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Dear Councillor

You are summoned to an EXTRA ORDINARY MEETING of KEYNSHAM TOWN COUNCIL to be held in THE SPACE (ABOVE KEYNSHAM LIBRARY, ENTRANCE OPPOSITE ICELAND), MARKET WALK, KEYNSHAM on TUESDAY 16<sup>th</sup> December 2025 commencing at 7.00 pm.

Signed on 9<sup>th</sup> December 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, updated May 2025) ).

**EXTRA ORDINARY TOWN COUNCIL AGENDA 16<sup>th</sup> DECEMBER 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 16<sup>th</sup> 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 Ordinary meeting held on Tuesday 18<sup>th</sup> November 2025 (previously circulated), be confirmed as a true record and signed by the Chairman.*

6. DATE OF NEXT MEETING

*RECOMMENDED:*

To note that the Town Council's next ordinary meeting is after this meeting at 7.30 pm.

7. 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 business to be transacted. Agenda items 8 and 10 to progress sensitive issues.

CONFIDENTIAL REPORT AND SUPPORTING DOCUMENTS - IN SHAREPOINT & AVAILABLE AT THE MEETING

8. AVON PENSION FUND VALUATION RESULTS (Valuation Letter, Results 2025 and 2025 LGPS Actuarial Valuation - Available in Councillor Sharepoint and at the meeting)

*RECOMMENDED:*

- (i) *To receive and note the information received for the Avon Pension Fund.*
- (ii) *To note that the Finance and Policy Committee have requested advice from the Town Clerk and Cllr Cannon.*
- (iii) *In respect of the Avon Pension Fund letter of 25<sup>th</sup> November 2025, the Clerk recommends that no response is sent to Avon Pension Fund as no changes are required.*

9. CEMETERY APPEAL (Available in Cllr Sharepoint and at the meeting)

*RECOMMENDED:*

- (i) *To receive and note the Cemetery appeal.*
- (ii) *To consider the appeal and decide on a response.*

10. MAKESPACE (Email from Cllr P Roper and Clerk's report in Cllr Sharepoint folder and available at the meeting)

*RECOMMENDED:*

- (i) *To receive and note the email from Cllr P Roper.*
- (ii) *To consider and decide on a response to B&NES Council.*