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Dear Councillor

You are summoned to attend the meeting of KEYNSHAM TOWN COUNCIL to be held in THE BAPTIST CHURCH, HIGH STREET, KEYNSHAM on TUESDAY 18th June 2024 commencing at 7.00pm.

Signed on 11th June 2024

By Dawn Drury, Town Clerk

EMERGENCY EVACUATION PROCEDURE

Procedures will be presented at the start of the meeting.

Arrangements are in place for the safe evacuation of disabled people.

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)).

PLEASE NOTE THAT THIS MEETING IS BEING HELD DURING THE PURDAH PERIOD AND THEREFORE SOME POLITICALLY SENSITIVE ISSUES MAY NOT BE ABLE TO BE DISCUSSED.

TOWN COUNCIL AGENDA 18th June 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 held on Tuesday 21st May 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. APPROVAL OF RECOMMENDATIONS TO TOWN COUNCIL FROM THE FINANCE AND POLICY COMMITTEE MEETING ON 18TH JUNE PRIOR TO THE TOWN COUNCIL MEETING

To approve the following list of documents drawn up by the RFO to be made to the Town Council meeting on 18th June 2024 following the Finance & Policy Committee meeting (as above) and a visit from the Town Council Auditor on 31st May 2024.

- (a) 2023/2024 BUDGET WITH ACTUAL 2023/24 END OF YEAR FIGURES (attached)

RECOMMENDED:

To receive and note receipt.

(b) BUDGET MONITORING REPORT – YEAR END – MONTH 12 (attached)

RECOMMENDED:

To receive recommendation from the Finance and Policy Committee to approve the Year End Budget Monitoring Report.

(c) GENERAL & EARMARKED RESERVES – 31st March 2024 (attached)

RECOMMENDED:

To receive recommendation from the Finance and Policy Committee to approve the closing balance of earmarked and general reserves as of 31st March 2024.

(d) ANNUAL BANK RECONCILIATION 2023/2024 (attached)

The Annual Bank Reconciliation is attached for discussion. Individual bank statements and reconciliations for the various accounts throughout the year are available for inspection by appointment with the office.

RECOMMENDED:

To receive recommendation from the Finance and Policy Committee to approve the Annual Bank Reconciliation 2023-2024.

(e) STATUTORY BALANCE SHEET– 2023/2024 (attached)

The Responsible Financial Officer has submitted the Balance Sheet for the year ended 31st March 2024 for submission with the Annual Return.

RECOMMENDED:

To receive recommendation from the Finance and Policy Committee to approve the Balance Sheet 2023/2024 for signing by the Chairman of the Town Council.

(f) STATUTORY INCOME/EXPENDITURE STATEMENT 2023/2024 (attached)

RECOMMENDED:

To receive recommendation from the Finance and Policy Committee to approve the Statement for publication.

(g) ANNUAL GOVERNANCE STATEMENT (attached)

RECOMMENDED:

To receive recommendation from the Finance and Policy Committee that the Statement of Internal Control be approved and signed by the Chairman of Keynsham Town Council.

- (h) ANNUAL RETURN 2023/2024 – ACCOUNTING STATEMENTS (attached)

RECOMMENDED:

To receive a recommendation from the Finance and Policy Committee to approve the Accounting Statements for 2023/2024 to be signed by the Chairman of the Town Council at the Town Council meeting.

- (i) ANNUAL RETURN 2023/2024– ACCOMPANYING SCHEDULES (attached)

RECOMMENDED:

To receive recommendation from the Finance and Policy Committee:-

- (i) That the 2023/2024 Annual Return be approved and signed by the Chairman of the Council.*
- (ii) To approve the Schedule of Significant Variations.*
- (iii) To approve the Bank Reconciliation.*
- (iv) To approve the Reconciliation of boxes 7 and 8 for the Annual Return.*

- (j) CONFIRMATION OF DATES FOR THE EXERCISE OF PUBLIC RIGHTS (attached)

RECOMMENDED:

To receive the recommendation from the Finance and Policy Committee to use the dates 20th June 2024 – 31st July 2024.

