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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 S Alenshasy and D 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 6th October 2025 commencing at 7.00p.m.**

Signed on 29th September 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 6th OCTOBER 2025

1. APOLOGIES FOR ABSENCE

RECOMMENDED:

To receive apologies for absence.

2. DECLARATIONS OF INTEREST

RECOMMENDED:

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 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.

4. RECORD OF PREVIOUS MEETINGS

RECOMMENDED:

That the Minutes of the Capital Projects Committee meeting held on 11th August 2025 (previously circulated) be confirmed as a true record and signed by the Chairman.

5. 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.

6. CEMETERY FACULTY UPDATE

DAC has reviewed our application and require no additional information to permit it to continue to adjudication. Application will now have any informal consultation with statutory interested parties and be considered by the Committee for a decision by the Chancellor approving the Faculty.

RECOMMENDED:

To receive the update on the Cemetery Faculty.

7. UPDATES ON OTHER PROJECTS

The main item in this meeting is the Budget for all Capital Projects. The two main ones are the Cemetery repairs and Silvanus and the other projects have a small update in the comments section of the budget excel sheet.

Any additional information on other projects will be the subject of a verbal report of the Assistant Town Clerk at the meeting.

RECOMMENDED:

To note the above information.

8. DATE OF NEXT MEETING

To be arranged by doodle mid/late November.

9. 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 10 and 11 below - to progress sensitive issues.

10. CAPITAL PROJECTS BUDGETS 2026 -2027 (Spreadsheet in Councillor Sharepoint and available at the meeting)

RECOMMENDED:

To consider the attached spreadsheet and make recommendations to full Council in respect of the Capital Projects budget requirements for 2026 – 2027.

11. SILVANUS (Report in Councillor Sharepoint and available at the meeting)

RECOMMENDED:

To note the CONFIDENTIAL REPORT.