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Dear Councillor

You are summoned to attend a meeting of KEYNSHAM TOWN COUNCIL to be held in THE SPACE (ABOVE KEYNSHAM LIBRARY, ENTRANCE OPPOSITE ICELAND), MARKET WALK, KEYNSHAM on TUESDAY 21st JANUARY 2025 commencing at 8.00 pm.

Signed on 14th January 2025

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 21ST JANUARY 2025

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 Town Council meeting held on Tuesday 17th December 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 2024/2025</u>	<u>Status</u>
Planning & Development Committee	16 th December 2024	APPROVED
Planning & Development Committee	13 th January 2025	DRAFT
Finance & Policy Committee	14 th January 2025	DRAFT
EATH Committee	8 th January 2025	DRAFT
Bus Services Committee	9 th January 2025	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.*

ITEMS FOR DISCUSSION REQUIRING A DECISION:

11. MOBILE BANKING HUB

As reported to Council at a previous meeting the approved B&NES Council license period in respect of the mobile banking hub was for 6 months, until 31st July 2025. The Company that will run the mobile banking hub has requested a 30-day rolling extension to cover potential for another twelve months. This is unacceptable for B&NES Council and would not be beneficial for the Town Council. It is suggested that there be a long stop date of only 3 months beyond the initial term, taking the term of the agreement to 31st October 2025.

RECOMMENDED:

- (i) To receive and note the information.*
- (ii) That Council approve the long stop date of 3 months taking the term of the agreement to 31st October 2025 be approved by Council.*

12. TERMS OF REFERENCE OF THE BUS SERVICES COMMITTEE (Attached)

A Motion was made that the Terms of Reference of the Bus Services Committee be amended so that Big Lemon either be asked to attend or dial in to every single Committee meeting to answer questions that members may have. This was seconded and a vote taken. The Resolution of the Bus Services Committee is below:

RESOLVED:

- (i) That a recommendation be put before Council that the Terms of Reference be amended that Big Lemon either be asked to attend or dial in to every single Committee meeting to answer questions that members may have.*
- (ii) That Council note that this Motion was put before the Bus Services Committee and the voting went against the Motion.*
- (iii) That the Bus Services Committee receive and note the original Terms of Reference for the Bus Services Committee approved at the Town Council meeting on 19th November 2024.*

IMPORTANT NOTE – Standing Order number 7 below:

PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 8 Councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

RECOMMENDED:

That Council consider the resolution above together with Standing Order number 7.

13. EMAIL FROM WEST OF ENGLAND – DATED 31st DECEMBER 2024 – 3.17 P.M.

Council have been asked by WECA whether they wish to impose financial penalties on the K1 Bus Operator where any journey does not operate for reasons within the bus operator's control.

RECOMMENDED:

- (i) To note that the Bus Services Committee were unable to make a recommendation to full Council as to whether the Council does/does not impose financial penalties on the Bus Operator where any journey, or part of a journey, does not operate for reasons within the bus operator's control, as more information needs to be sought.*
- (ii) That Council decide whether or not to impose financial penalties on the Bus Operator where any journey, or part of a journey, does not operate for reasons within the bus operator's control, as more information needs to be sought or alternatively this matter be deferred until the Clerk ascertains more information.*
- (iii) To note that the single fare cap is rising from £2.00 to £3.00 on 1st January 2025. As the WESTlocal schemes are funded by BSIP the £2.00 fare cap will remain, and the Council and the Bus Operator will not need to make any changes.*

14. WESTERN GATEWAY STRATEGIC TRANSPORT PLAN CONSULTATION (Details attached (in SharePoint) and response details to follow (via SharePoint))

RECOMMENDED:

- (i) To receive a recommendation from the Consultation Response Group to approve the responses on behalf of Council that are to be submitted by 2nd February 2025.*
- (ii) That the Clerk submitted the responses.*

15. B&NES CONSULTATION ON B&NES COUNCIL STATEMENT OF LICENSING POLICY UNDER THE LICENSING ACT 2003 (Details circulated, Policy 2025 – 2030 (in SharePoint – Response details to follow))

RECOMMENDED:

- (i) To receive a recommendation from the Consultation Response Group to approve the responses on behalf of Council that are to be submitted by 28th February 2025.*
- (ii) That the Clerk submitted the responses.*

16. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 17th DECEMBER 2024

In accordance with the Schedule of Delegation approved on 19th November 2024, to note the delegated decision made in advance of the December 2024 scheduled payments taken by the Town Clerk in consultation with Members.

RECOMMENDED:

To note that there were none.

17. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETINGS ON 14TH JANUARY 2025 (Draft minutes previously circulated) (Attached details of APPROVED items to be received and noted from minutes of 14th January 2025 Item 17 A – D)

RECOMMENDED:

To receive and note item 17 A - D.

18. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 14th JANUARY 2025 NEEDING DECISION:

FP1 FINANCIAL QUARTERLY REPORTS (attached)

- (i) Budget Monitoring quarterly (months 7, 8 & 9 – October, November & December 2024)
- (ii) Bank Cash and Investment Reconciliation (months 7, 8 & 9 – October, November & December 2024)
- (iii) Balance Sheet (months 7, 8 & 9 – October, November & December 2024)
- (iv) Bank Reconciliations for Cash Books 1, 2, 3, 4, 5, 6, 7 & 8 (months 7, 8 & 9 – October, November & December 2024)
- (v) Bank Statements – Cash Books 1,2,5,6,7,8 and Public Sector Deposit Fund (months 7, 8 & 9 – October, November & December 2024)

RECOMMENDED:

That Town Council receive and note the quarterly financial reports.

FP2 UNITY TRUST IMPACT REPORT (attached)

RECOMMENDED:

To receive and note the impact report received from the Unity Trust Bank.

FP3 AMAZON SPENDING SUMMARY

Here is the Council's spend and savings on Amazon from 1st December 2024 until 31st December 2024:

Numbers shown as of 4/1/2025

<u>Total spent¹</u>	<u>£229.13</u>
<u>Total savings²</u>	<u>£57.34</u> Explore savings
<u>Number of orders</u>	<u>11</u>
<u>Average spent per order</u>	<u>£20.83</u>

RECOMMENDED:

To receive and note the spend information received from Amazon.

FP4 GDPR COMPLIANCE POLICY (NEW POLICY) (attached)

RECOMMENDED:

- (i) *To receive and review the new GDPR Compliance Policy.*
- (ii) *To receive a recommendation from the Finance and Policy Committee to approve the GDPR Compliance Policy.*

FP5 TIME OFF IN LIEU (TOIL) & OVER TIME POLICY (attached)

RECOMMENDED:

- (i) *To receive and review the new TOIL Policy.*
- (ii) *To receive a recommendation from the Finance and Policy Committee that with the following amendments this Policy be approved.*

- a) That the Policy be renamed Time off in Lieu and Overtime Policy.
- b) That the paragraphs be numbered.
- c) That the sentence for time and a half and double time be reworded.
- d) That the statement that extra hours during the week are an hour of TOIL.
- e) That the Committee recommend to Council to approve the policy to be sent to the HR company for legality.

FP6 CEMETERY FENCE (Quotes attached)

The Grounds Maintenance Team have reported the new fence will take 2 men, 50 hours each to install. The fence will not be completed in one go as they have other tasks to attend to. Council would also require an additional skip, or maybe 2, at £375 each to remove the existing fence.

The fence can be paid for from CIL as it has already been earmarked.

RECOMMENDED:

- (i) To receive and review the 2 quotes received in respect of the required new Cemetery fence.*
- (ii) To receive a recommendation from the Finance and Policy Committee to approve quote 2.*

19. SCHEDULE OF PAYMENTS – MONTH 10 – JANUARY 2025 (to follow)

RECOMMENDED:

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

ITEMS TO RECEIVE AND NOTE:

20. THE SHIP INN - ASSET OF COMMUNITY VALUE

It has been reported that the member of public that spoke on this matter at a previous meeting has what they need to submit an application to B&NES Council for consideration of The Ship Inn going on the ACV register.

They will submit the application in their name with Keynsham Town Council minutes referenced/attached, together with an explanation about process to date. This should be understandable to B&NES Council and minimise Town Council's resources. Also, in the event that B&NES declining to put The Ship Inn on the register, there will be no negative publicity reflected on Keynsham Town Council.

A target date for submission is the week commencing 20th January 2025.

RECOMMENDED:

To receive and note the information

21. REVIEW OF THE STRUCTURE OF THE WINTER FESTIVAL 2025 (Report to follow)

RECOMMENDED:

To receive and note the report.

22. CHRISTMAS LIGHTS 2025

RECOMMENDED:

To note that the Christmas light contract with B&NES Council has now ceased and the Clerk, together with Clerk's from other local Councils, are working collectively to seek permissions and put in place an agreement to install Christmas lights on the B&NES Council lamp posts. They are also seeking quotes for Christmas Lights hire and storage from various companies. Agreements, quotes and lighting options (designs) will be brought back to the Town Council, in due course.

23. DATE OF NEXT MEETING

RECOMMENDED:

To note that the date for the Town Council's next meeting is 18th February 2025 at 7.00pm in The Space, Market Walk, Keynsham.

24. 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 agenda items 25 & 26 to progress sensitive issues.

25. EMPLOYEE HANDBOOK (attached)

RECOMMENDED:

- (i) To receive and review the Employee Handbook (changes in blue).*
- (ii) To receive a recommendation from the Finance and Policy Committee to approve the Employee Handbook.*

26. SOMERDALE BRIDGE OVER THE RIVER AVON - KEYNSHAM – HANHAM
(Report attached)

RECOMMENDED:

To receive and note the report