- (k) CONFLICT OF INTEREST (attached)

RECOMMENDED:

To receive recommendation from the Finance and Policy Committee to sign the form to confirm no conflict of interest between Keynsham Town Council and BDL LLP.

11. INTERNAL AUDIT REPORT YEAR ENDED 31 MARCH 2024 (Attached)

RECOMMENDED:

- (i) To receive and note the Internal Audit report ended 31 March 2024.*
- (ii) To note that the Town Council is now complying with the Transparency Code 2015 as the up-to-date Asset Register is now on the website.*

12. TO NOTE AND RECEIVE UPDATES ON THE FOLLOWING DELEGATED ACTIONS TAKEN SINCE THE TOWN COUNCIL MEETING ON 21st MAY 2024

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

Permission has been sought to spend £1,000 deposit for use of Keynsham Memorial Park for the Picnic in the Park on the 22nd June 2024.

RECOMMENDED:

To approve the delegated action.

13. **APPROVAL OF ITEMS & RECOMMENDATIONS TO TOWN COUNCIL FROM FINANCE & POLICY MEETING ON 11th JUNE 2024: -**

FP1. **UPDATES FROM THE RFO**

As requested by Councillor Alenshasy reports for the movement in the EMR's was presented at the Finance and Policy Committee meeting on 11th June 2024.

A new EMR has been created for the lottery grant received for the summer programme for the Youth Club. An excel spreadsheet has also been created to keep track of spend which will be managed by the RFO with assistance from the Youth Development Worker.

The final Internal Audit 2023-2024 has been carried out and is **attached**.

RECOMMENDED:

- (i) To receive and note the RFO updates.*
- (ii) To receive, note and consider the Internal Auditor's Report.*

FP2. **FLAGSTONE INVESTMENTS**

RECOMMENDED:

To receive and note that:

(1) Santander – 95 days' notice at 4.7%, account opened 01.06.23 and as at 31.5.2024 interest accrued equates to £3,711.11.

(2) Aldermore – 9 months at 5.4% account opened 25.10.2023 and as at 31.5.2024 interest accrued equates to £2,639.34. This investment matures on 25th July 2024.

To note that options for re-investment of the funds from this investment will be taken to the July Finance and Policy meeting.

FP3. **POLICIES (attached)**

To approve with the following changes recommended by Finance and Policy Committee.

(i) Financial Regulations (Revised)

RECOMMENDED:

- i. 2.7 The Clerk, Deputy Clerk and Responsible Financial Officer (RFO) must ensure that they are aware of the whereabouts of all documentation, including confidential materials.
- ii. 5.8 and 5.9 combine.
- iii. 5.14 The reason(s) for accepting the quotation will be recorded. In case of failure to provide estimates or prices in any procurement process the reason must be reported and recorded in the relevant Committee and subsequently, in full Council minutes.
- iv. 5.18 ...Such events must be recorded as an agenda item in full Council.

(ii) Information & Data Protection Policy.

RECOMMENDED:

- i. Amalgamate items ii and iii into one document.
- ii. Remove bullet points from the introduction.
- iii. Paragraph 5. Ensure we have a Publication Scheme. If not change the Publication Scheme to Freedom of Information.
- iv. Name the Data Controller.
- v. Insert the following "The Council will create agreements for data sharing when the need arises to share data without organisations".

(iii) Youth Information & Data Protection Policy.

RECOMMENDED:

- i. Amalgamate items ii and iii into one document.

(iv) Investment Strategy Policy.

RECOMMENDED:

- i. Insert "Subject to constraint seek to avoid unethical investments".
- ii. Remove 2.1.

