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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 15th APRIL 2025 commencing at 7.00 pm.

Signed on 8th April 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 15th APRIL 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 18th March 2025 (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. PRESENTATION BY DAVID SELF (Community Orchard) and FIONA BELL (Keynsham Tree Trail)

RECOMMENDED:

To receive a presentation from David Self in respect of the development of a community orchard in Keynsham and Fiona Bell in respect of the Keynsham Tree Trail.

10. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

RECOMMENDED:

To receive and note any reports.

11. MINUTES OF MEETINGS (previously circulated)

<u>Committee/Working Party</u>	<u>Date 2025</u>	<u>Status</u>
Consultation Response Group	12 th March 2025	DRAFT
Planning Committee	31 st March 2025	DRAFT
Finance & Policy Committee	8 th April 2025	DRAFT
Environment and Sustainability Committee	25 th March 2025	DRAFT

Personnel Committee	19 th March 2025	DRAFT
Grants Committee	19 th March 2025	DRAFT
Youth Strategy Working Group	3 rd April 2025	DRAFT
Community Resilience Plan Group	3 rd April 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:

12. BATH WELCOMES REFUGEES – CHALLENGING RACISM IN KEYNSHAM

Following an incident involving a Keynsham refugee, Council is asked if they would like to invite Bath Welcomes Refugees to a future meeting to hear more about their work with refugees.

The Bath Welcomes Refugees (BWR) activities include the delivery of integrated social support; help and protection for physical, mental and financial hardship; resettlement and befriending; fundraising; tuition, particularly in relation to English language support; the finding, furnishing, and renovation of homes and gardens; the protection of data and every aspect of safeguarding; and the enhancement of the lives of those they support.

*They have over **200 volunteers** supporting children and adults, refugees and asylum seekers from Syria, Afghanistan, Ukraine and other countries. Since 2015 **they have supported over 800 people**, in the last few years with support that can range from providing a few items of furniture or advice on a university application, to assisting in every aspect of resettlement, home building, job finding and negotiating the many barriers to a successful thriving life in the UK.*

As a group they have no religious or political affiliations. Their reach is wide, but our resources are limited. They mainly rely upon donations, goodwill, and the funds we raise locally.

They are committed to raising awareness and relieving the plight of refugees both in the city and beyond. Their ‘Beyond Bath’ team focuses on the wider refugee situation, and they link with partner organisations”.

RECOMMENDED:

To decide if Council wish to invite members of Bath Welcomes Refugees to a future meeting to hear more about how and organisation can support refugees in their community.

13. KEYNSHAM GOOD CITIZEN NOMINATION FORM (Attached)

The Keynsham Good Citizen Nomination form was considered and amended by the Grants Committee at its meeting on 19th March 2025.

RECOMMENDED:

- (i) *That Council consider the amendments made to the Keynsham Good Citizen Nomination Form.*
- (ii) *That Council approve the amendments.*

14. K1 HIGHLIGHT REPORT QUARTER 4 2024 – 2025 (Attached)

RECOMMENDED:

To approve the WECA quarter 4 highlight report 2024 – 2025 that needs to be submitted by 28th April 2025.

15. EMPLOYEE HANDBOOK ADDITION - NEONATAL CARE (LEAVE AND PAY) ACT 2023 (attached – addition 5.3 in blue)

Neonatal care leave allows parents to have additional time off to be with a baby who is receiving neonatal care. The law is the Neonatal Care (Leave and Pay) Act 2023. It came into effect on 6 April 2025.

RECOMMENDED:

- (i) *To receive and note an addition to the Employee Handbook - section 5.3 Neonatal Care and Pay.*
- (ii) *To approve the addition to the Employee Handbook*

16. FINANCIAL QUARTERLY REPORTS (Attached)

- (i) Budget Monitoring quarterly (Months 10, 11 & 12)
- (ii) Bank Cash and Investment Reconciliation (Months 10, 11 & 12)
- (iii) Balance sheet (Months 10, 11 & 12)
- (iv) Bank Reconciliations for Cash Books 1, 2, 3, 4 & 5 – (Months 7, 8 & 9)
- (v) Bank Statements – Cash Books 1, 2 and 5 and Public Sector Deposit Fund (Months 10, 11 & 12)

RECOMMENDED:

That Town Council receive and note the quarterly financial reports.

17. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 18th MARCH 2025

In accordance with the Schedule of Delegation approved on 19th November 2024, to note the delegated decision made in advance of the March 2025 scheduled payments taken by the Town Clerk in consultation with Members.

RECOMMENDED:

To note that there were none.

18. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 8TH APRIL 2025 (Draft minutes previously circulated) (Attached details of APPROVED items to be received and noted from minutes of 8TH April 2025 Item 18 A – H)

RECOMMENDED:

To receive and note agenda item 18 A-H.

19. UPDATES FROM THE RFO

Responses to previous meetings questions from the Members:

- a) The RFO to check the electricity meters at Manor Road. The report states we have 2 can this be reduced to one. **There is now only one meter being used at Manor Road. We receive and pay one invoice a month.**
- b) To ask Barclays if we can use a CHAP'S transfer to move the remaining funds in the Barclays account to Unity Trust. **The RFO has spoken to the Clerk who has confirmed we cannot use the CHAP's transfer to move the remaining funds to Unity Trust.**
- c) To remove code 4026/102 from accounts over the monthly percentage. **This has been removed.**
- d) For the RFO to total up the income on the report. **The income has been totalled on the Budget Review report.**
- e) To report back to the next meeting what the social media EMR is being saved for. **This was for the KTCRfm Contract. A journal will be raised to move the spend from the Events EMR to the Social Media EMR. This will not be required next FY as KTCRfm have received a grant.**
- f) The RFO to produce a pack of the reports each month for a Councillor to check and sign off. **The pack has been produced.**

Updates from the RFO

The year end takes place on the 7th April. The final month 12 reports will be presented to Finance and Policy Committee at the May meeting.

RECOMMENDED:

(i) To receive and note the information

(ii) To note that Councillor E Cannon will sign the March 2025 financial reports referred to in point 18 f above.

20. MATTERS FROM FINANCE AND POLICY COMMITTEE MEETING ON 8th APRIL 2025 NEEDING DECISION:

FP1 POLICIES (Attached)

RECOMMENDED:

- (i) To receive and review the following Policies:
 - a) Equalities and Diversity Policy*
 - b) Investment Strategy Policy**
- (ii) To note that the Finance and Policy Committee recommend that Council approve these Policies with the following insertion in the Investment Strategy Policy – a policy point on ethical banking.*
- (iii) That the Chair of Council and Clerk sign the Policies*

FP2 HEALTH AND SAFETY HANDBOOK AND POLICY (Attached)

The Health and Safety Handbook and Policy have been reviewed by our external Health and Safety Advisors and just needs approving and signing off at Council.

RECOMMENDED:

- (i) To receive and note the Health and Safety Handbook and Policy*
- (ii) To note that the Finance and Policy Committee recommend that the following be inserted into the Health and Safety Policy – That accident reports be provided to the Personnel Committee as and when an accident occurs.*
- (iii) That if Council should approve the insertion to the Policy then this be referred back to the Town Council's Health and Safety Advisors for their agreement on the addition of this clause.*
- (iv) That the Handbook and Policy be deferred to a future meeting for approval.*

FP3 LOCAL GOVERNMENT TRANSPARENCY CODE (Attached)

RECOMMENDED:

- (i) To receive and note the Local Government Transparency Code.*
- (ii) To note that Finance and Policy Committee recommend to Council to approve the Code.*
- (iii) That Council approve the Local Government Transparency Code.*

FP4 PRECEPT/COUNCIL TAX LEAFLET 2025-26 (Attached)

RECOMMENDED:

- (i) To receive and note the Precept/Council Tax Leaflet 2025-26.*
- (ii) To note that Finance and Policy Committee recommend that Council approve the leaflet with an amendment to Establishment breakdown to read 92p and not £92.*
- (iii) That Council approve the Precept/Council Tax Leaflet 2025-26*

FP5 HIRE OF BANDSTAND

We have received a request from a local University Student and small-scale sound engineer, looking to host a small live music event featuring local bands as part of gaining hands-on experience in live sound and event management. It would be a free event to the public. Event would last about 5 hours, including set up and pack down time.

