoices for Month 2 be approved for payment.*

24. KEYNSHAM HIGH STREET HERITAGE ACTION ZONE – SHOP FRONT IMPROVEMENTS FEB 2024 (Case Study attached)

*RECOMMENDED:*

*To receive and note the document.*

25. KEYNSHAM HIGH STREET HERITAGE ACTION ZONE – TEMPLE STREET PUBLIC REALM IMPROVEMENTS FEB 2024 (Case Study attached)

*RECOMMENDED:*

*To receive and note the document.*

26. HAWTHORN COURT DEFIBRILLATOR UPDATE (Report attached)

*RECOMMENDED:*

- (i) To receive and note the report.*
- (ii) To decide whether to fund replacement batteries for the defibrillator.*

27. 24-015 PARKING CHARGE REVIEW (Report attached)

*RECOMMENDED:*

- (i) To receive and note the report.*
- (ii) To any response to the forthcoming consultation at this stage.*

28. 15 AND 17 TEMPLE STREET KEYNSHAM RENT REVIEW (Information attached).

*RECOMMENDED:*

- (i) That Council receive and note the attached information.*
- (ii) That the Town Clerk confirm to B&NES that the Town Council agrees to the proposal.*

29. **LETTER TO NEW POLICE CRIME COMMISSIONER**

As discussed, at a recent meeting with the new Police Sergeant for the area Council are asked to approve that a letter be sent to the new Police Crime Commissioner Clare Moody requesting additional policing numbers in the Keynsham area.

***RECOMMENDED:***

*To approve that the Town Clerk write a letter to the new Police Crime Commissioner.*

30. **COMMUNITY NETWORKING (Report to follow)**

***RECOMMENDED:***

*To receive update from Cllr Burton.*

31. **CORRESPONDENCE**

**a) CIVIC CENTRE CAR PARK ISSUES (Plan attached)**

The Town Council has received concerns from a resident, in respect of the Civic Centre Car Park as follows

“Over many months this year, I have seen some very near crashes, while in the underground car park (street level) at Market Walk.

Cars exiting the car park are NOT using the ONE WAY system (arrows marked on ground) for exiting the car park, cars entering have to get out of the way as these LAZY/IDIOT motorists forcing their way through.

Motorists entering do HAVE RIGHT of WAY, once clear of entrance.

I have seen at least 6 near head on or side on crashes, where motorists are forcing their way through.

As a concerned motorist myself, and having experienced a motorist trying to force me over, so she could exit the WRONG way, I told her she needs to follow the exit arrows marked on the ground. (she didn't)

My suggestion would be to put a NO ENTRY sign on the girders holding up the upper deck, with an EXIT ARROW pointing way out.

These Exit Arrows signs could also be bolted to the ground, and/or NO ENTRY painted on the ground”. (See plan attached)

***RECOMMENDED:***

(i) *To receive and note the correspondence.*

- (ii) *To decide on a response/course of action.*

32. DATE OF NEXT MEETING

**RECOMMENDED:**

To note that an Extraordinary Town Council meeting to discuss to an application to WECA for bus service funding will be held on **Thursday 30<sup>th</sup> May 2024 at 6.00 p.m.** in the **MakeSpace Building, 2 River Terrace, Keynsham**

To note that the next ordinary **TOWN COUNCIL MEETING** will be held on **Tuesday 18<sup>th</sup> June 2024 at 7.00 p.m.** in the **Baptist Church, High Street, Keynsham.**

33. 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 Items 34 and 35 due to financial matters and personal details.*

34. SAFER SHOPS WEST (Report attached)

**RECOMMENDED:**

- (i) *To receive and note the options for the Safer Shops West Project.*
- (ii) *To receive a recommendation from the Finance and Policy Committee that the Disc option be approved.*

35. STAFF COSTS ASSOCIATED TO THE YOUTH RESIDENTIAL (See report attached)

**RECOMMENDED:**

- (i) *To note that one Employee has been paid for the hours that she worked at the residential – financial cost is covered by her contracted hours.*
- (ii) *That the two Employees are paid for two nights sleep in duty whilst at a Youth Service residential.*

The JNC Agreement Pink Book under which our Youth Workers are contracted states an allowance of Sleep in Duty of £25 per night for residential.

**RECOMMENDED:**

*That the sum of £50 be paid to both Employees for two night's residential as part of their June monthly pay.*