RECOMMENDED:

- (i) *To receive and note the policies.*
- (ii) *To receive a recommendation from the Finance and Policy Committee to approve/amend the policies as above.*

FP5. STATEMENT OF INTERNAL CONTROL 2024-2025 (attached)

RECOMMENDED:

- (i) *To receive and review the Statement of Internal Control 2024-2025.*
- (ii) *To receive a recommendation from the Finance and Policy Committee to approve the same.*

FP6. ASSET REGISTER ANNUAL REVIEW (attached)

RECOMMENDED:

- i. To receive, review and note the Asset Register.*
- ii. For the RFO to check the insurance policy for new for old replacements on any asset that we make a claim against.*
- iii. To seek advice from ALCA on depreciating assets.*

FP7. NDP SURVEY (quotes attached)

RECOMMENDED:

- (i) To receive and note the quotes for printing the Neighbourhood Development Plan Survey.*
- (ii) To receive a recommendation from the Finance and Policy Committee to accept quote 4.*

FP8. MUSIC STUDIO RATES

At the May Finance and Policy meeting Councillor Halliday offered to find the charges from a similar studio he has worked in. Councillor Halliday has reported back the following:

Charges £18 per hour, without kit, but with kit £30, with deal for 8 hours of £190, this includes services of one sound engineer.

Help with setting up studio is charged at additional £40 for 2 hours.

Hire of kit including 1 Bass amp at £10 per hr.

Additional time for editing finished recording is charged at £25 per hour up to £190 for full day editing mixing by one engineer.

The Music Studio Manager suggested the following:

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.

RECOMMENDED:

- (i) To receive and note the information from Councillor Halliday and the Music Studio Manager.*
- (ii) For the Clerk to engage with the Music Studio Manager and Councillor Halliday to discuss a proposal for new charges.*

FP9. KEYNSHAMNOW ROOM HIRE CHARGES

KeynshamNow used MakeSpace to hold their meeting on Wednesday 5th June, up until this point they have been hiring The Space.

The Group decided that although they liked MakeSpace that they would like to continue meetings in The Space.

The cost of hiring The Space is £53.13 a month totalling £637.56 per annum.

RECOMMENDED:

- (i) To receive and note the information provided.*
- (ii) For Councillor Wait to meet with KeynshamNow to discuss taking into account the monetary aspect of hiring The Space.*
- (iii) To look at installing blinds at MakeSpace.*

FP10. PLAYGROUND WET POUR (attached)

At the Town Council meeting on 21st May, it was resolved to use Kompan to refurbish the play area at the Downfield Site.

- (i) The designs (attached) had a mixture of black and blue wet pour surface – this was to keep within the budget using the CIL money. To make this look more appealing and to have the whole surface blue, it would be an additional £5484.16.*
- (ii) To include a resurface of the swing area which is outside of the main play area at Downfield, this would be an additional £2742.08.*

RECOMMENDED:

- (i) To receive and note the information provided.*
- (ii) To receive a recommendation from the Finance and Policy Committee to keep the original plan of black and blue.*
- (iii) To receive a recommendation from the Finance and Policy Committee that the additional resurfacing of the swing section of Downfield Play Area at a cost of £2,742.08 be approved.*

FP11. FIXED WIRE LOOPED HEARING SYSTEM

Quotes are being obtained for a fixed wire looped hearing system for MakeSpace. This will make our meeting area more comfortable for the hard of hearing. The quotes will be presented at the next Finance and Policy Committee meeting and full Town Council meeting in July.

RECOMMENDED:

- (i) To receive and note the information regarding the fixed wire looped hearing system.*

- (ii) *To note that there is currently no hearing loop in the MakeSpace building and that B&NES Council are happy for the costs to be taken from the funds passed over to assist with costs associated with running the building.*
- (iii) *To note that the Town Clerk is to keep B&NES Council informed in respect of any decisions made in respect of the installation of a hearing loop system.*

14. SCHEDULE OF INVOICES DUE FOR PAYMENT – JUNE 2024 (MONTH 3)
(attached)

RECOMMENDED:

That the attached Schedule of Invoices be approved for payment.

