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Dear Councillor

You are summoned to attend a meeting of KEYNSHAM TOWN COUNCIL to be held in the BAPTIST CHURCH, IN THE REAR HALL, HIGH STREET, KEYNSHAM on TUESDAY 15TH OCTOBER 2024 commencing at 7.30 pm.

Signed on 8th October 2024

By Dawn Drury, Town Clerk

EMERGENCY EVACUATION PROCEDURE

To follow the instructions in the Hall.

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 15th OCTOBER 2024

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 and the Extra Ordinary meeting held on Tuesday 17th September 2024 (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 2024</u> | <u>Status</u> |
|----------------------------------------|---------------------------------|---------------|
| NDP Steering Group | 19 th September 2024 | DRAFT |
| Bus Services W.P. | 24 th September 2024 | DRAFT |
| Environment & Sustainability Committee | 24 th September 2024 | DRAFT |
| Planning & Development Committee | 2 nd October 2024 | DRAFT |
| EATH | 2 nd October 2024 | DRAFT |
| Finance & Policy Committee | 8 th October 2024 | DRAFT |
| NDP Steering Group meeting | 19 th September 2024 | DRAFT |
| Extra Ordinary Personnel Committee | 26 th September 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.*

11. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 17TH SEPTEMBER 2024

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

RECOMMENDED:

That the insurance quote for 24/25 be accepted with approval from Cllr MacFie, Cllr Fricker and Cllr Wait for the amount of £12,801.72 which includes a new policy for Cyber Security.

ITEMS FOR DISCUSSION REQUIRING A DECISION:

12. OUTSIDE BODIES - LARGER GRANT APPLICATIONS 2025-2026 (attached)

RECOMMENDED:

- (i) *To receive and consider the large grant application form for the following*
 - 1. *Keynsham in Bloom. – (awarded £5,000 for 2024 – 2025)*
 - 2. *Music Festival – has requested an extension until the November Finance and Policy meeting - (awarded £29,500 for 2024 – 2025)*
 - 3. *Dial-a-Ride - has requested an extension until the November Finance and Policy meeting. (awarded £4,500 for 2024 – 2025)*
 - 4. *KTCRfm (No award in 2024)*
- (ii) *To receive verbal support in respect of any of the applications above.*
- (iii) *To receive a recommendation from Finance and Policy Committee to approve the applications from Keynsham In Bloom £5,000 and KTCRfm £6,000 in 2025-2026.*
- (iv) *To receive a recommendation from the Finance and Policy Committee to grant an extension of time for submission for the Music Festival and Dial-a-Ride.*
- (v) *To note that KeynshamNow budget to be set as part of the budget setting process for 2025-2026 (as this is not a grant).*

13. K1 BUS SERVICE (Letter attached from resident)

The Resident has requested that this issue be raised at full Council so that a review can take place with a view to obtaining a fairer solution that serves the whole of Keynsham.

Resident's additional questions to the letter.

- a) Does the current K1 arrangement reflect the feedback from the Bus Survey carried out earlier this year, the results of which have not been published?
- b) Councillors have intimated to the resident that the Council is working towards a sensible solution to resolve the issue that they raise. A request has been made to inform them when can some progress be expected?
- c) What is the likely timescale for a Bus Service, if at all. following the Minsmere Road development?

RECOMMENDED:

- (i) To receive and note the Resident's letter.*
- (ii) To address and respond to the issues raised in the Resident's letter.*
- (iii) To respond to the additional questions raised.*

14. BASKETBALL COURT - MANOR ROAD

A request, in the interest of Health and Safety has been made by a resident requesting an extension of the tarmac shooting area to avoid slipping accidents on the grass surrounding.

They comment that they understand that the area was originally designed for shooting practice only but add that given how frequently it's used by local residents, they think expanding the court would be a great improvement for the community. They appreciate the Town Council looking into the logistics associated with this request and have commented that they would be willing to support the process or provide input.

