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To All Members of the Capital Projects Committee: Cllrs Martin Burton, Deb Cooper, Chris Davis, Clive Fricker, Andy Halliday, Hal MacFie and Andy Wait.

Substitutes: Councillors Alenshasy and Biddleston.

Dear Councillor

You are invited to attend a **MEETING of the CAPITAL PROJECTS COMMITTEE** to be held in **the TOWN COUNCIL OFFICE, 15-17 Temple Street, Keynsham on Monday 11<sup>th</sup> August 2025 commencing at 7.00p.m.**

Signed on 5<sup>th</sup> August 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.**

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)).

### **CAPITAL PROJECTS COMMITTEE AGENDA 11 AUGUST 2025**

1. ELECTION OF CHAIRMAN 2025/2026

*RECOMMENDED:*

*To elect the Chair of the Capital Projects Committee for the Municipal Year 2025/2026.*

2. ELECTION OF VICE CHAIRMAN 2025/2026

**RECOMMENDED:**

*To elect the Vice Chair of the Capital Projects Committee for the Municipal Year 2025/2026.*

**3. MEMBERSHIP OF THE CAPITAL PROJECTS COMMITTEE 2025/2026**

**RECOMMENDED:**

*To note that Councillors Cllrs Martin Burton, Deb Cooper, Chris Davis, Clive Fricker, Andy Halliday, Hal MacFie and Andy Wait are the appointed members of the Committee for together with substitutes Cllr Souzan Alenshasy and Cllr D Biddleston for the Municipal Year 2025/2026, as agreed at the Annual Meeting of the Town Council on 20<sup>th</sup> May 2025.*

**4. APOLOGIES FOR ABSENCE**

**RECOMMENDED:**

To receive apologies for absence.

**5. DECLARATIONS OF INTEREST**

**RECOMMENDED:**

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).

**6. DISPENSATIONS**

In accordance with Standing Order 13, to consider any requests for dispensations (for disclosable pecuniary interests) prior to the item (s) being discussed, that Members may only become aware of during the meeting itself and to receive any disclosures of decisions as per item 7 of Keynsham Town Council's Dispensations Policy and Procedure Guide.

**7. RECORD OF PREVIOUS MEETINGS**

**RECOMMENDED:**

That the Minutes of the Capital Projects Committee meeting held on 14<sup>th</sup> May 2025 (previously circulated) be confirmed as a true record and signed by the Chairman.

**8. TERMS OF REFERENCE**

NAME OF COMMITTEE	Capital Projects Committee
MEMBERSHIP	7 members of the Town Council including Chair and Vice Chair of Council, Chair of Planning (or another member of each Committee where duplication occurs) (plus 2 substitutes)

<p><b>TERMS OF REFERENCE</b></p>	<p>To consider proposed project plans and budgets and make recommendations to Town Council</p> <p>To review all relevant funding and financing. To make recommendations on same to the Town Council.</p> <p>To manage Capital projects on behalf of the Town Council.</p> <p>To monitor development and progress of capital projects against project plans and financial estimates and make regular reports/recommendations to Town Council</p> <p>Review processes used for evaluation and selection of design and delivery teams including methods of assessment used to evaluate design and contractor bids and the arrangements proposed for effective co-ordination of the design and delivery process.</p> <p>To approve tenders for construction works and delegate two members of the Committee to participate in the appointment of contractors.</p> <p>To receive reports from professional advisors including solicitors, architects cost consultants, surveyors and project managers on the delivery and performance of projects.</p> <p>To approve and monitor the Risk Management Plan for any project.</p> <p>To monitor and review the health and safety of contractors, staff, and members of the public during the implementation period, as prescribed by the CDM Regulations. A specialist consultant will be appointed to support the Committee in this duty.</p> <p>To ensure any capital expenditure, procurement, or borrowings are in accordance with the financial regulations.</p>
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<b>DELEGATED POWERS</b>	<p>The Capital Projects Committee shall be authorised to make decisions including financial decisions on behalf of Keynsham. Town Council in respect of project management and delivery within the remit of the project plan and budget. This also includes decisions relating to grant applications, tendering processes and design specifications.</p> <p>The Committee shall have the power to co-opt external non-voting members with specific expertise if and as required.</p>
<b>REFERRED BUSINESS</b>	<p>To consider and make recommendations to the Town Council on the following matters:</p> <ul style="list-style-type: none"> <li>a) Project budgets and changes to budgets</li> <li>b) Tendering and procurement outcomes</li> <li>c) Design specifications including major changes</li> </ul>
<b>QUORUM</b>	3 members
<b>FREQUENCY OF MEETINGS</b>	As required

**RECOMMENDED:**

*To receive and consider the Terms of Reference.*

## 9. PUBLIC PARTICIPATION

- (a) In accordance with Standing Order 3(e) (ii), 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.
- (b) In accordance with Standing Order 3 (e) (iii) Members of the Public may also speak on one single item only on the agenda per meeting, just prior to that item being discussed unless otherwise agreed by the Chair, or Chair of a Committee. Each person may speak for not more than 2 minutes, with a maximum of 2 speakers per item in favour and 2 speakers per item against or at the Chairman's discretion. To facilitate the smooth running of the meeting. Members of the Public will be asked to register their interest with the Town Clerk prior to the start of the meeting.

**RECOMMENDED:**

That the Chairman respond to any questions/observations from the public. 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.

#### 10. UPDATES WITH WRITTEN REPORTS (attached)

##### a) THE PADDOCK

###### *RECOMMENDED:*

- i) *To receive and note the report.*
- ii) *To make recommendations to Council on matters to be funded in a grant application*

##### b) FOX AND HOUNDS LANE

###### *RECOMMENDED:*

- i) *To receive and note the report.*

##### c) VAS SIGNAGE

###### *RECOMMENDED:*

*To receive and note the report.*

##### d) MAKESPACE LICENCE

###### *RECOMMENDED:*

*To receive and note the report.*

#### 11. UPDATE ON CAPITAL PROJECTS WITH WRITTEN REPORTS (Attached)

##### a) KEYNSHAM CEMETERY AND CHAPEL

###### *RECOMMENDED:*

- i) *To receive and note the report.*
- ii) *To recommend to Council the resolutions set out in the Report.*

##### b) MANOR ROAD PAVILION

###### *RECOMMENDED:*

*To receive and note the report.*

##### c) UNIT 11 BURNETT LEASE

*RECOMMENDED:*

*To receive and note the report.*

## **12. DATE OF NEXT MEETING**

To be arranged.

## **13. 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. Items 14- 17 below - to progress sensitive issues.*

### **CONFIDENTIAL ITEMS - WRITTEN REPORTS IN SHAREPOINT**

## **14. OFFICE**

*RECOMMENDED:*

*(i) To receive and note the written report in respect of the Office.*

## **15. SILVANUS PROJECT**

*RECOMMENDED:*

*i) To receive and note the written report in respect of the above project.*

## **16. CEMETERY**

*RECOMMENDED:*

*i) To receive and note the written report*

## **17. TIMEOUT PREMISES**

*RECOMMENDED:*

*i) To receive and note the written report.*