15. MINUTES OF COMMITTEE MEETINGS (previously circulated)

<u>Committee</u>	<u>Date 2024</u>	<u>Status</u>
Environment & Sustainability Committee	28 th May 2024	DRAFT
EATH Committee	5 th June 2024	DRAFT
Finance and Policy Committee	11 th June 2024	DRAFT
Grants Committee	12 th June 2024	DRAFT
Planning & Development Committee	13 th May & 10 th June 2024	DRAFT
NDP	20 th May 2024	DRAFT
Capital Projects Committee	13 th May 2024	DRAFT
Keynsham Nature Action Plan	3 rd June 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.*

16. NDP STEERING GROUP MEMBERS

RECOMMENDED:

- (i) *To note that Cllr Fricker has been appointed Chair of the NDP Steering Group (as Chair of Planning Committee for the Municipal Year 2024 – 2025).*
- (ii) *To note that Cllr Greenfield has been appointed Vice-Chair of the NDP Steering Group (as Vice-Chair of Planning Committee for the Municipal Year 2024 – 2025).*
- (iii) *To appoint three further members to the NDP Steering Group together with substitutes.*
- (iv) *To note that at a forthcoming meeting the NDP Steering Committee is to approve the launch of the Residents and Business Consultations on the 1st July 2024 (for 6 weeks) with copies being distributed on the weekend of Music Festival 6th & 7th July, at the Farmers Market on 13th July and at various drop in sessions at venues across the town throughout July.*

17. COMMITTEE AND WORKING PARTY SUBSTITUTES (Schedule of Members attached)

RECOMMENDED:

To review the vacant substitute positions and appoint Councillors.

18. WINTER FESTIVAL EVENT OPTIONS 2024 (Email Counter Terrorism & Report attached)

RECOMMENDED:

- (i) *To receive and note the report.*
- (ii) *To consider the proposed options.*

19. GRANT AWARDS 2024-2025 (List of Awards to follow)

RECOMMENDED:

To note the Grant Awards for 2024 – 2025.

20. KEYNSHAM REGENERATION ACTION PLAN STEERING GROUP TERMS OF REFERENCE & KEYNSHAM REGENERATION GOVERNANCE STATEMENT (Attached)

RECOMMENDED:

To receive and note the Steering Group Terms of Reference for the Keynsham Regeneration Action Plan (produced by B&NES Council).

21. ITEMS FOR INFORMATION

21.1 AVON PENSION FUND INVESTMENT STRATEGY STATEMENT 2024 (Attached)

RECOMMENDED:

- (i) *To receive and note the information.*
- (ii) *To note that the Town Clerk is waiting to hear from the Employer Representative of the Recruitment Campaign on behalf of the Pension Fund, as to whether the Town Council can be represented by a Councillor and not an employee of the Council at Avon Pension Fund meetings.*

21.2 ABBOTS WOOD - PRELIMINARY WORKS FELLING INFECTED ASH TREES WITH ASH DIEBACK DISEASE (Poster attached)

The Tree Manager, B&NES Parks and Greenspaces Team has written to the Town Council to inform them of the above works that are due to commence on July 1st for approximately 2 weeks. The B&NES team will be working in the section by Chaffinch Avenue, which is the south west part of the woodland and accessing the woodland via

Skylark Drive. There will not be a lot of vehicle movement in and out of the woodland as this is not necessary to complete the works.

It is bird nesting season, so the trees will be checked for nesting birds in advance, and if any are found works to a tree with a nest will not go ahead.

Notices, as attached, will be put up in advance to inform residents and the public of the works, and I shall directly inform residents, that I know of, that have contacted the Council regarding the disease in Abbots Wood.

This work is required to provide an access route for the main felling operations, which will help reduce damage to the woodland floor and the natural regeneration by vehicles. Also to use the felled stems to help identify the boundary of copses of other species of tree within the woodland where no felling will be carried out and the paths through the area that the public can continue using whilst the works are being carried out.

The red dog waste bin that has been installed in the woodland may need to be moved a few metres from it's current location due to the works.

21.3 WESSEX WATER SEWER RENOVATION IN KEYNSHAM (CS0021)

Sewer renovation in Keynsham

Wessex Water will be carrying out sewer renovation work in Keynsham during July, as part of our ongoing investment in the town to help protect the environment and we wanted to advise you directly about the work and measures we are taking to limit the impact on the local community.

This follows investigations of sewers in the area to assess the condition of the network that identified the need to make repairs.

