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Dear Councillor

You are summoned to attend the meeting of KEYNSHAM TOWN COUNCIL to be held in THE SPACE, MARKET WALK, KEYNSHAM on TUESDAY 17TH SEPTEMBER 2024 commencing at 7.30pm.

Signed on 10th September 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 AGENDA 17TH SEPTEMBER 2024

1. FORMER TOWN COUNCILLOR – IRIS LERPINIÈRE

RECOMMENDED:

That Council observe a minutes silence in memory of former Town Councillor Iris Lerpiniere.

2. APOLOGIES FOR ABSENCE

RECOMMENDED:

To receive apologies for absence.

3. 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).

4. 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.

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.

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.

6. RECORD OF PREVIOUS MEETINGS

RECOMMENDED:

That the minutes of the Town Council meeting held on Tuesday 23rd July 2024 (previously circulated), be confirmed as a true record and signed by the Chairman.

7. CHAIRMAN'S ANNOUNCEMENTS

RECOMMENDED:

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

8. 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.

PRESENTATIONS:

9. PRESENTATION BY B&NES ENVIRONMENTAL MONITORING (AIR QUALITY TEAM)

RECOMMENDED:

To receive and note a presentation on the following aspects relating to air quality in Keynsham.

- *The results of a monitoring survey carried out on Bath Hill*
- *An update of the revocation of Keynsham Air Quality Management Area*
- *General Air Quality monitoring within Keynsham*

10. KEYNSHAMNOW

RECOMMENDED:

To receive and note the report from KeynshamNow.

11. KTCRFM QUARTERLY REPORT

RECOMMENDED:

To receive and note a report from KTCRfm

12. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

RECOMMENDED:

To receive and note any reports.

13. MINUTES OF COMMITTEE MEETINGS AND NOTES OF CONSULTATIONS

(previously circulated)

<u>Committee</u>	<u>Date 2024</u>	<u>Status</u>
Neighbourhood Devt. Plan Steering Group	29 th July 2024	DRAFT
Personnel Committee	22 nd July 2024	DRAFT
Planning Committee	5 th August 2024	APPROVED
Bus Services W.P.	13 th August 2024	DRAFT
Community Resilience W.P	15 th August 2024	DRAFT
Planning Committee	2 nd September 2024	DRAFT
EATH	4 th September 2024	DRAFT
Finance & Policy Committee	13 th August 2024	APPROVED
KNAP Working Party	9 th September 2024	DRAFT
Finance & Policy Committee	10 th September 2024	DRAFT
Youth Strategy W.P.	12 th September 2024	DRAFT

RECOMMENDED:

- (i) That the Minutes/Notes of the above meetings are received and noted.*
- (ii) That the recommendations that are not subsequent Town Council Agenda items are approved.*

ITEMS FOR DISCUSSION REQUIRING A DECISION:

14. SCHEDULE OF MEMBERSHIP OF COMMITTEES WORKING PARTIES, RESPONSE AND REVIEW GROUPS 2024 – 2025 (attached)

RECOMMENDED:

- (i) To receive and note the resignation of Cllr Alenshasy from all Committees, Working Parties, Response and Review Groups 2024 – 2025.*
- (ii) To note that Cllr Alenshasy will remain as the representative of the Town Council on the Twinning Association.*
- (iii) To elect replacement Councillors for the vacant positions as per the attached schedule together with the election of two additional Councillors on the Keynsham Regeneration Plan Working Group.*

15. HIGH STREET KERBS MESSAGING STATEMENT (attached)

RECOMMENDED:

- (i) To receive and consider the High Street Kerbs Messaging Statement.*
- (ii) To approve the Statement.*

16. SAFETY OF LITHIUM-ION BATTERIES OR THEIR DISPOSAL (update attached)

RECOMMENDED:

- (i) To receive and note the requests within the attached document.*
- (ii) To decide if Council should write to their MP.*
- (iii) To note the information in respect of grants being available to run safety campaigns.*

17. VE COMMEMORATION BANDSTAND PERFORMANCE/EVENT (Report attached)

RECOMMENDED:

- (i) To support St. John's Church with a local Peace Dove project and provide a small financial contribution to support material purchases.*
- (ii) To decide whether Keynsham Town Council will hold a VE Day Commemoration Bandstand performance as part of the Bandstand programme 2025 on Saturday 10th May 2025.*

18. ADDITIONAL FUNDS REQUIRED FOR SPECIALIST BARRIERS FOR REMEMBRANCE DAY PARADE AND WINTER FESTIVAL (Report attached)

RECOMMENDED:

- (i) To approve the additional cost of specialist barrier hire for Remembrance Parade and Winter Festival 2024 in the sum of £5,000 funds to be taken from Events EMR.*
- (ii) To approve that the EATH Committee arrange a VE Commemoration performance on Saturday 10th May 2025, as part of the Bandstand Programme.*

FINANCIAL MATTERS INCLUDING ITEMS ARISING FROM FINANCE AND POLICY COMMITTEE.