They have previously worked with TimeOut at the Youth Tent at the Music Festival. They have already reached out to BANES event team, so they are aware. They will be handling all the necessary paperwork such as risk assessments, PLI and TEN is required.

This is a not-for-profit organisation; the event is about bringing people together to enjoy music.

RECOMMENDED:

- (i) That Council receive and note the information regarding a request to hire the Bandstand*
- (ii) That Council receive a recommendation from the Finance and Policy Committee that the hirer be contacted regarding security provision at the event being provided by the hirer.*
- (iii) That Council receive a recommendation from the Finance and Policy Committee that a hire fee of £120 for this 5 hour event be request from the hirer*
- (iv) That Council approve the hire fee of £120 (this fee is conditional on the hire providing security for the duration of the event.*

FP6. CIL STATEMENT (Attached)

RECOMMENDED:

- (i) To receive and note the attached CIL Statement for 2024-2025.*
- (ii) To receive a recommendation from the Finance and Policy Committee to Council to approve and sign the CIL Statement 2024-2025.*
- (iii) That the Cil Statement 2024-2025 be approve and signed.*

21. SCHEDULE OF PAYMENTS – MONTH APRIL 2025 (attached)

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:

22. NOTICE OF POLL, STATEMENT OF PERSONS NOMINATED AND SITUATION OF POLLING STATION (Attached)

RECOMMENDED:

- (i) *To receive and note the information*
- (ii) *To note that 50% of the cost of this election will be re-charged to Keynsham Town Council.*

23. SABBATICAL OF COUNCILLORS

RECOMMENDED:

- (i) *To receive note that Cllr C Leonard will be absent from Council meetings from May to July due to a sabbatical. If possible, substitutes should be used to cover Finance and Policy Committee and Environmental and Sustainability Committee meetings*

24. MONMOUTH ROAD AND ST KEYNA SCHOOL (information attached)

Cllr E Cannon has been approached by a Governor of St Keyna School about the junction between Monmouth Road and Charlton Road, where there is potentially a hazard for children running into the road. This is on the boundary of Keynsham South and Keynsham North.

It is assumed that B&NES Council will take responsibility for this matter, but a question is asked whether possibly the Town Council could also push for some action to be taken.

Following on from Cllr Cannon's information.

The following information has been from B&NES Council

"Fortunately, it appears that guard railing is already proposed to be introduced at the Monmouth Road / Charlton Road junction as part of the planning process associated with, I assume, recent improvement works at St. Keyna School. The guard railing, and other safety measures, are shown on the attached pdf drawing. I am unsure of timescales, but I will endeavour to find out when the works shown on the attached are likely to be progressed.

With regard to the aspiration to extend the exiting 20mph speed limit on Charlton Road to the mini-roundabout at the Monmouth Road junction, it is likely that the Traffic Management Team will be progressing a review of speed limits along Charlton Road during the 2025/26 financial year. Our main aim is to review the rural section of Charlton Road between the start of the existing 30mph speed limit and Queen Charlton Lane, but it should be feasible to extend the scope of the scheme and also review the speed limits further into the residential section of Charlton Road. This correspondence, and the report produced by Edmund Cannon will, therefore, be retained for inclusion in the scheme file for future reference".

RECOMMENDED:

- (i) To receive and note the information*

25. DATE OF NEXT MEETING

RECOMMENDED:

To note that the date for the Town Council's next meeting is **Tuesday 20th May 2025 at 7.00pm** in The Space, Market Walk, Keynsham. This is the Annual Town Council meeting.

26. EXCLUSION OF PRESS AND PUBLIC

RECOMMENDATION:

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. Agenda item 27 to progress sensitive issues.

27. SILVANUS PROJECT (attached)

RECOMMENDED:

- (i) To receive and note the information attached.*
- (ii) To receive a decision from the Finance and Policy Committee in respect of the funding requested.*