This work will start on **Monday 1 July 2024** and continue until **Friday 2 August 2024**. Most of the repairs will be carried out using 'no-dig' techniques, which are quicker and less intrusive than replacing the pipe in a conventional manner.

- **Monday 1 July – Tuesday 30 July 2024** – A road closure to through traffic will be in place along **Gaston Avenue**. A diversion, using **Gaston Avenue, Fox and Hounds Lane, Bath Hill, Bath Road, Unity Road and Gaston Avenue** will be in place.
- **Friday 5 July – Tuesday 23 July 2024** – A lane closure will be in place along the A4 (Keynsham bypass).

Access will be maintained for residents, but it may be delayed at times and our on-site team will be happy to work with customers with regard to any specific access requirements.

There may be some noise disruption while this work is carried out, but every effort will be made to keep this to a minimum and complete the work as quickly as possible.

Water and sewerage services can be used as normal unless we advise otherwise. We will shortly be writing to customers to inform them about this work and I attach a copy of that letter for your information.

22. CORRESPONDENCE

22.1 RESPONSE FROM POLICE CRIME COMMISSIONER.

The Council has received a thank you acknowledgement email (dated 10th June 2024) to the correspondence that was sent to the Police Crime Commissioner and she will be providing a full response to Council's letter within the next 30 days.

RECOMMENDED:

To receive and note the information.

22.2 CIVIC CENTRE MULTI-STOREY CAR PARK – SIGNAGE AND ROAD MARKING IMPROVEMENTS

An email (dated 25th May 2024) has been received from the Team Manager - Parking Services Bath & North East Somerset Council stating that he has asked his team to consider this feedback and review options at the car park.

He added that directional signage is clearly marked on the floor and it's the motorists responsibility to adhere to this.

This Department will advise in the next few weeks.

The Town Clerk has noted that the actual marking with this car park are very worn and will be awaiting Parking Services full response detailing any action to be taken before replying.

RECOMMENDED:

(i) To receive and note the information.

(ii) To receive a verbal update from the Town Clerk.

22.3 SEC. 14 NOTICE – 3510 ROAD CLOSURE GASTON AVENUE (Attached)

RECOMMENDED:

To receive and note the information.

22.4 24-015 PARKING CHARGE REVIEW (Report details attached)

An email (dated 10th June 2024) has been received from the Team Manager - Parking Services, Bath & North East Somerset Council.

Further to the report that was circulated in April outlining the proposals for new parking charges in 2024/25, it was subsequently confirmed that advance notice would be provided to all recipients to advise when the public consultation was due to commence, this being expected in early/mid-June.

Following the announcement in May of the General Election on 4th July we are now within the pre-election period and as a result the launch of the public consultation has been placed on hold until after the General Election.

Council is of course free to continue to consider the proposals contained with the original report ahead of the public consultation when you will be able to provide further feedback to B&NES Council.

B&NES Council will provide further information on the launch as per our previous commitment in due course.

RECOMMENDED:

To receive and note the information.

23 DATE OF NEXT MEETING

RECOMMENDED:

To note that the date for the Town Council's next meeting is **Tuesday 23rd July 2024 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 Items 25 – 28 due to financial matters and personal details.

25 USE WITHOUT PERMISSION OF KEYNSHAM TOWN COUNCIL LOGO (Report and letter attached).

RECOMMENDED:

To receive, note the information and decide on any course of action.

26 EMPLOYEE HANDBOOK (attached)

RECOMMENDED:

- (i) To receive and note the changes to the Employee Handbook.*
- (ii) To receive recommendation from the Finance and Policy Committee to approve the changes to the Employee Handbook (2.9 Meetings) on which the staff have been consulted on.*

27 YOUTH DEVELOPMENT WORKER SUPERVISION SERVICES TENDER
(attached)

RECOMMENDED:

- (i) To receive and note the Council's proposed Youth Development Worker Supervision Services Tender document.*
- (ii) To receive recommendation from the Finance and Policy Committee to approve the Youth Development Worker Supervision Services Tender.*

28 RIALTAS – READ ONLY ACCESS FOR COUNCILLORS (attached)

RECOMMENDED:

To receive, note and consider the report and recommendations within the same.