19. SCHEDULE OF PAYMENTS – MONTH 6 - SEPTEMBER 2024 (attached)

RECOMMENDED:

That the attached Schedule of Invoices be approved for payment and copy be signed by the Chair of Council.

20. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 23rd JULY 2024

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

RECOMMENDED:

To note that the order to remove the broken roundabout in the Lower Memorial Park costing £1,104 be approved.

21. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETINGS ON 13th AUGUST & 10th SEPTEMBER 2024 (Minutes previously circulated) (Attached details of APPROVED items to be received and noted from Agenda 13th August 2024 - A – C; and details of APPROVED items to be received and noted from agenda 10th September 2024 D – L)

RECOMMENDED:

To note the resolutions within the minutes of the meetings of Finance and Policy Committee dated 13th August & 10th September 2024.

Aug FP1. KTC SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS POLICY (attached)

RECOMMENDED:

- (i) To receive and consider the Social Media and Electronic Communications Policy.*
- (ii) To approve the Policy with the following changes:
 - (i) Add Instagram to the list of Social Media.*
 - (ii) Change Twitter to X (formally known as Twitter).*
 - (iii) Investigate whether we can ban people from commenting on posts.**

Aug FP2. YOUTH FINANCIAL REGULATIONS (attached)

Due to the fact the Youth Club differs from normal Council business, the RFO has devised Financial Regulations for the Youth Club (attached). Along with the Regulations a planning sheet has been created to ensure all expenditure is approved at the Finance and Policy Committee meetings.

RECOMMENDED:

- (i) To receive and consider the new Youth Financial Regulations and the use of the planning sheet.*
- (ii) To recommend that the Regulations and planning sheet be approved by Council.*

Aug FP3. LIST OF POLICIES (attached)

RECOMMENDED:

- (i) That the list of Policies be received and noted.*
- (ii) For the list to be updated.*
- (iii) For the review dates to be extended to 2 or 3 years if possible.*
- (iv) For the Clerk to decide on the priority of the policies.*

Aug FP4. ANNUAL CIL STATEMENT 2023-2024 (attached)

RECOMMENDED:

- (i) That the Annual CIL Statement be received and noted.*
- (ii) To approve the Statement.*

Aug FP5. S106 FOR KEYNSHAM (attached)

RECOMMENDED:

- (i) That the S106 for Keynsham be received and noted.*
- (ii) For the Assistant Town Clerk to identify the departments for the allocated funds for the B&NES Councillors to write to Cabinet Ministers for information on how the funding is to be spent.*
- (iii) For the Assistant Town Clerk to enquire about the returned Bus Service funding.*

MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 10TH SEPTEMBER 2024:

RECOMMENDED:

To note the resolutions within the minutes of the Finance and Policy Committee dated 10th September 2024.

SEPT FP6. BAD DEBT

As part of the new financial processes, the RFO meets monthly with the other Officers to discuss unpaid invoices. As stated in the Bad Debt Policy any unpaid invoices are to be chased up with an email then a series of letters. We have written to Blooming Marvellous Plants for an overdue invoice, but the letter has been returned to us marked not known at this address. We have looked for another address but one could not be located.

RECOMMENDED:

To receive a recommendation from the Finance and Policy Committee to Council to write off the debt of £29.17 plus VAT and not use the company for any event in the future.

SEPT FP7. HEALTH AND SAFETY POLICY MANUAL (attached)

The Finance and Policy Committee received the Health and Safety Policy Manual and recommend to full Council that the following amendments be made:

Section 4 – Can The Board be changed to The Council, and they nominate Personnel Committee?

Under Town Clerk – Reports all accidents from all accident books to Personnel Committee quarterly.

Section 6 – The accident book – change senior management to Town Clerk.

Page 60 – Question on Risk assessment – Is there a general risk assessment for the Council? **Information from the Town Clerk – Town Council have an Annual Financial Management Risk Assessment 2024 – 2025 and a full suite of Risk Assessments to cover all aspects of the Council’s Activities. There is not a general Town Council Risk Assessment on the Town Council files. The Town Clerk will look into the production of a general Risk Management Strategy for presentation to Council at a future meeting.**

RECOMMENDED:

- (i) To receive and consider the Health and Safety Policy Manual.*
- (ii) To receive and consider the amendments/queries made by the Finance and Policy Committee as above.*
- (iii) That the Policy with amendments as above be approved.*

SEPT FP8 INSURANCE RENEWAL (to follow)

The Council insurance renewal is due on the 30th September 2024. Attached are the documents relating to the insurance renewal.