RECOMMENDED:

- (i) To receive and note the Resident's email.*
- (ii) To consider the request in the Resident's email.*

15. LARGER BIN REQUESTED - SOMERDALE/DRYLEAZE

The group of litter pickers on Somerdale were very grateful when the Town Council found them two bins for the Somerdale Loop path, which is proving very popular with dog walkers.

However, the bin located on the tarmac part, near the end of Dryleaze, was only a small dog waste bin and they often find that it needs emptying, despite the Town Council Grounds Maintenance Team emptying it daily.

When it was installed, there was the offer of replacing it with a dog waste/litter bin when one became available, just like its companion further along the path. If the offer could be considered and it be replaced with the larger multi use bin the residents, visitors to the path and the group of litter pickers would be very grateful.

RECOMMENDED:

- (i) To receive and note the information above.*
- (ii) To consider the request in the email.*

16. PROPOSED COMMUNITY ORCHARD

At the last E & S Committee meeting a resident asked whether the Town Council may support the production of a flyer that can be handed out during the consultation process and/or a poster/notice to place at either entrance to the site to alert the

public of the proposal including an email address of the Town Council as a point of contact.

The project is on B&NES Council land and they are leading on the same.

RECOMMENDED:

- (i) To receive a verbal update on this project from a member of E & S Committee.*
- (ii) To receive a recommendation from the E & S Committee to support the project in principle.*
- (iii) To consider the Resident's request for the production of a flyer and/or poster to promote a consultation in respect of the land.*
- (iv) That if approved any financial implications be referred to the next Finance and Policy Committee meeting.*

17. BUS SERVICES WORKING PARTY

To seek approval of full Council to appoint Brian Simmons (Chairman of Keynsham and District Dial A Ride) as a member of the Bus Services Working Party.

RECOMMENDED:

That Council consider whether Brian Simmons should become a member of the Bus Services Working Party.

18. REMEMBRANCE EVENT – SOMERDALE

RECOMMENDED:

To receive a recommendation from the EATH Committee to nominate a member of Council to attend this event and lay a wreath.

FINANCIAL MATTERS INCLUDING ITEMS ARISING FROM FINANCE AND POLICY COMMITTEE.

19. SCHEDULE OF PAYMENTS – MONTH 7 - OCTOBER 2024 (to follow)

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 17th SEPTEMBER 2024

In accordance with the Schedule of Delegation approved on 22nd April 2021, to note the delegated decision made in advance of the October 2024 scheduled payments taken by the Town Clerk in consultation with Members.

RECOMMENDED:

That the insurance quote for 24/25 be accepted with approval from Cllr MacFie, Cllr Fricker and Cllr Wait for the amount of £12,801.72 which includes a new policy for Cyber Security.

21. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETINGS ON 8th OCTOBER 2024 (Draft minutes previously circulated) (Attached details of APPROVED items to be received and noted from agenda 8th October 2024 A – H)

RECOMMENDED:

To note the resolutions within the minutes of the meetings of Finance and Policy Committee dated 8th October 2024.

22. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 8th OCTOBER 2024 NEEDING DECISION:

FP1. FINANCIAL QUARTERLY REPORTS (attached)

- (i) Budget Monitoring quarterly (months 4, 5 & 6 – July, August & September 2024)
- (ii) Bank Cash and Investment Reconciliation (months 4, 5 & 6 – July, August & September 2024)
- (iii) Balance Sheet (months 4, 5 & 6 – July, August & September 2024)
- (iv) Bank Reconciliations for Cash Books 1, 2, 3, 4, 5, 6, 7 & 8
- (v) (months 4, 5 & 6 – July, August & September 2024)
- (vi) Bank Statements – Cash Books 1, 2 & 5 and Public Sector Deposit Fund (months 4, 5 & 6 – July, August & September 2024)

RECOMMENDED:

That Town Council receive and note the quarterly financial reports.

FP2. POLICIES (attached)

RECOMMENDED:

- (i) *That the polices be received.*
- (ii) *To receive a recommendation from the Finance and Policy Committee that Council approve the policies with the following changes:*

Financial Risk and Reserves Policy:

- (i) *That the dates be corrected to this financial year.*
- (ii) *Change Ellis Whittam to Work Nest.*
- (iii) *To speak with the Clerk regarding the £100,000 GDPR reserve to find out why this is required.*

Freedom of Information Policy

- (i) *To include a line that confidential emails will not be included in Freedom of Information requests.*

FP3. TOWN COUNCIL POLICIES (attached)

RECOMMENDED:

- (i) *That the Town Council Policies information be received and noted.*
(ii) *To receive a recommendation from the Finance and Policy Committee to approve the changes to review dates and the priority of policies with the following changes:*

- *To include a column for number of pages that each policy contain.*

FP4. PARKING FINE (attached)

RECOMMENDED:

- (i) *To receive a recommendation from the Finance and Policy committee that the request is denied.*

FP5. CIL TRACKING (attached)

RECOMMENDED:

- (i) *To receive a recommendation from the Finance and Policy Committee to note the CIL tracking report.*
(ii) *To take this item to the Capital Projects Committee to assign projects to outstanding balances.*

FP6. YOUTH PLANNING (attached)

As per the new Youth Financial Regulations the Youth Team have produced a financial plan for October/November 2024.

RECOMMENDED:

- (i) *To receive and note the financial plan for October/November 2024.*
(ii) *To note that the Finance and Policy Committee have to approve the expenditure.*
(iii) *That the cost of materials and the workshop to be returned to the Council for the Etsy shop.*

FP7 LEI POLICY

The Town Council have been advised the following:

“Your Annual LEI Policy (covering Keynsham Town Council) that WorkNest take out each year on your behalf is due to renew on 30/11/2024. To ensure that

there are no gaps in that cover we need your annual declaration (headcount etc) to enable us to complete the renewal accurately.

We must point out to you that it is your responsibility to ensure that the information we use is accurate (in particular the headcount information). If the name of the business covered by the policy has changed, please notify us in the 'Additional Comments' section on the form. If a claim is made under the policy and the insurer subsequently denies cover because of the inaccuracy of the information used when taking out the policy (in particular an under-declared headcount or failure to identify a business to be covered by the policy) WorkNest will not accept any responsibility or liability for that.

Failure to provide this information will hamper our ability to offer you renewal of your Legal Expenses Insurance. If you fail to complete the form before your renewal date, we will use the most up to date data provided from yourselves, to generate your invoice and ensure there are no gaps in your cover.

The invoice for the renewal of your annual policy will be calculated based on the headcount declared on this form."

RECOMMENDED:

- (i) To receive and note the information provided.*
- (ii) To note that the Clerk will sign the form.*

ITEMS TO RECEIVE AND NOTE:

23. 24/00010/ADVERT - 41 High Street (Report attached)

RECOMMENDED:

To receive and note the report.

24. LETTER RE. HOUSING (Attached anonymous Resident's letter)

RECOMMENDED:

To receive and note the letter.

25. ALCINA WAY ALLOTMENTS

RECOMMENDED:

To note that Officers are liaising with residents and the Developer in respect of the redundant allotments near Alcina Way. When more information is known this will be brought to Council.

26. SAFER SHOPS – DISC APPLICATION (Email attached)

RECOMMENDED:

- (i) To receive and note the email.*

(ii) To note on receipt of the Grant Offer letter that a meeting will be called inviting a member of the DISC Team and B&NES (who were at the original discussions) to revisit the setup of the Disc software and promotion to the businesses.

27. DATE OF NEXT MEETING

RECOMMENDED:

To note that the date for the Town Council's next meeting is **Tuesday 19th November 2024 at 7.00pm** in The Space, Market Walk, Keynsham.