RECOMMENDED:

- (i) To receive and consider the insurance renewal quote.*
- (ii) That the insurance renewal quote be accepted.*

SEPT FP9 CIL TRACKING (attached)

RECOMMENDED:

- (i) The Annual CIL Tracking be received and noted.*
- (ii) To note that the Finance and Policy Committee have requested the following information in respect of the CIL Tracking be produced by the RFO for the next meeting:
 - a) A simplified spreadsheet with more meaningful headings.*
 - b) A document to clarify the position for the next 3 months.*
 - c) Investigate whether the out of time CIL can be allocated.*
 - d) Produce a report regarding the B&NES Council S106 funding that was returned to the contractor by B&NES.**

SEPT FP10 DEFIBRILLATOR (Report attached)

In February 2024 the Council received a Donation from the Lions for £1,200 towards a Defibrillator at the Pavilion at The Meadows. The Council will pay the rest from the Defib EMR, which at present has a balance of £8,090.10 including the donation.

RECOMMENDED:

- (i) To receive and note the 3 quotes for the Defibrillator.
- (ii) To note that the Finance and Policy Committee wish to receive three official quotes.
- (iii) That the recommendation on the quotes be brought back to the October Town Council meeting.

SEPT FP11 YOUTH PLANNING (attached)

As per the new Youth Financial Regulations the Youth Team have produced a financial plan for October 2024. There are two items of expenditure that do not fit into the form:

- (i) The mixing desks in the studio need to be fixed at a cost of £50-£70.
- (ii) A Wake the Tiger trip. Cost will be around £15 per person. This will be funded from the Tesco donation money received.

RECOMMENDED:

- (i) *To receive and consider the financial plan and additional expenditure for October 2024.*
- (ii) *To note that the Finance and Policy Committee have requested a more detailed breakdown of the cost.*
- (iii) *To receive a recommendation from Finance and Policy Committee to approve the plan.*

SEPT FP12 MUSIC STUDIO PRICES (attached)

In August, Councillor Halliday and the RFO met with the Music Studio Manager to discuss the charges for hiring the studio. Attached are the prices devised as a result of the meeting.

RECOMMENDED:

- (i) *To receive and note the prices for hiring the studio.*
- (ii) *To receive a recommendation from Finance and Policy Committee to approve the studio hire prices.*

ITEMS TO RECEIVE AND NOTE:

22. PROPOSED COMMUNITY ORCHARD

RECOMMENDED:

To receive a verbal update from Councillors Alex Beaumont and Alan Greenfield who attended a recent site visit.

23. KEYNSHAM CEMETERY WORKS

RECOMMENDED:

To receive a verbal update in respect of this matter.

24. MANOR ROAD PAVILION CAR PARK

RECOMMENDED:

To receive a verbal update from the Assistant Town Clerk in respect of this matter.

25. UPDATE ON BURNETT LOCK UP REPAIRS

RECOMMENDED:

To receive and note the Town Council Grounds Maintenance Supervisor met with the representative of the Burnett Lock Up Landlord and he has indicated that the repairs to the Burnett Lock up will be instigated during the second week of September.

26. VAS SIGNAGE

RECOMMENDED:

To receive a verbal update from the Assistant Town Clerk in respect of this matter.

27. FOX AND HOUNDS LANE CONSERVATION AREA.

RECOMMENDED:

To receive a verbal update from the Assistant Town Clerk in respect of this matter.

28. A4 BATH TO BRISTOL ENGAGEMENT SUMMARY REPORT – JULY 2024
(attached)

RECOMMENDED

To receive and note the report.

29. WOODLAND VIEW COMMUNITY TRAVEL WEBSITE (Promotional flyer attached)

Background information - MY Mode Choice are working with Curo and BANES Council to make residents of Woodland View aware of the various sustainable travel options available in the area. They have a dedicated website to promote sustainable travel and

Woodland View has a number of pages within the website, so it is hoped that residents will use this facility to help reduce their car trips. They were wondering if it would be possible for the Town Council to promote the website within meetings over the next few months. The site link is included below.

<https://www.mymodechoice.com/woodland-view>

RECOMMENDED:

To receive and note the information above.

30. FOOD INSECURITY WORKSHOPS

Keynsham Town Council are working in collaboration with B&NES Health Improvement Officer (Food Insecurity) Public Health and Preventative Services to hold two workshops with key stakeholders in the town.

These workshops are being held in St. Francis Church on

Monday 14th October 2024 from 1 – 3 p.m.

Wednesday 20th November 2024 from 1 – 3 p.m.

Noted that the second workshop is a follow on from the first and these are not two separate workshops.

All Councillors are invited. Please inform the Clerk, if you wish to attend.

RECOMMENDED:

To receive and note the information above.

31. SOMERDALE GATES REFURBISHMENT (Details attached)

RECOMMENDED:

To receive and note a verbal update on the refurbishment of the Somerdale Gates.

32. DATE OF NEXT MEETING

RECOMMENDED:

To note that the date for the Town Council's next meeting is **Tuesday 15th October 2024 at 7.30pm** in The Space, Market Walk, Keynsham.